

## Judy Guajardo

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### WORK EXPERIENCE

#### **NA HOALOHA, Wailuku, Hawaii**

*Volunteer Coordinator, Oct 2014 – Present*

- Recruit, interview, vet, and train volunteers
- Provide support to volunteers and participants to ensure service delivery. This includes enrollment process, service coordination, and communication with referring agencies.
- Conduct orientations, in-service training, mentoring, and recognizing volunteers.
- Seek out opportunities to partner with agencies and community groups to build greater resources to support elders.
- Maintain a data base for record keeping and reporting by working with the data management team on a regular schedule to address any new, additional or broader based needs for accurate time and service reporting.
- Supervision of Program Support personnel in performance and coordination of programs and services for better program service assurance.
- Prepare weekly, monthly, quarterly and annual reports of volunteer hours, services and participant care plans.
- Maintain good communication with funding agencies, business community partners, local and state agencies, other local organizations, and members of the general public in building relationships to further promote awareness of service needs for elderly.

#### **PROPERTY MANAGEMENT COMPANY, Maui, Hawaii**

*Owner /Operator, Jun 2000 – Dec 2014*

- Maintained all areas of property for owners who did not live full time on Island. This included coordinating regular maintenance for yard, grounds, interior, exterior cleaning and security systems. Hiring and scheduling of other professionals to perform tasks.

### EDUCATION

#### **University of Hawaii Maui Campus, Maui, Hawaii**

*Completed coursework towards Human Services, May 2015*

- Course work included but not limited to Aging, Case Management, Interviewing, Group Counseling, Strengths-Based and Person-in-Environment focused human services work.

#### **University of California Davis School School of Gerontology, Online**

*Fundamentals of Gerontology*

### ADDITIONAL SKILLS

- I have been an active volunteer for more than 40 years with youth organizations, Senior Centers, Homelessness, and community theater. While working with the California PTSA and the Los Angeles Unified School District and Venice Community, I was honored for my efforts in getting the Child fingerprinting Program implemented throughout the state, which is still offered to every child entering the public school system in California.
- As an Executive Regional Manager, I was regularly rewarded financially through bonuses earned as a result of exceeding cost and sales goals. I was recognized for retention and promotion of management and staff as a result of training techniques and motivation skills.