

# **JAYME S. BOLDING**

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## **— EDUCATION —**

***Bachelor of Science in Human Development and Family Studies***

Oregon State University

Option: Human Services

June 2005

Corvallis, OR

***Associate in Liberal Arts***

Central Alabama Community College

May 2001

Alexander City, AL

## **— RELEVANT WORK EXPERIENCE —**

***Pregnancy Resource Center of the NRV (PRC)***

February 2018 – Present

A non-profit medical clinic and Christian outreach for those facing an unplanned pregnancy.

Director of Communications and Marketing

- Working closely with the CEO and the Director of Development to provide all communication resources needed to promote the mission of the PRC.
  - Promotions include materials for donor events, client outreach events, fundraisers, regular written publications such as the quarterly newsletter, PRC website and Valley Women's Clinic website.
- Directs the PRC's client outreach in the community.
  - Designs, creates and distributes promotional materials via an on-line and a physical presence in the community in order to draw in more clients to achieve the overall mission of the organization.

***GraceLife Baptist Church (GLBC), Christiansburg, VA***

August 2013 – Present

Senior Coordinator for Awana Ministry (Volunteer Position)

- Working closely with Children's Pastor to plan activities for the upcoming year
- Designing and printing of calendars, flyers, and other marketing materials
- Communicating with volunteers and parents through weekly e-mails
- Organizing End of the Year celebration for 150 clubbers and families
- Coordinating 60 plus weekly volunteers for ministry

Women's Ministry Steering Team Member (Volunteer Position)

- Organizing registration and event details for community-wide simulcast
- Assisting GLBC's Web Specialist with design content for events
- Designing materials and organizing event for GLBC Women's Retreat

***Alzheimer's Association, Anderson, SC***

October 2006 – July 2008

A non-profit health organization which focuses on care, support, and research for Alzheimer's disease

Program Associate (State Office)

- Organizing budget allocations for families taking part in a state-wide respite program
- Speaking to nursing homes, assisted living facilities, and hospitals regarding services provided by the Alzheimer's Association
- Attending volunteer fairs in efforts to recruit for fundraising activities
- Organizing assistance for annual conferences and state-wide fundraising events
- Providing counseling and referrals to families

***Home Life, Corvallis, OR***

March 2003 – July 2005

A non-profit organization that provides residential services to adults with disabilities

Program Coordinator/ Supervisor (Mumford House Group Home)

- Hiring, training, evaluating, and terminating employees
- Coordinating and supervising fifteen support staff and four volunteers
- Speaking to college groups and civic organizations in recruiting efforts
- Monitoring and complying with all aspects of the Oregon Administrative Rules
- Monitoring comprehensive house budget including payroll for employees

Assistant Program Coordinator / Program Coordinator (Kobel House Group Home)

- Monitoring financial and medical needs of seven clients with disabilities
- Communicating with professionals to provide the best service for clients
- Supervising and providing feedback to seven support staff
- Teaching Medication Administration and Documentation training to new employees
- Developing training guides for substitute employees

Community Transition Specialist (Mumford House Group Home)

- Working one-on-one with clients to achieve short-term and long-term goals
- Planning group activities for clients
- Providing opportunities for clients to participate in community activities
- Developing a Community Transition Specialist training manual
- Working independently with minimal supervision

**— AWARDS and PROFESSIONAL MEMBERSHIPS —**

- 2005 Student of the Year, National Organization of Human Services
- 2005 Student of the Year, Northwest Human Services Organization
- 2005 Student Coordinator, OSU Human Services Leadership Team
- Member, 2004 OSU Human Services Leadership Team
- Treasurer, 2004-2005, OSU Human Services Student Organization
- Member, 2004-2006, National Organization of Human Services
- Member, 1999-2001, Central Alabama Community College Softball Team