

Jamie Lynn Griggs, MSW  
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Education\_\_\_\_\_

**Central Michigan University** Mount Pleasant, Michigan  
Bachelor of Science, Graduated December 2007  
Major (Double): Psychology and Child Development

**Michigan State University** E. Lansing, Michigan  
Master of Social Work, Occupational and Community Leadership  
Graduated May 2017

Employment\_\_\_\_\_

**Big Brothers Big Sister Michigan Capital Region**

Program Director January 2017- Current  
In addition to Program Supervisor Responsibilities  
○ Proficient in Project creation and management  
Program Supervisor February 2016- December 2017  
**Hours per week: 40**

In addition to Case Manager Responsibilities:  
○ Proficient in Grant Writing and Reporting  
○ Experience in Strategic planning  
○ Experience in Program Evaluation  
○ Experience in developing Trainings  
○ Proficient in Community Presentations  
○ Experience in Supervision of Staff/Interns  
○ Experience in onboarding and training Staff and Interns  
○ Efficiently led Weekly Staff Meetings  
○ Experience participating in monthly Board Meetings

Case Manager February 2013- Current  
○ Case management Experience- Managing a case load of 75-100 matches  
○ Experience working with at Risk Populations  
○ Experience in small to large Event planning on a budget  
○ Experience in Partnership Development  
○ Experience in Recruitment of Volunteers, families, etc

Coordinator of Capital Area Mentoring Partnership (CAMP) July 2015-Current  
○ Experience in Program Development  
○ Experience in the Facilitation of monthly meetings  
○ Proficient in Creating and the distribution agendas  
○ Experience in the creation and implementation of Trainings to constituents  
○ Experience Supervising an AmeriCORP VISTA member  
○ Experience in Grant Writing

**Children's Defense Fund Freedom School**

After- School tutoring program Coordinator September 2012- May 2013  
**Hours per week: 10**  
○ Train/Supervise MSU Volunteers  
○ Create Curriculum/ Schedule  
○ Responsible/ Supervise 30 students per /session  
○ Serve as a Liaison to our parents

**Early Child Care Center (EC3)**

Preschool Teacher September 2011-July 2012  
**Hours per week: 40**  
○ Lesson planning/Implementation  
○ Constant communication/relationship building with my parents  
○ Responsible for the supervision of 21 children  
○ Ability to mutli -task

**Children's Defense Fund**

Freedom School Summer 2011/2012  
**Hours per week: 36-40**

- Lesson Planning /implementation
- Responsible for 10+ children
- Over 40 hrs of training- Integrated Reading Curriculum

### **Highfields Inc.**

Reaching Higher Staff

September 2009-June 2011

**Hours per week: 10**

- Assist with tutoring of 1<sup>st</sup>-6<sup>th</sup> grade
- Carry out the daily responsibilities
- Assist with Breakthroughs and enrichments

### **Shabazz Academy Public/Private School**

Preschool Program

August 2009- August 2011

**Hours per week: 40**

- Complete Weekly Lesson Plans
- Experience Carry out the daily Classroom responsibilities
- Experience Conducting parent conferences
- Experience in Arranging/ Completing Home visits
- Experience Handling large quantities of paperwork

### **Internships**

- EightCap, Inc Early Head Start- 0-3 years old- August 2007-December 2007
- Ingham County Health Department- Maternal-Infant Health Program September 2016-May-2017

### **Certifications**

- Infant/Adult CPR Certified - April 2015
- Youth and Adult Mental Health First Aid Certified-2019

### **Organizations**

- Member of Alpha Kappa Alpha Inc.
- Student Parents on a Mission (Alumni) August 2014- May 2017
- National Association of Social Workers September 2016-May 2017

### **Boards**

- President of Building Child and Family Initiatives January 2017- Current