

**DAWN DERROY MUROFF  
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### SOCIAL SERVICE ADMINISTRATOR

Social services professional with extensive experience in coordinating effective services and promoting individual and community wellness. Demonstrates strong communication, writing and organizational skills. Proven record in strategic partnering and enhancing current operations.

### QUALIFICATIONS

Qualified by years of experience developing skills in the areas of:

- \*Problem Solving
- \*Multi-tasking
- \*Effective Supervision
- \*Innovative Programming
- \*Volunteer Coordination
- \*Public Speaking
- \*Developing Partnerships
- \*Client Empowerment

### KEY ACHIEVEMENTS

- \*Instituted new registration procedures to streamline and simplify course registration for OASIS educational program for mature adults.
- \*Successfully implemented prepayment of OASIS course fees which increased cost-effectiveness and strengthened student and instructor commitment.
- \*Increased attendance significantly at ALS Association caregiver seminars by offering smaller Caregiver Days in support group locations throughout our seven regions.
- \*Planned and coordinated the largest outdoor Jewish Festival west of Chicago (over 30,000 attendees). Developed creative programming through community partnerships and increased the participation of families with young children by 50%.
- \*Coordinated 1999 Graduation for Hebrew Union College – Jewish Institute of Religion

### PROFESSIONAL EXPERIENCE

#### **Community Outreach Coordinator**

ALS Association of Greater Los Angeles

2008-2009

- \*Organized and implemented seminars to empower and educate patients, caregivers and healthcare professionals.
- \*Prepared and led chapter delegation of patients and family members for “Day on the Hill” segment of National Public Policy Conference.

- \*Inspired and encouraged those impacted by ALS to contribute their stories and concerns year-round to be utilized for our chapter's advocacy and educational efforts.
- \*Created power point presentation to more effectively inform audiences about ALS and our chapter's programs and services.
- \*Increased visibility by participating in community outreach events and meetings.

### **Program Coordinator**

OASIS in the Valley at Pierce College  
Jewish Family Service of Los Angeles

2003-2007

- \*Recruited and supervised dedicated instructors.
- \*Designed, scheduled and implemented program/course offerings.
- \*Partnered with Pierce College ENCORE program to develop and publish course catalog.
- \*Interviewed, trained and supervised volunteers and student workers.
- \*Coordinated publicity and community outreach.
- \*Developed strong working relationships with key individuals on campus to facilitate room reservations and set up, parking and event planning.
- \*Utilized national database to manage registrations and other program details on a daily basis.
- \*Prepared instructor contracts and check requests, created statistical reports, and managed petty cash account.

### **Event Coordinator**

Valley Jewish Festival  
Jewish Federation of Greater Los Angeles/Valley Alliance

2000-2001

- \*Developed relationships and contracts with entertainers, government agencies, schools, organizations and vendors.
- \*Planned entertaining and educational programming and brought specialists on board to implement environmental theme and multi-faceted children's park.
- \*Responsible for site coordination, securing sponsors, hiring and supervising PR specialist, organizing publicity, and overseeing festival committee.
- \*Resulted in breakthrough attendance, increased family participation, and broader communal representation.

## EDUCATION

### **Master of Social Work**

University of Southern California

### **Master of Arts in Jewish Communal Service**

Hebrew Union College/Jewish Institute of Religion

### **Bachelor of Arts – Religious Studies**

California State University, Northridge