Kathryn (Kate) J Curry-Da-Souza
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DIRECTOR ● BUSINESS ANALYST ● WORKFORCE DEVELOPMENT

Adept in managing and maintaining a diverse caseload of rapidly revolving clients with various needs and expectations. Skilled in interpretation, dissemination and analysis of public policy to produce awareness, understanding and action between stakeholders in order to enhance business growth, maximize resource and time efficiency. Possess a strong work ethic and the organizational skills required to quickly learn new tasks, assimilate complex information, meet weekly productivity standards and required deadlines. Comfortable working with diverse populations and in situations requiring creative out-of-the-box thinking. Trained and skilled in the following areas:

- Strategic Planning
- File Compliance and Management
- Customer Service and Client Retention
- Facilitation and Presentations
- Database and Clinical Documentation
- Office Administration and Staff Management

PROFESSIONAL EXPERIENCE

Network Director Success by Third Grade – United Way of Central Ohio, Columbus, Ohio   2022 – Current
- Connect, convene, collaborate with school district administrators and staff, nonprofits, local governments, families, students, and key community stakeholders to address academic and nonacademic barriers to student success.
- Collaborate with partners and data analytics team to identify performance measures and tools to effectively collect and measure success and communicate the data and analysis to the community.

Program Manager Health Equities – Columbus Urban League, Columbus, Ohio   2019 – 2022
- Prepared and submitted monthly and annual department and program level budgets and fiscal reports, including quality assurance of documentation and data tracking. Managed and scheduled internal and community partner referrals; coordinated and supervised Health Equity programming, staff, volunteer and intern activities
- Conducted individual assessments for program eligibility, assisted individuals with identifying and accessing internal and external resources, and ensured timely and accurate documentation in all case file records.

Family Case Manager – National Youth Advocate Program, Columbus, Ohio   2018 – 2019
- Completed or revised the case plan with all family members that live in the home to assess the family's strengths and needs, as well as risk of harm to the child/children in the home by working closely with the youth and family to provide advocacy and support towards targeted goals. Prepared and participated in administrative and court reviews of cases.

Human Services Developer II – Ohio Dept. of Job and Family Services, Office of Family Assistance, Columbus, Ohio 2017 – 2018
- Researched, planned, developed, wrote and implemented food assistance policies and procedures from federal acts, legislative analysis, administrative decisions and litigation.

User Acceptance Tester/Track Lead/TS4 – Dept. of Administrative Services Consultant, Columbus, Ohio 2016 – 2017
- Liaised between clients, business analysts and testing team to ensure high-value applications development. Mitigated delays in the testing schedule by developing contingency test plans, held discussions with in-person and remote testers to identify and resolve issues.

Case Manager – Franklin County Department of Job and Family Services, Columbus, Ohio   2013 – 2016
- Determined benefit eligibility for food, medical and cash benefits based on federal and state policy guidelines and agency service goals and empowered customers with resources to achieve self-sufficiency.
- Developed an internal quality review process for clients with disabilities to ensure usage of full benefit opportunities.

Career Consultant – Central Ohio Workforce Investment Corporation, Columbus, Ohio   2012 – 2013
- Determined eligibility and priority for service: assured compliance with regulations, policies and procedures.
- Assisted and counseled job seekers in matching transferable skills to current and future job openings.

EDUCATION

The Ohio State University, Columbus, Ohio – Bachelor of Arts in Humanities   2010

TRAINING & CERTIFICATIONS

Facilitator Project 2023 Cohort – Partnership 4 Success	2023
Ohio Certified Prevention Specialist Assistant, Ohio Chemical Dependency Professionals Board	2022 - 2026
Community Health Worker, Ohio Board of Nursing	2021 - 2025
Chemical Dependency Counselor Assistant, Ohio Chemical Dependency Professionals Board	2021 - 2025
Notary, Ohio Secretary of State	2020 - 2025
Near East Side Neighborhood Leadership Academy – Partners Achieving Community Transformation	2018
Child Passenger Safety Technician – Safe Kids Worldwide	2017 - Current

COMMUNITY SERVICE

Near East Area Commission, Columbus, Ohio	2018 – 2024
Chair	2022 – 2024
Commissioner – District 2	2019 – 2024
Zoning Committee – Community Member Seat	2018 – 2019
Community Festival, Columbus, Ohio	2004 – Current
Clean Up and Recycling Committee	2003 – Current
Emcee	2019 – Current
Grants Committee	2018 – 2021
Near East Neighbors, Columbus, Ohio	2016 – Current
Near East Egg Hunt – Eldon and Elsie Ward YMCA	2017 – Current
Trick or Treat – Woodland Park	2016 – 2023
A Night Out at the Movies – Eldon and Elsie Ward YMCA	2018
East High Mighty Marching Tiger Band Boosters, Columbus, Ohio	2022 – Current
Concession Stand Volunteer and Fundraiser	2022 – Current
Near Eastside Community Advisory Committee, Columbus, Ohio	2023 – Current
Community Member Representative	2023 – Current
Boy Scouts of America – Simon Kenton Council, Columbus, OH	
Troop 262, St. Paul AME	
Committee Member	2024 – Current
Troop 16, Immaculate Conception Church	
Committee Member	2014 – 2020
Merit Badge Counselor	2014 – 2020
Day of the Dead Columbus, Columbus, Ohio	2019 – 2021
Volunteer Coordinator	
Columbus Recreation and Parks, Columbus, Ohio	
Volunteer - Beatty Recreation Center	2022 – 2024
Columbus City Schools, Columbus, Ohio	
Parent Volunteer – Ecole Kenwood	2018 – 2024
Parent Volunteer – Ecole Kenwood	2007 – 2013
Columbus Public Health, Columbus, Ohio	2017 – Current
Car Seat Check Volunteer – Child Passenger Safety Technician (Self-Insured)	