

SANDRA D. BUTLER

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SUMMARY

PROFESSIONAL ACCOMPLISHMENTS

Church Ministry and Administration

- Developed and gave oversight to Women's Ministry while creating opportunities for participants to connect, develop friendships and experience growth through Christian fellowship.
- Created ministry experiences that fostered healthy self-esteem while addressing women's issues including parenting, health issues and dating.
- Served as Bible Studies Teacher and Spiritual Counselor for women in crisis situations.
- Provided leadership development and oversight for the ministerial staff and worked with teams to identify leadership abilities.
- Assisted Senior Pastor and leadership staff with recruitment, retention and training.
- Empowered leaders with techniques/strategies to achieve goals.
- Developed outreach programs in accordance with parish and community needs.

Human Services: Counseling and Instruction

- Make family assessments; recommend specific prevention program
- Aid families in crisis situations such as immediate need for shelter, childcare, health care, etc. by providing proper referral and case management
- Responsible for assigned programs for children and/or adults such as parent support and education
- Work directly with families to provide basic information or to assist with home organization, and other skills necessary for improved safety and management.
- Develops and maintains community resource file.
- Attends community meetings and/or agency collaboration meetings as assigned
- Attends weekly Case Management Meeting
- Maintains file logs, charts, and other records as required by the agency or funding source
- Teach and model parenting skills in home or the office

PROFESSIONAL EXPERIENCE

Personal Involvement Center/YPD -Los Angeles, CA

2011- 2013

Instructor: Anger Management, Domestic Violence, Life Skills, Parenting

Independent Contractor Assignments

2008-Present

Divine Manifestations: Online Academic Instruction/Educational Coach;

IEP Advocate/Coach for Developmentally Challenged Students;

Personal Life Skills Coach

Jahi Family Services: IHOC (In-Home Outreach Counselor);

Parent Educator; Client Advocate/Facilitator

Personal Involvement Center: IHOC (In-Home Outreach Counselor);

Educator/Instructor: Anger Management, Domestic Violence, Parenting;

Professional Tutors of America:Tutor, Grades 1-12 (Learning/Developmentally delayed)

Sistah Friends: Anger Management, Domestic Violence, Parenting

Greater Hopewell FGBC Fellowship – Los Angeles, CA

2001 - Present

Women’s Ministry Director; Ministry Operations; Member Needs Analyst/Community

Resource Liaison; Spiritual Counselor, LifeSkills Coach

Education / Training

- New Skills Academy- current
- University of Phoenix - 2009
- Springfield College of Human Services -2006
- Los Angeles Southwest College- 1992
- Crenshaw High School = 1981

Degrees/Certificates/Licenses

- Bachelor’s Degree in Human Services
- Master’s Degree in Education/Curriculum Development
- Honorary Doctorate (D.Min.)
- Advanced Cognitive Behavioral Therapy (CBT) Certification
- Cognitive Behavioral Therapy (CBT) Certification
- Domestic Violence Certification
- Drug and Alcohol Awareness Certification
- Faith Based Counseling Certification
- Homeschooling Certification
- Life Coach Certification
- Professional Relationship Counseling Certification