

Mrs. Carla Marie Josephine DaCosta

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Status

Name Mrs. Carla Marie Josephine DaCosta
Application Date 12/4/2024
Expiration Date 12/4/2026
Status Received

Board	Vacancies	Status
Juvenile Hearing Board	2	Pending


Basic Information

Name
Mrs. Carla Marie Josephine DaCosta

I would like to be appointed to the position because:

I have spent a majority of my professional career working with at-risk youth and advocating for children. I have worked with many different non-profit organizations that work with children with behavioral issues and struggle with mental health. I have partnered with the Department of Children Youth and Families and am a former Foster Parent. Additionally, I am a very active parent of the Rhode Island School System. Specifically working with children with learning disabilities.

Resume File

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Contact Information

Address
40 Peckham Place
Bristol, RI 02809

Yes, I am a resident
Yes

Occupation

Yes, I am a city employee
Yes

Professional Licenses
Paraprofessional

Registrations/Certifications

CPI (Crisis Prevention Institute - non-violent crisis intervention, restraining; Human Resources Management

Performance-driven professional with 25 years of combined expertise in Executive Administration and Human Resources Management. A creative thinker, problem solver and decision maker who effectively balances the needs of a business with the mission of an organization. Strong communication, interpersonal relations, mentoring, negotiation, and organizational skills. Able to assess needs, resolve issues, and adapt rapidly to changing demands.

CORE SKILLS & SPECIALTIES

Adept in Technology
Can Anticipate Needs
Detail-Oriented
Multitasker
Policy & Process Management
Project Management

Resourcefulness
Strategic Planning
Strong Organization Skills
Time Management
Verbal & Written Comm. Skills
Expertise Word and Excel

PROFESSIONAL ACHIEVEMENTS & EXPERTISE

Rhode Island College, The Sherlock Center

- Provide support to The Work Incentives Planning and Assistance (WIPA) program that provides, in-depth benefits counseling to eligible Social Security and Supplemental Security Income (SSI) beneficiaries who have a disability to help them make informed choices about employment.
- Provide support to the RI Vision Education and Services Program (RIVESP). Liaison to Special Education Departments coordinating Teacher Visual Impairment (TVIs) to visually impaired students.
- **Tides Family Services Executive Assistant**
- Provides a broad variety of administrative tasks for CEO, COO and Senior Management Team including managing calendar of appointments; composing and preparing; arranging complex and detailed travel plans, itineraries, and agendas.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the Senior Management Team as needed, including those of a sensitive or confidential nature.
- Works closely and effectively with the Senior Management Team to keep them well informed of upcoming commitments and responsibilities and follows up appropriately as needed.
- Participate as an adjunct member of the Senior Management Team assisting in scheduling and attending meetings for the recording of minutes.
- Provides support to Board of Trustees managing documentation, preparation of agenda, minutes, and supports Board Committees as needed.
- Monitor and manage all external contracts including RI Department of Children, Youth and Family. Draft and revise contracts as updates become available to ensure contracts are in compliance.

Citizens Bank Employee Relations Case Manager

- Responsible for handling employee relations calls which involve developing and maintaining good employee relations and ensuring the equitable application of organization policies and procedures.
- Providing advice and counsel to managers, supervisors and colleagues on ER questions.
- Responding to colleagues' issues and provide feedback to managers to ensure situation is handled appropriately.
- Exercising judgment and independent decision making.
- Respond to and resolve complex ER situations and recommend appropriate courses of action to senior business leaders and to HR Business Partners.
- Coaching managers and supervisors to ensure consistent and equitable treatment to all colleagues.
- Influencing, coaching, and problem solving when necessary to ensure appropriate and consistent application of policy/procedures and uniform treatment of colleagues.

Tides Family Services

Human Resources Coordinator

Executive Assistant to the CEO, COO and Senior Management Team

- Conduct Benefit orientation for all full-time employees.
- Provide accurate and timely responses to all relevant employee inquiries including but not limited to, benefits, time and attendance.
- Build rapport with applicant sources such as various colleges and employee agencies.
- Review and select all qualified applicants for the Agency.
- Process new hire paperwork including running appropriate clearances.
- Maintain and track clinician licensure certification and teacher certification; assist in obtaining emergency certification through the Rhode Island Department of Education as needed.
- Coordinate personnel policies for the Agency.
- Schedule/track/monitor all training.
- Assisted in developing Human Resources policies for newly structured HR Department.
- Analyze and resolve all administrative and procedural issues.
- Notifying Management team of any HR Federal and State Employment Laws
- Other Tasks Include: Assisting CEO and Senior Staff with daily tasks and reporting.

IKON Office Solutions,

Senior Administrative Assistant

Human Resources Coordinator of Facilities Management

- Screen candidates and process all new hire paperwork.
- Manage employee benefits within the Facilities Management department.
- Processing of payroll and verification of vacation and sick time for all staff in department.
- Manage and assist with all administrative tasks for approximately 100 employees.
- Assist Regional Manager, Sales and Operations Department with daily tasks and reporting.
- Prepare proposals and contracts for Fortune 500 companies.
- Manage department accounts payable and monthly billing for all FM accounts.

McGovern, Noel & Benik, Support Staff

- Responsible for supporting the former Governor of Rhode Island and his legal team.

EDUCATION AND TRAINING

Bryant University
Rhode Island College
Community College of RI

Society for Human Resources Management/HR Law
Bachelor of Arts, Psychology - Earned 1998
Associates Degree, Liberal Arts- Earned 1993

CERTIFICATIONS

Society for Human Resources Management (SHRM)
Rhode Island Certified Teachers Assistant (TA)

TRAININGS AND SEMINARS

- SHRM, Professional Human Resources preparation course
 - Human Resources for Anyone with Newly Assigned HR Responsibilities
 - Human Resources Information Systems
 - HR Law
 - Answer Key
 - Blackbaud University
 - CPR/First Aid
 - Power Point Basic
 - Microsoft Excel Advanced
 - Microsoft Word Advanced
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VOLUNTEER EXPERIENCE

Rockwell Elementary School, Bristol, RI

- President, Parent Teacher Organization

YWCA of Rhode Island, Woonsocket, RI

- Board of Directors
- Human Resources Committee

Tides Family Services, West Warwick, RI

Bristol 4th of July Committee Member

Girl Scouts of Southeastern New England

Professional References Furnished Upon Request