

Resume of Sheryl Donovan

103 Colonial Court, Pendleton SC 29670 - 864.646.9930

Education

- MA University of Northern Colorado, Social Science/Sociology
- BA University of Northern Colorado, Sociology Major/English Minor
- AA Aims Community College, Greeley CO

Professional Experience

Executive Director, Lexington County Children's Center, W. Columbia, SC 1997 - 2001

Responsible for the operation of a Child Advocacy Center serving physically/sexually abused children. The center receives no federal, state or county funding. Developed a continuum of care that includes comprehensive assessment and treatment. Supervised all staff (medical director, psychologist, therapist, forensic evaluators, ARNP, office manager), broadened funding base, instituted two annual fundraising events, provided all case consultation/coordination services.

Director of Community Relations, The Harbor Behavioral Health Care Institute, New Port Richey, FL 1994-1997

Developed all marketing materials including: managed care brochure, website, annual reports, quarterly newsletter for external publics and monthly internal communiqué, for a \$21M community mental health and substance abuse treatment facility with 26 locations.

- Designed and purchased advertising.
- Acted as event planner for organizational events.
- Was responsible for media contacts including press releases, feature stories, official comments.
- Presented community education programs to organizations upon request.
- Developed and sold EAP/Drug Free Workplace Programs to area businesses.

Special Assistant to the President, The Harbor Behavioral Health Care Institute (formerly The Human Development Center of Pasco), New Port Richey, FL 1992-1994

- Worked in concert with the President/CEO in the daily administration of the Institute.
- Board liaison in the area of public policy and represented the Institute as designated by the President.
- Responsible for organizational preparations for the first accreditation site survey (received three year certification from the Commission on Accreditation of Rehabilitation Facilities)

Staff Development & Training Manager, Human Development Center of Pasco, New Port Richey, FL 1991-1992

- Institutionalized the first Staff Development/Training Department.
- Wrote policies/procedures, curriculum design for mandatory and in-service trainings.
- Maintained training data base on employees and guaranteed compliance with standards from all accrediting bodies relative to training.
- Developed/presented two-day new employee orientation.

Hospital Liaison, Human Development Center of Pasco, New Port Richey, FL 1990-1991

Provided continuity of care for clients admitted to private psychiatric hospitals, and provided linkages between public and private sector.

Associate Academic Dean, Lindsey Wilson College, Columbia, KY 1989-1990

- Ensured academic integrity of evening college programs on five campuses and one medium security prison.
- Hired/evaluated part-time/adjunct faculty for all evening programs.
- Ensured compliance with accreditation requirements from the Southern Association of Colleges and Schools.

Director of the Bristol Crisis Center, Bristol, VA 1984-1989

- Recruited/trained/supervised volunteers that staffed a 24hr. crisis/ Information & Referral hotline.
- Broadened funding base and wrote all grants for private non-profit organization.
- Opened 24hr. Sexual Assault Center 7/87.
- Computerized the organization and developed a video instructional package for volunteer training.

Teaching Experience

2001- Present	Full-Time Instructor, Tri-County Technical College, Pendleton, SC (Sociology)
1990-1997	Provided training to internal/external groups in the areas of verbal de-escalation techniques, customer service, physical restraint techniques, anger management, motivation, etc. Provided wellness seminars to fulfill contractual agreements with managed care companies.
1989-1990	Part-Time Instructor, Lindsey Wilson College, Columbia KY (Sociology, Human Services)
1982-1989	Adjunct Faculty - Virginia Intermont College, Bristol VA, King College, Bristol TN, Virginia Highlands Community College, Abingdon VA, Walter State Community College, Morristown TN, (Sociology, Psychology)
1981-1982	Full Time Instructor/Resource Coordinator in Social Work/Gerontology, Tusculum College, Greeneville TN
1980-1981	Part-Time Instructor, Aims Community College, Greeley, CO (courses taught in CETA funded program included: Assertiveness, Resume Writing, Interview Techniques, Money Management)
1978-1981	Part-Time Instructor, University of Northern Colorado, Greeley CO (Sociology, Women's Issues)