

Gloria M. Vázquez Meléndez

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Professional Profile

Master's Degree in Social Work with specialization in Administration, with permanent license. With agility in the administrative management of human talent and marketing, negotiation, guidance, and leadership skills. With extensive knowledge that allows me to participate effectively in decision making, data analysis, management and business development, management, and processing of information.

Academic Preparation

Nova Southeastern University – Recinto de Puerto Rico

Doctor of Education with concentration in Organizational Leadership – 50 credits passed

Inter American University of Puerto Rico – Metropolitan Campus

Master's Degree in Social Work with a Specialty in Administration – May 2013

Inter American University of Puerto Rico – Fajardo Campus

Bachelor's Degree in Social Work- May 2012

Professional experience

New Beginning Center, Inc. Humacao, P.R. 2017 – 2019

Administrator - Responsible for the proper functioning of the children's home. Supervise the work carried out by the staff. Directing and organizing the weekly work plan based on household needs.

Casa de la Bondad Inc. Humacao, P.R. 2014 – Present

Executive Director - Responsible for the total operation of the Shelter and the Ambulatory Services Center of Casa de La Bondad, Inc. Oversee the work of the staff providing services in all programs. Recruit, select, train, and evaluate personnel in accordance with the Laws of Puerto Rico and the Institution's Standards and Policies. Establish appropriate administrative communication processes for the resolution of conflicts in a climate of respect, trust, and harmony. Ensure compliance with the rules and procedures established by the institution. Ensures the proper use of institutional funds and available equipment. Coordinate the institution's accounting and auditing services and ensure that these are executed effectively and efficiently. To make all the reports required by the different sources of financing and to make a record of each economic transaction according to the budget established for each proposal. To intercede with the Police, the Department of the Family, Courts, and other bodies directly related to the provision of the institution's services. Prepare proposals for obtaining resources external to the institution.

Casa de la Bondad Inc. Humacao, P.R. 2013 - 2014

Shelter Coordinator - Responsible for the proper functioning of the hostel. Ensure compliance with the rules and procedures established to guarantee the physical and emotional safety and healthy coexistence of women survivors of domestic violence and their minors. Work in areas of personnel and administrative supervision. Develop and recommend new procedures according to the needs of the shelter. Guarantee compliance with the individualized work plan, carried out with the

participants in the coordination of services, social work, psychological services, legal services, among others.

Skills and Abilities

Effective management with the development and use of human, financial, material, and intellectual factors.

Problem - solving thinking

Leadership skills to motivate and contribute to the professional development of the staff

Identification of strengths and weaknesses in the organizational environment

Initiative to take advantage of good business opportunities

Excellent interpersonal skills

Licenses and Certifications

Permanent License for the Professional Practice of Social Work - #13643

Adult Mental Health First Aid Certification

Associations

Active Member of the Peace for Women Coordinator

Active Member of the Network of Domestic Violence Shelters of Puerto Rico

Active Member Professional College of Social Workers of Puerto Rico

Member of the Board of Directors of PR-503 - South-Southeast CoC of Puerto Rico