Najda Ife Robinson-Mayer

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EDUCATION:

University of Michigan, Ann Arbor **Anticipated 12/02**
Master of Social Work
Concentration: Interpersonal Practice and Adults and Elderly
John A. Hartford Geriatric Fellow
Specialist in Aging Certificate

University of California, San Diego **8/93-6/97**
Bachelor of Arts in Ethnic Studies with a minor in Sociology

University of California, Education Abroad Program **1/96-6/96**
University of Ghana, Legon, West Africa

RELEVANT EXPERIENCE:

Social Work Intern, Turner Geriatric Clinic at the University of Michigan Hospitals 5/02-12/02
- Conducted new patient psycho-social assessments, including administering the Geriatric Depression Scale and Mini Mental Status Exam and educating patient and families about advanced directives
- Collaborated with an interdisciplinary team to develop plans of care for patients and families
- Responded to telephone intake calls, linking callers to resources in the community
- Provided counseling to older adults
- Provided advocacy for elderly clients by accessing community resources and provided referrals
- Co-facilitated weight loss group
- Co-developed a weight loss group
- Evaluation of weight loss group
- Co-coordinated a six-week caregiver series
- Documented cases through hospital dictation system
- Assisted with Sliver Club, their Adult Day Care Program for older adults with dementia

Social Work Intern, Caring Together & Bridging Communities, Detroit, MI 1/02-4/02
- Conducted in-home assessments of elderly clients
- Provided advocacy for elderly clients by accessing community resources and provided necessary referrals
- Provided supportive research and other documentation for a grant application
- Wrote health and caregiver promotional information to give to clients and their caregivers
- Acted as a liaison between agency and other sites who are implementing the Family Caregiver Grant
- Networked with sites that are implementing the Family Caregiver Grant

WORK EXPERIENCE (Selected List Only):

Administrative Assistant, Claes Fornell International Group, Ann Arbor, MI 2/01-8/01
- Provided highly responsible administrative support under limited supervision to a group of consultants
- Conducted Internet searches to support client project work
- Edited survey responses

Education Consortium Coordinator, LifeScan Inc., (a subsidiary of Johnson & Johnson)
Milpitas, CA **2/99-8/00**
- The primary purpose of this position was to strengthen the educational resources of the department and provide support for both education and marketing in Africa & the Middle East
- Created and designed an educational curriculum to educate health care professionals on diabetes in Africa & the Middle East

- Created and managed a budget for the above program
- Created and designed an educational curriculum for diabetes patients in Africa & the Middle East
- Developed culturally sensitive educational materials and workshops
- Researched information from a broad range of resources including health care professionals, conferences, web and library materials for curriculum development
- Coordinated exhibitions and conferences abroad including: contacting exhibition coordinators, selecting materials from organizing agency, providing need assessments for such agencies, selecting and organizing materials needed at exhibition and coordinating materials for shipment

Public Allies-South Bay Americorps Program **9/97-8/98**
- Selected in a competitive process to participate in a 10-month leadership-development program
- Received weekly trainings to promote personal and professional development ranging from non-profit work, community outreach and coalition building, conflict resolution and diversity

Assistant Coordinator, Friday Night Live and Club Live, San Jose, CA **9/97-8/98**
- Developed and presented curriculum at 2 middle schools for students on alcohol and drugs issues
- Recruited and coordinated volunteers for various activities
- Established and maintained relationships with community businesses to support a discount program for students
- Supervised a county-wide advisory group of high school students for Friday Night Live
- Served as a mediary and support between advisors and students on a weekly basis at four high schools and one middle school
- Planned and executed educational and social activities for as many as 1500 students

Team Member, Public Allies Team Service Project, San Jose, CA **9/97-8/98**
- Worked with a team of seven Public Ally interns with American Red Cross' Kid's Safety House
- Using a 32-Foot mobile house with a living room, kitchen and bedroom gave presentations on disaster preparedness and fire safety to 3200 elementary students in Santa Clara County
- Designed supplementary educational student handouts
- Recruited and trained volunteers, created publicity campaigns

Para-Professional Social Work, Seattle, Washington **6/97-9/97**
- Acted as an additional resource for clients beyond social worker
- Researched clients mental health diseases and recommended treatment programs
- Assisted clients in successfully accessing therapy, support groups, job and parenting training
- Participated in regular one on one counseling sessions
- Reported directly to social worker supervisor regarding cases on a daily basis

COMMUNITY SERVICE:

Public Allies-South Bay **9/97-8/98**
- Participated in a variety of community service and enrichment programs in the non-profit sector

Planned Parenthood **1/97-6/97 & 9/00-6/01**
- Volunteered as clinic assistant which included administration, office skills and intake

ADDITIONAL SKILLS AND EXPERIENCE:
- Experience with budget preparation
- IBM and Macintosh competency, Microsoft: Word, Excel, PowerPoint, Internet and email programs
- Traveled throughout West Africa and Spain 6/96-8/96

REFERENCES:

Available upon request.