

# DEMENCIA L. JENKINS

1012 Egret Nest Circle Apt 204  
Winnabow, NC 28479

Email: DLJ7169@UNCW.EDU  
6687

Mobile: (910) 470-

## OBJECTIVE

To offer my leadership, and problem-solving ability to the North Carolina State Port Authority along with my hard-working manner, integrity, enthusiasm, and tireless dedication to service to ensure the increasing productivity of the company.

## EDUCATION

### University of North Carolina at Wilmington

M.P.A, August 2008 - Current

### University of North Carolina at Charlotte

B.S., Psychology, May 2006

- Dean's list
- Athletic Director's List

### Cape Fear Community College

Phlebotomy Certification, May 2007

- Dean's list

## PROFESSIONAL EXPERIENCE

<b>Present</b>	<b>Word of Life Outreach of Cape Fear</b>	<b>Leland, North Carolina</b>	<b>September 2008 –</b>
	Program Coordinator/ Computer tech assistant		
	<ul style="list-style-type: none"><li>• Enhancing the effectiveness of the initial intake of clients</li><li>• Filing critical paperwork including Value Options</li><li>• Creating person centered plans</li><li>• Ensuring the daily needs of the client are met</li></ul>		<ul style="list-style-type: none"><li>• Managing staff and creating cost effective ways to acknowledge exceptional work performance</li><li>• Linking all services together to coordinate meeting for the clients</li><li>• Scheduling and attending appointments</li><li>• Reviewing notes</li><li>• Monitoring and assisting with daily functions of computer systems</li></ul>
<b>2008</b>	<b>Word of Life Outreach of Cape Fear</b>	<b>Leland, North Carolina</b>	<b>June 2007 – September</b>
	Associate Professional/ Computer tech assistant		
	<ul style="list-style-type: none"><li>• Enhanced the effectiveness of the initial intake of clients</li><li>• Filed critical paperwork</li><li>• Created the personal centered plans</li></ul>		<ul style="list-style-type: none"><li>• Reviewed notes</li><li>• Monitored and assisted with daily functions of computer systems</li></ul>
	<b>Brooks and Associates Youth Service</b>	<b>Supply, North Carolina</b>	<b>March 2007 – June 2007</b>
	Case Manager/ Lead QP		
	<ul style="list-style-type: none"><li>• Organized the company so that it could run effectively and increase profits</li></ul>		<ul style="list-style-type: none"><li>• Scheduled the initial intake of clients and pairing them with a compatible mentors</li></ul>

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- Hired mentors and reviewed the performance
- Organized and filed all critical paperwork
- Created person centered plans
- Scheduled meetings
- Reviewed notes

## PROFESSIONAL EXPERIENCE CONTINUED

	<b>New Hanover Regional Memorial Hospital</b> Phlebotomy Intern	<b>Wilmington, North Carolina</b>	<b>February 2007- May 2007</b>
	<ul style="list-style-type: none"><li>• Assisted and performed blood collections</li><li>• Provided customer service to patients and their families</li></ul>		<ul style="list-style-type: none"><li>• Performed finger and heel sticks</li></ul>
<b>2007</b>	<b>New Hanover Regional Memorial Hospital</b> Cafeteria Assistant	<b>Wilmington, North Carolina</b>	<b>October 2006-March</b>
	<ul style="list-style-type: none"><li>• Provided customer service to patients, their family's, and hospital employees</li><li>• Provided customer service at catered functions on and off site.</li></ul>		<ul style="list-style-type: none"><li>• Prepared food for fresh daily tray</li></ul>
	<b>United Support Services</b> Direct Care Staff	<b>Matthews, North Carolina</b>	<b>February 2006-May 2006</b>
	<ul style="list-style-type: none"><li>• Provided training in self-help skills, independent living skills, mobility, socialization, and self-direction skills.</li></ul>		
<b>2006</b>	<b>Vance High School</b> Avid Tutor	<b>Charlotte, North Carolina</b>	<b>September 2006-May</b>
	<ul style="list-style-type: none"><li>• Tutored students in a group setting.</li><li>• Motivated students to ensure their success</li></ul>		<ul style="list-style-type: none"><li>• Provided students with a positive role model by being an exceptional example of a student, an athlete and an employee</li></ul>
<b>2003</b>	<b>UNCC Tutorial Services</b> Office Assistant	<b>Charlotte, North Carolina</b>	<b>September 2002 -May</b>
	<ul style="list-style-type: none"><li>• Set appointments for clients</li></ul>		<ul style="list-style-type: none"><li>• Faxed and copied paperwork for staff</li></ul>
<b>2002</b>	<b>Communities in School After-School Program</b> Teacher's Aide	<b>Belville, North Carolina</b>	<b>October 2000 - June</b>
	<ul style="list-style-type: none"><li>• Assisted with homework to ensure that the children excelled in their classes</li><li>• Planned and implemented field trips and activities</li></ul>		<ul style="list-style-type: none"><li>• Prepared and served snacks</li></ul>

## CERTIFICATIONS

- CPR-PR, Child, Infant and Adult CPR
- Safety and First Aid

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- Medicine Administration
- NCI certification
- I2K, ACCESS, Vision Systems
- Phlebotomy
- Person Centered Thinking Certification
- Effective Communication Training
- How to Supervise People Training

## AFFILIATIONS

- Alpha Kappa Alpha Sorority Inc,