

## **Frances P. Fisher**

### **PROFILE**

**Dynamic and goal-oriented social work administrator with progressive experience in management, education and training, fund and program development, administration and program evaluation. Experience in staffing, budgeting, resource allocation, and research. Excellent organizational skills, written and verbal communication skills, and problem-solving skills.**

### **PROFESSIONAL EXPERIENCE**

**Grants Manager, Children's Advocacy Center of Collin County, Plano, TX, 2010-Present**

- **Identifies opportunities for grant funding of public and private funds through monitoring government funding announcements and utilizing grant research tools**
- **Generates revenues for agency programs and services by timely submission of well written grant proposals**
- **Maintains binders for each grant with essential documentation**
- **Acts as a liaison with program staff, grant funding agencies and organizations**
- **Monitors and assures compliance with conditions of grant and grant deliverables by analyzing contracts and coordinating with program staff and finance**

**Teacher, Dallas Independent School District, Dallas, TX, 08/2008-2010**

- **Taught Kindergarten general education classes**
- **Developed lesson plans according to Curriculum Planning Guide**
- **Utilized effective classroom management techniques**
- **Worked effectively as part of a team**
- **Built relationships with students and parents to assist with student achievement**

**Owner and Manager, Fisher Business Solutions, Montclair, NJ 2004-2007**

- **Advertised and marketed for small business with annual sales of \$400K**
- **Designed and installed approximately 25 window treatments monthly**
- **Financial management, accounts payable and receivable**
- **Hired and supervised 5 contract employees**

**Training Coordinator/Grant Writer, Jewish Vocational/ Corporate Services, East Orange, NJ 2000-2003**

- Wrote grants, developed budgets, and provided fiscal oversight for training programs and grant funded programs
- Responsible for scheduling, resource allocation, establishing and evaluating course content, and securing/supervising staff
- Managed the design and delivery of customized training programs for corporate clientele that addressed performance and production improvement needs.
- Coordinated needs assessment activities; developed, approved and evaluated course curriculum; monitored training performance to ensure achievement of program goals

**Program Coordinator and Administrator, Job Corps - US Department of Labor, McKinney, TX, 1997-1999**

- Responsible for program development, administration, and statistical records for one of ten pilot School-to-Careers programs for the US Department of Labor, Job Corps in United States
- Designed and developed pilot Tech Prep program as a partnership with the county college for area high tech businesses
- Developed partnerships with major Dallas employers and supervised approximately 50 work sites to ensure the ongoing progress of students transitioning from school to work or higher education

**Consultant for Labor and Policy Issues, Wylie, TX, 1994-1997**

- Chaired Public Policy committee as well as wrote position papers and delivered presentations on various human service and workforce development issues for United Way of Greater Dallas
- Organized conferences for US Department of Labor and Continuing Medical Education programs for University of Texas Southwest Medical Center.
- Researched and wrote articles for University of North Texas, Work and Family Institute

**EDUCATION AND CREDENTIALS**

MSW, Administration/Planning, University of Texas at Arlington, 1996 Honors

BSW, Texas A & M, Commerce, Texas, 1993 Academic Distinction

Post Graduate, Bristol University, England 1997

Macroeconomics, Essex County College, NJ, 2002

Instructional Design, ASTD, Bergen, NJ, 2001

Texas Teaching Fellows Teaching Certificate, Dallas, TX, 2008