

# Melissa Green

---

## PROFILE

Versatile analyst with more than 30 years of accumulated experience in rehabilitation case management, with emphasis on medical and psychiatric diagnoses.

### ***CORE STRENGTHS INCLUDE:***

- Confidential Data Management
  - Counseling
  - Whole Life Management
  - Evaluation and Needs Procurement
  - Community Partnerships
  - Grant writing
- 

## RELEVANT EXPERIENCE

### **Bethesda Village**

Service Coordinator

March 2011-Present

- Working effectively with program staff to research and design program elements, generating drafts for reviewing, and leading meetings to create high quality proposals and reports
- Responsible for implementing best practices, safety compliance, and ongoing learning
- Respond to all tenant requests and calls, determine urgency, prepare work orders, and consult with property management as necessary

### **Waukegan Public Schools District**

Program Coordinator

February 2006-March 2011

- Analyzed and reviewed expenditures of funds for grants and contracts to ensure compliance. Conferred with sponsors and contract officers in resolving budgeting and compliance issues
- Assists with developing program compliance, procedures, protocols, and guidelines; researching and recommending best practices
- Served as primary point of contact for students and prospective students regarding assigned program offerings

### **Success in Schools of Lake County**

Executive Director

September 1999-June 2011

- Lead development of monthly/quarterly/annual planned giving reporting to ensure institutional achievement of annual activity and financial performance metrics
- Participated in the fiscal year operating budget. Develops and manages program or event budgets
- Performed regular reviews of and makes recommendations on all aspects of building construction and preventative maintenance
- Responsible for constant oversight of quality of study operations, and recording and reporting out of compliance factors to oversight boards and funding sources

**Northern Suburban Special Education District**

September 1988-August 1999

- Utilized the Transition Support Team Master Transition Database, multiple government systems and tools, and commercial vendor tools and reported to capture, validated, tracked, and maintained currency of all inventory related service records transitioning off of the legacy contract
- Performed customer outreach including education customers on the scope, services, technologies, of the new contracts and advise agencies on transition planning activities
- Wrote grant proposals and reports for foundations, corporations, and government agencies

**Wasisman Center University Wisconsin Madison**

January 1984-July 1988

- Provided input for the development of proposals for new work and managed projects budgets
- Provided project management and lean methodology services and education, defines scope and established milestones
- Lead and assisted the study team to execute the clinical study in accordance with the clinical development plan/strategy and timelines

**EDUCATION**

- **Master Degree, Rehabilitation Psychology**

January 1985-May 1986

University of Wisconsin, Madison

- **Bachelor of Arts, Psychology**

August 1980-December 1984

University of Wisconsin, Madison

**AWARDS/HONORS**

Rho Chi Sigma Honor Society for Rehabilitation Counselors

Partner of the Year Award. NICASA

Volunteer of the Year Award Beach Park District #3

Board Member J&M Technologies, LLC