

Committed and engaging minister bringing exceptional management skills and expertise in leadership. Gifted in engagement and guidance of developing professionals with passion about fostering development and success for committed teams.

2014-10 -
Current

D P C

Methodist Health System, Dallas, TX

Lead team of 35 chaplains in providing spiritual support to entire healthcare system.

Identified key opportunities for growth and improvement.

Created systematized approach to spiritual care within a healthcare setting.

Developed and implemented spiritual activity tracking mechanisms to capture and analyze data.

Consulted with different healthcare disciplines to offer important spiritual health support to patients, families and staff.

Assisted patients with adjusting to hospital procedures and helped each thrive in highly structured settings.

Enhanced successful patient outcomes by helping each participate in spiritual care activities alone or in groups.

Promoted health and wellness in patients by providing caring spiritual and emotional support and encouragement.

Updated patient medical records with current information about vitals, behaviors and other data relevant to spiritual care treatment planning.

Completed entries in log books, charts and care plans to document accurately and report patient progress.

Worked to improve and enhance patient lives through effective and compassionate care.

Monitored progress and documented any patient health status changes, keeping healthcare team updated.

Address

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Phone

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Networking

Very Good

Data collection and
analysis

Developed rapport to create safe and trusting environment for care.

Quickly identified problematic changes in patient behavior and progress by closely monitoring patients and keeping detailed records.

Assisted staff members during emergency situations while maintaining professionalism and observational skills.

Identifying areas of improvement and developing process improvement strategies.

Very Good

Progress reporting

Very Good

Differentiated instruction

Very Good

Adult Education

Very Good

Classroom presentations

Very Good

Performance assessment

Very Good

Career advising

Very Good

Lecturer

Very Good

Microsoft Office

Spanish

2013 -10 -
Current

D

Instituto Biblico Dallas, Distrito Dallas Oeste, TX

Developed and instituted bible institute in accordance with USAMEH guidelines.

Design and implementation of curricula that is aligned with USAMEH educational requirements.

Networking and building professional relationships with diverse communities of faith.

Oversee administration and management of all educational ministry, including operations and budget.

Developed, implemented and continually monitor new student recruitment strategies.

Monitor the progress of new and existing teaching methods.

Supervising faculty and vetting prospective teachers.

Designed and led leader development workshops for community churches.

As part of the faculty, teach select courses based on faculty rotations.

2012-01 -
Current

P

Iglesia De Dios Filadelfia, Grand Prairie, TX

Oversaw administration and management of all areas of ministry.

Provided spiritual care through visitation, counseling and prayer.

Provided spiritual and administrative leadership to church, including managing daily operations, developing and administering annual budget,

delivering compassionate pastoral care to
community.

Supplied spiritual care for diverse religious needs of patients, family and staff such as grief and bereavement support.

Communicated with interdisciplinary healthcare team to obtain pertinent information regarding patient's condition, family dynamics and health care teams' understanding of need for spiritual care.

Counseled and provided care to patients with life-threatening illnesses to help families respond effectively to approaching death of loved one.

Navigated electronic medical record to document patient and family interactions.

Officiated special services such as funerals, baptisms and nursing home services.

Provided spiritual care through visitation, counseling and prayer.

2000-02 -
2005-06

P O

Retail Program Managers, Orange, CA

Applied excellent problem-solving, process development and strategic implementation skills to lead and support all areas of operations.

Increased company profits through performance optimization strategies and efficiency improvements.

Managed cross-functional collaboration to drive team engagement and keep members on course to achieve demanding company targets.

Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.

Established and administered annual budget with effective controls to prevent overages, minimize burn rate and support sustainability objectives.

Built and strengthened relationships across functional leadership areas to keep revenue development and operational plans interconnected and effective.

Established clear management goals and devised systems to track results for effective decision making.

Strategically coordinated operations according to objectives and capabilities, effectively allocating resources to meet demands

1991-04 -
2000-02

D F O

Laguna Pacific International, Newport Beach, CA

Monitored over 100 employees' day-to-day activities and made plans to rectify issues resulting in streamlined process leading to increased production.

Created, managed and executed business plan and communicated company vision and objectives to motivate teams.

Tracked trends and suggested enhancements to both challenge and refine company's product offerings.

Scheduled employees for shifts, taking into account

2005-08 -
2006-05

C

B

Hispanic Institute of Ministry - Dallas, TX

Restructured chaplain coverage maximizing
resources for efficient and robust availability
Developed and implemented new electronic