**Vivian L. Presley**

1008 St. Marks Avenue, 6A, Brooklyn, NY 11213

718-452-9345 residence/ 914-770-0889 cell

Skills

* Efficient, effective & experienced verbal & written communicator
* PR & community outreach
* Customer service/ reception
* General office work/ data entry/ filing/ typing (40 wpm)
* Computer literate: Microsoft Word, Excel & internet research

Education/ Training

Career & Educational Consultants, Inc. –March 2007

International Theological Seminary of California, BA in Theology –September 1999 to May 2003

Kingsborough Community College, Psychology I –June 1998 to June 1999

Plaza Business Institute, Clerical Studies –January 1981 to December 1981

Experience

**The Family Center, Brooklyn, NY** **February 2018 to Present**

**Family Peer Advocate/Outreach Specialist**

Community Outreach Specialist December 2017 to January 2018

B-WEL Outreach Specialist April 2015 to December 2017

* Works w/supervisor/team to develop and implement

 outreach strategies aimed at identifying and recruiting women

impacted by trauma, HIV and/or substance abuse

* Conducts targeted outreach activities including presentations

 and tabling events, aimed a professionals and/or potential clients

* Assist w/planning, recruitment and hosting of client events and workshops
* Represent the agency at various coalitions and/or community planning bodies
* Initiate and cultivate relationships with potential referring providers
* Provide information in person, by phone and email about B-WEL and other

TFC programs

* Special projects as assigned

The Family Center, Brooklyn, NY March 2014 to May 2015

**Outreach Specialist**

* Conduct Community Presentations including street outreach/tabling
* Represent Agency on Community Coalitions
* Perform follow-up activities w/outside organizations
* Reports and Data Entry (documentation)
* Prepare presentation packets/prepare for presentation
* Telephone and establish relationships w/outside

 organizations in order to set up community presentations

* Special projects as assigned

Defender Security Services, Rego Park, NY May 2007 to January 2009

Security Officer/ Receptionist

* Customer service, including directing guests
* Obtaining approval of guest access via company protocols
* Screened and processed telephone calls
* Detect, Deter, Report (DDR)

Turner Broadcasting, New York, NY March 2002 to January 2007

Lead Security Officer, Pvt. (CNN Security)

* Trained new officers on duties and responsibilities, as well as company policies
* Provided administrative/ clerical support to Security Department
* Customer services and guest relations
* Processed expense reports and vacation requests
* DDR

The Family & Life Center of Mt. Ararat, Brooklyn, NY February 2002 to September 2002

Administrative Assistant

* Provided administrative/ clerical support as needed
* Developed and maintained basic databases
* Processed bi-monthly payroll for fifteen staff members

CyberStaff America, Ltd., New York, NY November 2000 to June 2001

Contract Administrator

* Provided administrative/ clerical support as needed
* Processed contractual worker’s Accounts Payable/ Receivable/ Fees/ Schedule/ Timesheets
* Handles priority resume preparation for CyberStaff consultants