

Derek S Miller

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Education

Western Michigan University, Haworth College of Business

Bachelor of Business Administration:

- ❖ Major: Advertising and Promotion
- ❖ Minor: General Business

Experience

Care Coordinator of 4Dad Fatherhood Program

June 2017 – Present

- ❖ Meet with and connect services to families throughout the city
- ❖ Educate fathers of all experience levels in parenting and bonding with their children
- ❖ Communicate with, form, and maintain good relationships with local businesses/partners
- ❖ Manage a company credit card as well as the filling out the paperwork that follows
- ❖ Maintain and update active caseloads through data entry
- ❖ Represent 4Dad Fatherhood Program at various events throughout the community
- ❖ Advocate for clients in need of services

Administrative Assistant for Kalamazoo County Gov.

October 2015 – June 2017

- ❖ Monitor and manage the spending of the program budget
- ❖ Communicate with, form, and maintain good relationships with local businesses/partners
- ❖ Maintain and update active caseloads through data entry
- ❖ Represent Healthy Babies Healthy Start at various events throughout the community

Communities In Schools Site Coordinator

February 2012 – October 23, 2015

- ❖ Create, monitor, and adjust multiple programs
- ❖ Communicate and maintain good relationships with local businesses/partners
- ❖ Maintain and update active caseloads by entering service and student data
- ❖ Coordinate volunteers, tutors, programs, and services in the building

Activities

Juvenile Home

June 2017 – Present

- ❖ Visit the Juvenile Home on a regular basis and co-facilitate classes with the community educator of the 4Dad Fatherhood Program.

24/7 Dad

June 2017 – Present

- ❖ Co-facilitate fatherhood education classes with the Community Educator of the 4Dad Fatherhood Program.

Fatherhood Network

October 2015 – Present

- ❖ Help organize monthly meetings with fellow fathers in the community as well as core group meetings
- ❖ Plan and organize community events for the empowerment of fathers and healthy families
- ❖ Created the group Logo
- ❖ Develop connections with local community organizations and businesses

References

Melissa Holman
Western Michigan University
Student Success and Retention
Officer
(231) 580-1476

Donyll Lewis
Stones Church
Service Coordinator
(269) 290-5233