

ANNE-ELIZABETH W. NORTHAN

OBJECTIVE

I am a prevention professional with years of additional experience in a variety of industries and institutions. I am interested in personal and professional growth in the fields of leadership, community outreach and emotional literacy. I am a proficient researcher and have honed my communications skills to work with dynamic communities. I enjoy working with future generations and sharing my passion for prevention, life skills and learning. I enjoy challenging positions and environments, and am seeking a position that allows me to develop my established skills while allowing me to expand my expertise.

SKILLS & ABILITIES

Microsoft Office Suite, Grant Management, Project Compliance, Copy Writing, Editing, Adobe Creative Suite, Quickbooks, Viewpoint, Greenway, CMS, CSS, HTML, Reception, Community Outreach, Research and Writing, Written and Oral Communication, Fundraising, Multiple Line Phone, Basic Accounting, Data Entry, mail distribution, filing/document management, curriculum development, state standards, Infinite Campus, Moodle, Blackboard, G-Suite, PearDeck, and behavior management.

EXPERIENCE

2021 – Present Join Together Northern Nevada Reno, NV
Executive Director

- I am the current Executive Director of Join Together Northern Nevada. I engage in community outreach, grant management, staff management, data analysis, project compliance, and provide prevention education in a classroom setting. I act as a liaison between the organization and funding agencies/organizations as well as oversee the financials of JTNN. This role requires me to facilitate internal committee meetings and ensure recruitment for board and committee participation. I lead community initiatives and engage in prevention messaging in collaboration with our coalition partners.

2020 – 2021 Claimant Advocacy Group Reno, NV
Government Benefits Specialist

- I currently work as a government benefit specialist for claimants during the mass tort settlement process. This position involves advocacy and education for underprivileged adults and minors on a national scale. We assist individuals during and after the court process in order to accept personal injury settlements while understanding the impact on their government benefits. This position involves acting as a liaison for law firms and their clients, data entry, phone communication, organization, filing, research and education.

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2019 – 2020 Sierra Nevada Academy Charter Reno, NV
Certified Teacher 7th and 8th Grade History (ARL Route)

- I am a certified teacher in the Washoe County School District. The role includes, but is not limited to curriculum development, classroom management, basic computational skills, Microsoft teams, parent/family relationship and community outreach, Infinite Campus, and presentation. During the Covid-19 crisis, we turned to remote teaching enhancing my online teaching skills and abilities including moodle, blackboard, Google Suite, PearDeck, and more.

2017 – 2018 Q&D Construction Sparks, NV
Project Assistant

- Assisted Project managers with all project requirements. This included accounts receivable, state and federal compliance requirements, budget projections, coordinating with subcontractors, and bid requirements at the local, state and federal level.

2015– 2016 First United Methodist Church Reno, NV
Editor in Chief

- I was responsible for producing the First United Methodist Monthly Newsletter and weekly bulletin. I used InDesign for document creation and gained experience in bringing different media together to create a cohesive message.

2015-2016 Have Lights Will Travel Sparks, NV
Administrative Assistant

- This position included front desk reception, marketing, data entry, and sales. I handled petty cash, transactions, alphabetical filing, and answered multiple phone lines. I worked closely with the service department and our customers to coordinate installation.

EDUCATION

2018-Present Sierra Nevada University Incline Village, NV
MAT, In Progress

- I am currently working toward a Master of Arts in Teaching.

2010 – 2014 University of Nevada, Reno Reno, NV
BA History, Magna Cum Laude

- I was involved in the History Department. I engaged in internships and projects which resulted in being awarded the Hulse Scholarship. I graduated with honors for a GPA of 3.89.

LEADERSHIP

Member at Large for Monai Village, a Non-Profit organization seeking to mitigate the negative effects of transition from foster care to adult living. Member of the Welcoming Committee at First United Methodist Church and Graduated from the WRIN Women's Leadership Program. I was a leader at Grace Church's Celebrate Recovery program, and currently engage with that program as a volunteer. I volunteered with the Washoe County Library system.