

# SHIRLEY PARRADO, MAHR, MAML EDUCATOR, OUTREACH

PHONE: (941) 266-0609

SHIRLEYPARRADO@GMAIL.COM

## PROFESSIONAL STATEMENT

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As the Director of Health & Safety at The School of Dental Medicine, Lake Erie College of Medicine my accomplishments have demonstrated excellent teaching and training skills and clearly conveyed the information provided. My exceptional relationships with my colleagues prove excellent communication and listening skills, and I work extremely well in a team, as well as being able to work confidently on my own. Throughout my career, I have developed a reputation for being a problem-solver, with a keen eye for detail and the ability to work under pressure. I have experience leading committees and managing assignments to guarantee successful results.

## EMPLOYMENT

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### **Director of Health and Safety, Director of Outreach Director of Procurement**

August 2016- Present

### **Lake Erie College of Osteopathic Medicine School of Dental Medicine**

- Establish and maintain policies and procedures for compliance of institutional OSHA, Infection Control, Radiation Safety and Biohazardous Waste Disposal for pre-clinical and clinical education.
- Maintain overall institutional compliance programs and participated in risk management committee. Negotiate and execute annual contracts with vendors for materials, inventory and services.
- Manage grant programs and ensure all funds were successfully allocated to the appropriate department. Develop programs responsible for dental and health education for outreach initiatives.
- Monitor fifteen (15) dental practices and provide oversight of supply usage and inventory management.
- Creation of Fire, Emergency and Safety Management Plan of LECOM dental clinics in Bradenton, FL Erie PA. and Defuniak Springs, FL (offsite)
- Train faculty and staff on clinical risk mitigation techniques and other safety related topics.

### **Project Manager / HR Director**

**You Name It Tours** December 2014 – July 2016

- Identified objectives, strategies, and action plans to improve short- and long-term sales and earnings. Recruitment, interviewing, hiring and training of staff.
- Responsible for coordination and compliance documentation for all student travel.
- Ensured consistent, profitable growth in sales revenues through positive planning, deployment, and management of sales personnel. Facilitated logistics for travel arrangements.

### **Manager**

**Sarasota Jungle Gardens** June 2012 – December 2014

- Provided orientation to new hire of company guidelines, policies, and procedures.
- Developed an educational program for students in collaboration with Sarasota School Board guidelines and standards.
- Managed 100+ volunteers for events including conventions and special dinners.

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## **TEACHING EXPERIENCE**

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Lake Erie College of Osteopathic Medicine, LECOM School of Dental Medicine

Bradenton and DeFuniak Springs, FL and Erie, PA

Aug 2016 to Present

Director of Health and Safety Infection Control

Present: Infection Control, OSHA, Risk Management Policies and Procedures, a series of graduate and doctoral level courses averaging four hundred and twenty (420) students (105 students per dental class per year), four AEGD Residents per semester in addition to preceptors, faculty and staff, covering the following topics:

- CDC (2003) Guidelines for Infection Control in the Dental Healthcare Setting. MMWR
- OSHA, Infection Control Chemical Spills and Finger Sticks
- Sterilization Policies and Procedures,
- Dental Practice Management – Inventory and Materials MSDS,
- Respiratory Protection (RP),
- Hazardous Materials Operations (HMO),
- OSHA (2015) Emergency Protection and Response
- OSHA (2015) *Eyewash and Face Protection*
- OSHA (2006) Best Practices Guide: Fundamentals of a Workplace First-Aid Program
- Outreach and Marketing,  
Developed exams, and homework

## **EDUCATION**

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MAHRM Webster University, Human Resources Management

MAML Webster University, Management and Leadership

BS State College of Florida Public Safety Administration

## **LANGUAGES**

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Proficient in English and Spanish

## **COMPUTER SKILLS**

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Kronos, Inventory Systems/ Azure Database, AxiUm. Blackboard, Canvas, Exam Soft/WordPress

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### **LECOM GRANTS**

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Rotary Club of Lakewood Ranch Super Sealant Saturday	December 2023
15K Provide 250+ children ages 6-17 free dental services, including oral health education offering the opportunity for all dental students a pediatric experience	
2022 Dryshield Education Grant Program	September 2022
This technology will improve clinical procedures through safety and efficiencies. 10K worth of equipment, training and support for systems.	
Manatee City Elementary School Hygiene Grant	May 2021
\$500 Gifted 250 children with personal and oral hygiene kits and dental health education.	
Rotary Club of Lakewood Ranch Football Mouthguards	January 2017 - Yearly
5K Provide football athletes (Booker, Southeast & Palmetto High School free oral health education and custom Mouthguards	
Light II Geriatric Grant	June 2020 - Yearly
35K Providing free geriatric oral health education and dental screening services	

### **RESEARCH EXPERIENCE**

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LECOM School of Dental Medicine, Bradenton, FL	2020
Director of Outreach	
<ul style="list-style-type: none"><li>“Virtual Oral Health Education”: “Virtual education has been a critical component of education delivery systems during the COVID19 pandemic. During the height of the covid pandemic developed and created a series of virtual presentations for Pre-k Healthy Start, Elementary, Middle &amp; High School children to be presented by dental students in their third year.</li></ul>	

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## **PROFESSIONAL TRAINING**

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OSHA 10, OSHA Bloodborne Pathogens

First Responder Emergency Operations/BLS

FEMA: Grant Writing Practicum for Emergency Services and Emergency Managers

FEMA 2012 Community Resilience Innovation Challenge Emergency Preparedness

IS-00100.b: Introduction to Incident Command System ICS-100

IS-00120.a: An Introduction to Exercises

IS-00200.b: ICS for Single Resources and Initial Action Incident, ICS-200

IS-00230.b: Fundamentals of Emergency Management

IS-00235.b: Emergency Planning

IS-00240.a: Leadership and Influence

IS-00241.a: Decision Making and Problem Solving

IS-00242.a: Effective Communication

IS-00244.b: Developing and Managing Volunteers

IS-00700.a: National Incident Management System (NIMS) An Introduction

Emergency Management Manatee County: National Weather Service Hurricane Exercise

Civilian Volunteer Training Sarasota Sheriff's Office Description: Emergency Management

## **PROFESSIONAL AFFILIATIONS**

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Central Community Redevelopment Agency 2023 - Present

- Citizens Advisory Committee Board Member

Manatee Chamber of Commerce 2017 - Present

- Manatee County Healthcare Committee
- Downtown redevelopment Committee
- 11th Annual Champions of Healthcare Allied Health Professional Finalist 2025

GSAHEC - Gulfcoast South Area Health Education Center 2023 - Present

- Vice Chair Board Member
- Chair of Governance Committee 2025-Present

LECOM School of Dental Medicine

- Clinic Committee
- Risk Management Committee
- Continuous Quality Improvement (CQI)
- Kit Committee
- Commission on Dental Accreditation (CODA) Site Visit Workgroup

Whole Child Manatee Professional Network

Ambassador Local Chapter of Business Women (LCBW)

Successful Women Aligning Together (SWAT)