

KANASHA L. N. BLUE

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SUMMARY OF QUALIFICATIONS

- Young professional with experience in management, office and administrative tasks, customer service, and program evaluation with an emphasis on productivity and performance.
 - Proficiencies in Microsoft Office including Word, Excel, PowerPoint, Outlook, Publisher.
 - Proven ability to adapt and manage crises effectively through an assortment of technique.
 - Capacity for working efficiently in a fast-paced setting while handling multiple priorities.
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SUMMARY OF SKILLS

- Project Management
 - Event Coordination
 - Management & Supervision
 - Microsoft Office Proficient
 - Office/Administrative Duties
 - Scheduling & Planning
 - Communication Skills
 - Customer Service & Relations
 - Interviewing & Screening
 - Case Management
 - Individual Treatment Plans
 - Crisis Intervention
 - Negotiation & Mediation
 - Quality Assurance
 - Analytical & Problem Solving
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PROFESSIONAL SKILLS

Management & Coordination

- Managed, trained and motivated staff to reach maximum success rate while maintaining a high level of accuracy
- Conducted quality assurance audits and addressed performance issues through coaching, counseling and corrective action
- Provided contract oversight, technical guidance and supervision to a staff of 65 personnel in the preparation, handling, storing and sanitation practices of food service
- Performed record keeping, inventory management and the allocation of supplies and equipment for 230 personnel

Customer Service & Client Relations

- Delivered intensive clinical interventions for clients with serious and persistent mental illness while using evidence-based practices including motivational interviewing and trauma-informed care to create individualized service plans based on clients' strengths
- Networked and collaborated with providers within Erie County mental health and human service systems to provide clients with effective and appropriate social, medical, and behavioral referral and linkage
- Counseled, supervised, formulated and enforced corrective action recommendations for adolescents challenged with emotional and behavioral difficulties in a juvenile detention facility
- Negotiated and arranged payment plans and settlements while adhering to all applicable collection laws (FDCPA) for over 400 past due accounts
- Identified barriers to employment and develop solutions to these barriers by providing information on resources available through the Department of Labor

Project Development

- Created, updated, and maintained committee databases, spreadsheets and communications; developed and streamlined office and meeting procedures; coordinated and participated in all conference calls and meetings
 - Worked with staff, faculty, and peers to organize, plan, and facilitate orientation programming for over 2000 incoming students in a team-driven environment
 - Evaluated programs that educated minority communities about heart disease, stroke, health disparity policies and advocacy efforts
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PROFESSIONAL EXPERIENCE

- **New York State Department of Labor** – Labor Services Representative 2016 – Present
 - **Mary Kay Cosmetics** – Independent Senior Beauty Consultant 2016 – Present
 - **Buffalo Federation of Neighborhood Center** - Care Manager 2015 – 2016
 - **Gateway-Longview, Inc.** – Residential and Non-Secure Detention Counselor 2011 – 2015
 - **Erie County District Attorney's Office Victim Assistance Program** – Intern 2010 – 2010
 - **New York Army National Guard** – Food Service Staff Sergeant 2005 – 2014
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EDUCATION

- **Niagara University**, Doctor of Philosophy in Leadership and Policy Anticipated May 2020
 - **Marist College**, Master of Public Administration January 2015
 - **Buffalo State, State University of New York** - Bachelor of Science in Criminal Justice May 2010
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VOLUNTEER AND COMMUNITY INVOLVEMENT

- **Second Baptist Church**, Deaconess and Missionary Ministry Chair 2016 – Present
 - **The College Simulation Experience**, Volunteer 2016 – 2017
 - **Second Baptist Church Foundation**, Volunteer 2014 – Present
 - **Buffalo/Niagara Mentorship Program, Inc.**, Mentor and Public Relations Director 2007 – 2011
 - **American Health and Stroke Association** –Cultural Health Advisory Committee Member 2008 – 2010
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PROFESSIONAL AFFILIATIONS

- **National Association for the Advancement of Colored People**, Gold Life Member 2014 – Present
 - Executive Committee Member, Buffalo Branch 2016 – Present
 - Young Adult Action Committee, Chair 2014 – Present
 - Next Generation Leadership Program, Inaugural Class 2018 – 2019
 - **American Legion Jesse Clipper Post 430** 2014 – Present
 - First Vice Commander 2019 – Present
 - Fundraising Chairperson 2018 – Present
 - Third Vice Commander 2017 – 2019
 - Finance Officer 2014 – 2017
 - **Coalition of Black Trade Unionist (CBTU)**, Member 2017 – Present
 - **Public Employees Federation**, Stewart 2016 – Present
 - Treasurer 2017 – Present
 - **Eureka Grand Chapter Prince Hall Order of The Easter Star Ionic Chapter 77**, Member 2018 – Present
 - **Lambda Pi, Upsilon Sorority, Latinas Poderosas Unidas, Inc.** 2009 – Present
 - Philanthropic Chair 2016 – 2017
 - Chapter President 2009 – 2010
 - **Alpha Phi Sigma, National Criminal Justice Honor Society** 2009 – Present
 - **Alpha Lambda Delta Honor Society**, Charter Member 2007 – Present
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PRESENTATIONS

- **Walls Memorial Church, Dialogue with Veterans Luncheon**, Buffalo, NY
 - Topic: Dialogue with Veterans From WWII to Global War on Terrorism, **Moderator**
 - **NAACP Leadership 500**, Destin FL
 - Topic: Strategic Planning in Criminal Justice, **Think-Tanker**
 - **Second Baptist Church, Woman's Day Service**, Lackawanna, NY
 - Topic: Release and trust that God Can. **Keynote Presenter**
 - **Bryant and Stratton College, Veterans Day Luncheon**, Buffalo, NY
 - Topic: The Woman Military Experience. **Keynote Presenter**
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HONORS AND AWARDS

- **American Legion Jesse Clipper Post 430**
 - Legionnaire of the Year Award, 2019
- **Capital Management**
 - Changemaker 30 Under 30 Award, 2018
- **National Association for the Advancement of Colored People (NAACP)**
 - Rufus Frasier Human Relations Award, 2017
- **Unlimited Possibilities Overcoming Poverty Ministry, Inc.**
 - Women Touching the World Award, 2017
- **Mary Kay Cosmetics, Inc.**
 - National Queen Courts of Sales, 2017
- **New York Army National Guard**
 - New York National Guard Long and Faithful Service Ribbon, 2014

- Army Achievement Medal, 2014
 - Army National Guard Components Achievement Medal, 2014
 - Army Service Ribbon, 2012
 - New York State Operation Enduring Freedom Service Ribbon, 2012
 - Army NCO Professional Development Ribbon, 2012
 - Armed Forces Reserved Medal with Mobilization Device, 2012
 - Global War on Terrorism Expeditionary Medal, 2012
 - Army Achievement Medal, 2011
 - Army National Guard Components Achievement Medal, 2009
 - National Defense Service Medal, 2005
 - Global War on Terrorism Service Medal, 2005
 - Army Overseas Service Ribbon, 2005
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