

# Jeran Culina

jeranculina@gmail.com 

Linkedin.com/jeranculina 

## SKILLS

Organization  
Microsoft Office  
Strategic Planning  
Relationship Building  
Collaboration  
Strong Work Ethic  
Time Management  
Program Planning and  
Evaluation  
Independent Worker

## EDUCATION

Interdisciplinary of Social  
Sciences // B.A.  
State University of New York at  
Buffalo  
2006-2010

Education // M.A.  
Michigan State University  
2017- August 2018

## PROFESSIONAL PROFILE

- A nonprofit specialist with 7+ years' experience in building and maintaining partnerships
- Possess knowledge in recruitment strategies to engage participants across diverse demographics.
- Brought in several new community partnerships to grow programming from 12 youth to over 200 youth.
- Started my Master's degree in Education to help better my programming for the participants I serve.

## EXPERIENCE

Southwestern Michigan College // 2017-PRESENT

Director of Educational Talent Search

- Designs and implements program objectives, methods and means of evaluation
- Develops appropriate program marketing materials
- Maintains positive relationships with the campus community, target school personnel, service organizations, and the target community
- Trains, supervises and evaluates program staff and tutors
- Plans and authorizes expenditure of educational talent search funds
- Develops partnerships with local nonprofits in order to combine efforts to provide students with career and college readiness workshops
- Works with local businesses to collaborate on career camps including art and design spring break camp, fire camp, CSI camp, etc.

Michigan State University Extension // 2015 - 2017

4-H Mentoring and military coordinator

- Created a state wide evaluation for use at Michigan peer mentoring sites
- Expanded 4-H programming to urban populations of youth not previously reached
- Provided an inclusive environment within programming to include diverse demographics across gender, race, ethnicity and ability
- Hired, scheduled and supervised work study candidates within 4-H
- Recruit, interview and train one on one mentors through public speaking events within the community and through networking opportunities
- Developed partnerships with Oakland University, Everest and Macomb Community College to provide new programming to participants in the 4-H peer mentoring program
- Collaborated with the diversity specialist on campus to provide diversity training to youth, volunteers and staff in MSU Extension
- Plan, develop and implement bi-weekly workshops for high school youth

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## ACHIEVEMENTS

- Urban Extension Conference “4-H Quality Peer Mentoring Programs”-Presenter
- Edited and Piloted research based curriculum for “Ready to Go- Mentor Training”

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## PROFESSIONAL DEVELOPMENT

- Leadership in Multicultural Situations
- Unconscious Bias Training
- Achieving the Extension Mission Certification

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## EXPERIENCE *CONTINUED*

Big Brothers Big Sisters of the Lakeshore // 2013-2015

Enrollment Specialist

- Recruited volunteers and children from the community to meet the needs of the agency
- Identified potential sources of volunteers through strategic recruitment strategies
- Assessed volunteer fit for the program through interviews and background checks
- Conducted client enrollments including training for volunteers and youth on safety education
- Collaborated with staff and partners to develop innovative programming opportunities for youth

Lutheran Child and Family Services // 2012-2013

Foster Care Case Manager

- Developed, coordinated and implemented concise treatment plans with youth, their families, foster families and/or other caretakers facilitating permanency, safety and well-being
- Prepared court reports and petitions and provided testimony to the support the safety and well-being of the child and family, as required by DHS contract and court mandates
- Completed data entry into all data management systems as required
- Kept paper files accurate, complete and in compliance with policy, rules and state law
- Provided and coordinated services to meet the needs of the youth in order to stabilize the youth’s housing placement, school placement and reinforce school success