

# MICHELLE A. VALIN

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## **BACKGROUND SUMMARY**

Career history includes developing, managing, and promoting community service, healthcare and educational programs. Certified Program Planner proficient in the administration of college professional and continuing education courses, conference and special event planning and innovative program development. Proven effectiveness in building strong, loyal community and team relationships. Excellent communication skills enhanced by a flexible, self-directed and optimistic work style.

## **SELECTED ACCOMPLISHMENTS**

### **Program Development & Management**

- Engaged in institutional research to recommend and execute strategies for older adult programming in a community college setting.
- Created and implemented, an original Eldercare Specialist Certificate for entry-level direct-care workers and professionals, seeking educational programming in gerontology studies.
- Administered program development and evaluation of faculty employment, student recruitment, and the budgetary responsibility of over 20 different enrichment, professional development, and job training programs in a community college workforce and continuing education department.
- Provided leadership and organized enrichment day camps and special events for over 2,500 school children in economically challenged and diverse communities.
- Analyzed volunteer support needs of hospice provider throughout Macomb County. Managed over 200 volunteers providing 25,000 hours of service valued at more than \$350,000.
- Assessed and actualized recreation / social programs of 300-plus, nursing home patients. Created and implemented over 50 hours of group and social programs per week.

### **Training & Staff Development**

- Developed and implemented continuing education course syllabi for Eldercare program.
- Taught training seminars, educating adults in Girl Scout program development.
- Designed curriculum and organized seminars in volunteer management for the training of new program coordinators.
- Designed curriculum and trained volunteers in holistic caregiving, conducted evaluations, and implemented continuing education programs to ensure quality services.

### **Grant Management**

- Managed day-to-day operations and fiscal responsibility of 5 diverse grant programs in a community college setting, for a variety of funders, including government and private funding sources.
- Wrote and won 3 grants for gerontology initiatives in workforce and continuing education.
- Supervised day-to-day operations for nonprofit federal grant program in social services.

### **Marketing & Communications**

- Planned and implemented successful recruitment campaigns of students and volunteers, through marketing by flyers, press releases, brochures, public service announcements, direct mail, and recruitment fairs.
- Presented dynamic speeches and seminars to civic groups, social clubs, religious institutions, and schools.
- Wrote informational newsletters for internal and external customers.
- Wrote and published hard news and feature stories for a local award-winning newspaper in Macomb County.

### **Organizational Management**

- Managed multiple projects simultaneously, using long-range planning, delegation, and creating leadership opportunities for staff and volunteers.
- Planned, organized, and facilitated corporate retreats and conferences for groups of 50 to 500.
- Administered all facets of volunteer a department, including developing policies and procedures, marketing plans, budgeting, evaluation, quality and statistical reports.

**Leadership**

- Mentored colleagues both internally and externally through statewide professional organizations.
- Hired, evaluated, and counseled staff, faculty, and volunteers' performance ensuring successful job placements through surveys, interviews, focus groups and team-building exercises.
- Lobbied for the establishment of professional standards in volunteer management on behalf of the Michigan Hospice Organization.
- Motivated staff and volunteers, by appealing to and supporting their own desires to meet the critical human and social needs of their communities.

**PROFESSIONAL EXPERIENCE**

MACOMB COMMUNITY COLLEGE, Warren, MI <b>Program Coordinator, Workforce &amp; Continuing Education</b>	2005 – Present
GIRL SCOUTS OF METRO DETROIT, Detroit MI <b>Staff Membership Specialist</b> <b>Volunteer Leader &amp; School Organizer</b>	2003 -- 04 1999 -- 03
THE ROMEO OBSERVER, Romeo, MI <b>Freelance Writer</b>	1999 – 04
HOSPICES OF HENRY FORD HEALTH SYSTEM St. Joseph's Team, Clinton Township, MI <b>Staff Coordinator, Volunteer Services</b>	1991 -- 99
CATHOLIC SOCIAL SERVICES OF OAKLAND COUNTY, Pontiac, MI <b>Supervisor, Senior Companion Program</b>	1989 -- 91
PONTIAC NURSING CENTER, Pontiac, MI <b>Director, Activity Department</b>	1987 -- 89

**EDUCATION**

<b>Master of Arts in Education</b> , Michigan State University K-12 and Higher Education Administration	2011
<b>Certified Program Planner</b> <b>Program Management &amp; Contract Training Management</b> Certificates of Achievement, Learning Resources Network	2006/2007
<b>Bachelor of Arts Degree</b> , Communication Arts and Sciences Michigan State University, East Lansing, Michigan	1987
<b>Associate in Arts Degree</b> , Liberal Arts Grand Rapids Community College, Grand Rapids, Michigan	1985

**MEMBERSHIPS/AFFILIATIONS**

National Council for Continuing Education & Training	2005
Michigan Association for Continuing Education & Training	2005
Learning Resources Network	2005
American Society on Aging	2007
Senior Coordinating Agency Network	2006