Darlene Blair Email: darblair@cox.net

3208 Coral Harbor Dr. (702) 525-1867

Las Vegas, NV 89117 <http://www.dabconsulting.biz/>

Volunteer/Non-Profit Experience

December 2015 to Present

Connor and Millie’s Dog Rescue CMDR

3592 Australian Cloud Dr.

Las Vegas NV 89135

*Funding Director in charge of writing and managing grants; Webmaster setting up and maintaining website; Administrator*

October 2014 to Present

A Home 4 Spot Animal Rescue

1200 N 8th St.

Las Vegas, NV 501 (c) 3 non-profit

*Dog Foster; Funding Director, in charge of submitting and managing grants; Event Coordinator, in charge of setting up adoption events throughout the valley on a weekly, monthly and yearly basis.*

April 1992 to October 1996

Antelope Valley Literacy Council

*Office Manager: Promoted a harmonious environment for program participants, responsible for initiating new programs and community involvement. Registered, interviewed and developed assessment and placement programs for students and tutors. Assisted Training Director in reorganizing Training Workshop Program. Executive Board Member: Treasurer and Executive Secretary: Certified Volunteer Tutor for adults and certified Tutor Trainer*

Skills:

*Mac/Apple Programs; Microsoft Office 2016; QuickBooks Pro; All office machines; Chronological & numerical filing systems; Multi-line phone systems; Internet; Typing 42 wpm; Website Building and Maintenance (not code); Marketing; Social Media Administrator*

Education:

Antelope Valley College, Lancaster, California; *California Certification in Office Management and General Management; UNLV Extension Courses NV State Grant Writing Certified*

References Available on Website