

# NADINA PATTERSON

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## SUMMARY OF QUALIFICATIONS

Able to establish long lasting and positive relationships with employers & clients. Knowledge of tools to develop and manage business relationships and implement a comprehensive marketing plan. Knowledge of Microsoft Applications. Excellent organizational and counseling skills.

## WORK HISTORY

### **South Philadelphia Inc, Philadelphia, Pa, Outreach Recruiter for Harcum College Part time 2011 – Present**

- Recruit participants, from throughout the County of Philadelphia, for college and/or program admittance
- Assess participant eligibility. Also advise, counsel, encourage and follow-up with interested participants.

### **CareerLink –Philadelphia Workforce Corporation, Philadelphia, PA, *Eligibility Assistant*, 2010 - Temporary**

- Assisted the Director and Manager with the Way to Work orientation and explained the program to Career Link walk-in job seekers. Prepare clients for future employment and education by encouraging them to explore learning opportunities.
- Served as liaison to EARN Center staff shared participant information. Make calls to participants to set up interviews for employment. Input data into (CAPS) Connecting All Partners for Success.
- Utilized Pennsylvania Department of Labor and Industry client tracking system to assisted participants with resumes preparation.
- Facilitated enrollment orientation for new clients.

### **Support Child Adult Network, Philadelphia, PA, *Outreach Counselor, (SPOC)*, 2007-2009**

- Documentation of all activity into computerized registry system (KIDS). Updated immunization records in citywide Department of Public Health database.
- Case management of over 80 families monthly to improve immunization rates amongst low-income inner-city. Established and maintain practical relationship with primary care providers (Depart/Health) physician office
- Verified the immunization records & history of referred children with Medical centers, doctor offices in the Philadelphia Area.
- Identified barriers that affect the health care of each child insurance issues, housing, and health care.

### **Pioneers International, Philadelphia, PA, *Employment/Specialist, (SPOC)*, 2005-2006**

- Assist clients' with tools to develop job search skills.
- Effectively met monthly job placement goal of 25 placements.
- Provided follow-up & case management support for retention clients.
- Participated in recruitment, hiring, training and scheduling clients for follow-up interviews with employers.

### **Philadelphia Workforce Development Corp, Philadelphia, Pa. Case Management, 2000-2004**

- Counseled clients with regard to employment and training, proved client services for caseloads of 45 or more
- Assisted clients in identifying and eradicating barriers, such as childcare, transportation housing legal, and welfare related problems.
- Adhered to local & federal government policies and procedures.

## ADDITIONAL WORK HISTORY

Educational Data System Incorporated, Philadelphia, PA, *Case Management* 1996-1998  
Star Technical Institute/Medical, Edgewater Park NJ. *Employment Specialist* 1992-1995

## PROFESSIONAL AFFILIATIONS

Philadelphia Unemployment Project, Philadelphia, PA, *Board Member*, 2010  
PA Health Care Associations, Philadelphia, PA, *Member*, 2010

## EDUCATION

St Joseph University, Philadelphia, Pa, Public Speaking, 2010  
Community College, Philadelphia, PA, *Liberal Arts*

References available upon request