

D. Lin M. Podolinsky

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WORK EXPERIENCE

Indian Creek Valley Christian Family & Children's Center, Champion, PA

Director of Operations

(2017 – Present)

- Provide day-to-day operational leadership and management to the Christian Family & Children's Center so that it can effectively and competently complete its mission
- Drive the organization to achieve and maintain operational sustainability by meeting goals and objectives as set by the Executive Director and Board of Directors
- Responsible for the measurement and effectiveness of all internal and external processes
- Spearhead the development, communication and implementation of effective growth strategies and processes
- Collaborate with the management team to develop and implement an operational infrastructure of systems and processes to accommodate the growth objectives of the organization
- Motivate, lead and mentor high performing support, food service and transportation teams
- Foster a success-oriented, accountable environment within the Center
- Partner with the Principal of Champion Christian School in the execution of student activities and school events

Marketing & Technology Team Member

(2016 – Present)

- Develop, design and execute various marketing campaigns types:
 - bulk mail
 - email
 - video
 - social media
 - website
- Team manage Champion Christian School's Moodle online learning management system

Athletic Director

(2016 – Present)

- Supervise the coordination and scheduling of Champion Christian School athletic events
- Oversee athletic team coaches
- CardiacWise and ConcussionWise trained

International Student Coordinator

(2016 – Present)

- Secure Christian homestay placement for international students
- Act as a liaison with international students' agencies
- Counsel and encourage host families
- Provide back-up placements when emergencies arise
- Provide quality care and counsel to international students

Transportation Team Member

(2016 – Present)

- Schedule bus drivers for daily school bus runs
- Class B CDL P&S Endorsements, with airbrakes
- Transport students to school and home
- Transport students and other patrons for community trips
- Assist in the training of new CDL bus drivers
- Supervise mechanics and prioritize work assignments
- Transportation accounting and financial reporting administration
- Organize and coordinate the Senior Transportation Ministry

Food Service Team Member

(2016 – Present)

- Schedule kitchen staff for School Nutrition Programs and Summer Lunch Programs
- Direct food services for Senior Luncheon and special event ministries
- ServSafe Manager Certification
- Accounting and financial reporting administration

Early Education & Extended Care Team Member

(2017 – Present)

- Coordinate the schedule of teachers and children
- Substitute teacher

- Accounting and financial reporting administration

Stoneybrook Foundation & Nickers N Neighs Therapeutic Riding Center, Acme, PA

Executive Director

(2006 – 2016)

- Recruited, hired, onboarded and mentored all staff members
- Created and implemented policies and procedures for employee manual
- Facilitated performance management and employee reviews
- Processed payroll and managed vacation tracking
- Scheduled staff hours
- Processed payroll and tracked vacation utilizing time and attendance system
- Established and administered employee benefit plans
- Co-founded and developed the therapeutic riding center program to serve people with special needs
- Collaborated with and reported to board of directors to give direction in the achievement of the organization's mission, philosophy, strategy, and annual goals and objectives
- Created and managed organization's operational budget to deliver quality programs and services
- Developed and delivered monthly, quarterly and annual profit and loss statements and balance sheets for management within strict deadlines
- Utilized Quickbooks for bookkeeping of accounts receivable and payable
- Designed, developed and implemented strategic plans
- Planned and organized fundraising activities, while also administering grant requests, implementation and subsequent reporting
- Oversaw marketing, advertising and social media platforms for the organization
- Wrote student evaluations, set goals, and wrote lesson plans and reflections
- Facilitated riding instruction for students with physical, cognitive, social, and/or emotional disabilities

Messiah College, Grantham, PA

Textbook Manager

(2004 – 2005)

- Ordered used and new textbooks requested by college faculty
- Communicated with vendors to research and develop competitive pricing
- Interviewed, hired and trained new employees
- Trained seasonal staff

Borders, Camp Hill, PA

Sales Manager

(2004)

- Recruited and hired employees
- Screened applicants
- Conducted first interviews
- On-boarded and trained employees
- Conducted performance review evaluations for staff
- Managed employee performance and disciplinary process
- Oversaw the execution of storewide product displays and merchandising

Office Supervisor

(2003 – 2004)

- Processed payroll and tracked vacation utilizing time and attendance system
- Scheduled employee hours
- Managed cash reconciliation
- Trained employees in POS operations
- Managed and maintained personnel files for staff

Café Supervisor

(2003)

- Onboarded and trained new employees
- Tracked and ordered inventory
- Facilitated training to uphold food safety regulations
- Oversaw the execution café product displays and merchandising

EDUCATION

Regent University , Virginia Beach, VA <i>Ph.D. Organizational Leadership</i>	(Currently enrolled)
Geneva College , Beaver Falls, PA <i>M.S. Organizational Leadership</i>	(2016)
Wilson College , Chambersburg, PA <i>B.S. Equine Facilitated Therapeutics</i>	(2008)
Dickinson College , Carlisle, PA <i>B.A. German</i>	(2003)
Study Abroad Bremen Universität	(2001-2003)

CERTIFICATIONS

ServSafe Manager Certification

Commercial Pesticide Applicator Certification – Park & School Pest Control

COMMUNITY INVOLVEMENT

Mount Pleasant Recreational Soccer League <i>Assistant Coach</i>	(2017 – Present)
Champion Christian School <i>Elementary & Middle School Basketball Coach</i>	(2016 – 2019)
Stoneybrook Foundation <i>Board Member</i>	(2017 – Present)
Pennsylvania Council on Therapeutic Horsemanship <i>Board Member & Treasurer</i>	(2009 – 2017)
Professional Association on Therapeutic Horsemanship <i>State Chair</i>	(2015 – 2017)
Covenant Presbyterian Church <i>Elder</i>	(2012 – 2015)