

Shirley Denise Lanier

◆ Riviera Beach, FL 33404 ◆ (561) 506-8308 ◆ bootstrap@msn.com

Objective

To secure a social services executive position that challenges diverse skills in the areas of community development and housing services and administration. Opportunities that provides for creative, innovative and "outside the box" strategies and approaches to housing/community development, housing advocacy, youth services programs, family-centered programs, and economic self-sufficiency.

Profile

Motivated, personable professional with a successful 20-year track record of managing and administering Social Services and Housing Programs. A talented and effective professional writer of grants, proposals and reports. Diplomatic and tactful with professionals and non-professionals at all levels. Expert in the identification, analysis, and resolution of diverse operational issues, continuously maintaining top performance while offering superior programs and services.

Flexible and versatile – able to relate to individuals from diverse backgrounds and of every age. Poised and competent with demonstrated ability to easily transcend cultural differences. Excellent managerial, financial, administrative and communicative skills. Exceptional team-building skills. Possess absolute honesty and integrity.

Skills Summary

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|------------------------------|--------------------------|---------------------------------|
| ◆ Project Management | ◆ Community Partnerships | ◆ Community Collaboration |
| ◆ Strategic Planning | ◆ Community Outreach | ◆ Training/Technical Assistance |
| ◆ Housing Operations | ◆ Data Tracking/Analysis | ◆ Data Driven Outcomes |
| ◆ Management and Supervision | ◆ Housing Development | ◆ Professional Presentations |

Professional Experience

COMMUNICATION: REPORTS/PRESENTATIONS/TECHNOLOGY

- ◆ Prepare complex reports for federally funded programs (HUD, HHS, HRSA, HOPWA) ensuring full compliance with agency requirements and tight deadlines.
- ◆ Authored professional correspondence to customers, vendors, government officials and agency staff.
- ◆ Designed and implemented strategic plans/programs, guidelines and procedures for the use of federal and state funds.
- ◆ Compiled and prepared federal and state performance and fiscal reports so as to set future benchmarks and demonstrate programmatic outcomes.
- ◆ Proficiency with office technologies (e.g. Word, Excel, Power Point, Access, Publisher, Adobe). Fluent in *professional* social media activities/marketing (e.g. Twitter, Facebook, LinkedIn)

PROBLEM SOLVING/COMMUNITY SERVICE

- ◆ In depth knowledge of community resources and referral procedures; designed eligibility protocols
- ◆ Excellent communication skills to solve issues and problems with customers and staff.
- ◆ Over 20 years' experience in community organization, administration and management.
- ◆ Participation and leadership in grassroots organizations aimed at community empowerment
- ◆ Developed Strategic Plans at the Division and Department Level

DETAIL MASTERY & ORGANIZATION

- ◆ Manage all aspects of day-to-day operations as a Leader/Director:

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- Over 15 years Supervision experience.
- Performed Board presentations, Commission speeches and Seminar lectures.
- Knowledge of management principles and practices; auditing principles; budget preparation.
- Knowledge of federal, state and local regulations regarding community services and economic development.
- Keep current in local and national community development strategies and Housing services and protocols.
- 10 years' experience in managing, monitoring and evaluating outcome-based programs
- 20 years' experience in strategic planning and implementing multi-faceted initiatives and programs that provide direct services to the community
- 10 years' experience in coordinating and managing over \$5 million dollars annually in Federal, State, County and City funds for Housing/Community Service Programs

Employment History

LANIER ENTERPRISES, LLC – Orlando/Palm Beach, FL
President, 2008-Present

ORANGE COUNTY GOVERNMENT – Orlando, FL
Neighborhood Center for Families Coordinator/Family Advocate/Grant Writer, 2011-2015

ORANGE/PALM BEACH COUNTY SCHOOL DISTRICT – Orlando, FL/West Palm Beach, FL
Teacher/Substitute/ESE, 2005-2011

CITY OF WEST PALM BEACH – West Palm Beach, FL
Grant Administrator-HOPWA Program/ Housing/Community Manager/Grant Writer, 1995 to 2005

Education

FLORIDA A&M UNIVERSITY – Tallahassee, FL
Bachelor of Science Degree in Psychology

FLORIDA DEPARTMENT OF EDUCATION – Tallahassee, FL
Florida Educator's Certificate

Keywords

Grant Compliance Expertise ♦ Community Partnerships ♦ Effective Communication ♦ Performance and Outcome Measures ♦ Data Collection Proficiency ♦ Community Outreach ♦ Computer Proficiency ♦ Contract Administrator ♦ Organizational Skills ♦ Public Relations Skills ♦ Facilitator ♦ Critical Thinking ♦ Leadership Skills ♦ Administrator ♦ Innovative Strategies ♦ Permanent/Supportive Housing Development ♦ Needs Assessments ♦ Excellent Customer Service ♦ Housing Programming ♦ Management Acumen ♦ Team Leader ♦ Family Support Models ♦ Self-Sufficiency Innovator ♦ Quality Improvement Initiatives ♦ Creative Marketing Skills and Techniques ♦ Conflict Management ♦ Performance Standards ♦ Eligibility Criteria Protocols ♦ Database Creation and Maintenance ♦ Employment Development, Placement and Services