

# Quanasia Simmons

## Assistant Program Director - Episcopal Social Services

Bronx, NY

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Highly motivated and results-oriented professional with exceptional leadership and communication skills. Progressive work history coupled with upward career mobility through the use of excellent team and management skills. Principle strengths are centered on strong organizational and management skills coupled with excellent written and verbal communication skills in addition to analytical skills which will provide for a well-rounded operations professional.

### WORK EXPERIENCE

#### **Assistant Program Director**

Episcopal Social Services - Bronx, NY - April 2006 to January 2014

Assist in assuring regulatory compliance with the relevant DYFJ/OCFS mandates

- Assures that the facility complies with all courts, medical, and educational appointments for the youth residing in the facility
- Assures a highly structured routine complimented by youth activities and programs that are both educational and entertaining by reviewing and posting the monthly activity calendar
- Assures that the facility maintains adequate staff coverage by creating and posting the bi-weekly schedule: arranges coverage for absentee workers
- Assist in the recruitment, interviewing, training, and supervising of the youth specialist
- Provides direct supervision for the shift supervisors and the youth specialist: counsels and addresses undesirable behavior among the staff members
- Maintains solvent fiscal management with respect to overseeing use of petty cash funds, ordering and inventory of food, supplies and equipment
- Assist in assuring that the facility is well resourced, safe, hygienic and attractive facility by immediately reporting damages etc
- Available on call to the facility after hours for emergencies
- Conduct weekly team and staff meetings
- Completes and submits all reports and documentation in a timely fashion as required by DYFJ/OCFS/ESS/ACS

#### **Administrative Assistant**

Earth Color, Inc - New York, NY - July 2004 to April 2006

Responsible for distributing telephone calls to all employees

- Prepared detailed reports for organization and schedules of all employees
- Maintained paper and electronic files
- Responsible for travel arrangements
- Sorted and input invoice data
- Sorted mail and package deliveries

#### **Child Care Worker**

Outreach Haven (NSD) - Flushing, NY - December 2002 to July 2004

Direct care and custody of female juveniles.

- Responsible for escorting juveniles to and from court appearances, school,

medical appointments and any outside activity.

- Performed routine security searches of each juvenile including inventory, new intakes as well as the security of the facility.
- Assisted and encourage independent living skills.

### **Case Manager of Adult HIV/AIDS Services**

Project Hospitality - Staten Island, NY - November 2001 to December 2003

Managed a case load of 15 clients of high risk behavior.

- Responsible for all medical and monthly billing.
- Provided emotional support and stability for the psychologically impaired.
- Performed continuous examinations to address clients' medical status and compliance.
- Liaison to various rehabilitation and detoxification clinics.
- Fieldwork consisted of home visitation, clinic upkeep and transportation.

### EDUCATION

#### **High School Diploma**

DeWitt Clinton High School - Bronx, NY

June 1995

### ADDITIONAL INFORMATION

#### COMPUTER SKILLS

PC, Word, Excel