
JACQUELINE PORTOKALIS

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SUMMARY

Creative, effective communicator who plans and delivers presentations to various audiences such as the public, groups of students, and trainees. Background includes six years of experience developing, coordinating, promoting, and producing community education programs. Proficient at media relations and advertising / sales. Experienced with Facebook and LinkedIn. Strong collaborator with individuals and teams across departments. Record of success in helping grow community-based organizations by raising awareness and presenting benefits of programs. Identifies opportunities for organizational improvement and implements action plans. Proficient at Word and Excel.

EXPERIENCE

THE PARENT CHILD CENTER OF TULSA, *Tulsa, Oklahoma* • 2008 – 2014

Organization dedicated to the prevention of child abuse and neglect through education, treatment, and advocacy.

Program Coordinator, Community Education Program

- Coordinated presentations for Eastern Oklahoma. Presentations on bullying, physical and sexual abuse, divorce and conflict resolution in order to educate and identify individuals in the schools and community who were experiencing these issues so that they could get help. Trained teams of presenters to speak to area organizations and schools.
- Spoke to area organizations about company and programs to raise awareness and inspire community involvement.
- Promoted program by giving numerous television, newspaper, and magazine interviews. Appeared on KOKI, KJRH, KTUL, KOTV, and Tulsa's public television station OETA. The program was featured several times in the Tulsa World concerning anti-bullying. Successes in educating students about child abuse were published in the Spring 2011 issue of *In Pursuit of Justice*, Volume 4, issue 2, page 3. Program efforts to stop bullying in schools was featured in Tulsa Kids magazine in the summer of 2012.
- Grew program from 739 participants per year to 50,000 per year. The large steady growth was due to yearly participation, addition of new programs, phenomenal positive results from these programs, media attention, one on one communication with decision makers, speaking to organizations, participating in community events, and word of mouth.
- Introduced new ideas and performance improvements to enhance program. Added more topics of interest which created more audiences.
- Developed a questionnaire for educators and administrators which gave us vital, daily feedback about our programs. Teachers encouraged students to write about what they learned from our presentations. The feedback from both students and teachers was so positive funding for our program was increased every year. The program gained so much attention that the University of Oklahoma conducted independent research reporting that the program was extremely effective at getting participants to retain information and change behavior.
- Prospected for new clients and maintained great working relationship with current clients. Clients included public, private, and community schools and programs reached from the Tulsa area to all of eastern Oklahoma.
- Created and led training program for new employees. Developed a video showing key areas of the job, conducted role playing exercises and kept employees up to date on new industry information.
- I directly supervised, and trained 25 people.
- Updated guidance counselors and principals on all current programs and how the presentation of those programs would benefit their school populations.

KIDS ON THE BLOCK, *Knoxville, Tennessee* • 2000 – 2004

Uses puppetry to teach children about social differences and concerns and to provide them with skills to stay safe and healthy.

Presenter / Educator

- Presented educational material concerning personal safety, prejudice, divorce, and bullying to elementary and middle school students in east Tennessee.
- Guided group discussions and answered questions for up to 400 students per week.
- Delivered various programs based on schools' stated needs. Met with counselors and principals.

KNOX COUNTY PUBLIC SCHOOLS, *Knoxville, Tennessee* • 1997 – 2004

K-12 public schools serving Knoxville and surrounding communities.

Supply Teacher – Long term substitute

- Planned and organized presentations for science, math, English, art and reading.
- Motivated and encouraged students by demonstrating their progress, giving rewards and showing their progress to the principal to further encourage the student.
- Met with parents to discuss student progress.

EDUCATION

Master of Public Administration, Troy University, *Troy, Alabama*

Bachelor of Arts, Communication Arts, University of West Florida, *Pensacola, Florida*