

THAD CARDINE

20027 Pine Wind Dr., Humble, TX 77346 • 540-497-1719 • tcardine2002@gmail.com

OBJECTIVE Operational Management & Leadership; Communications/ Marketing Management; Curriculum Design /Training; Program Development

SUMMARY OF QUALIFICATIONS Masters degree in Curriculum Development with over 10 years combined as an educator, curriculum designer and executive director/ manager working in both the public and non-profit private sector.

EXPERIENCE **Shield-Bearer Counseling Centers, Houston, TX** 2019 to Present

- Work directly with Board of Directors to set and execute the strategic direction of a nonprofit healthcare organization focused on providing mental healthcare services & community outreach programs to a diverse population
- Manage all aspects of human resources
- Support organization and its agents in all interactions with the public to maintain a stellar reputation
- Promote a physically and emotionally safe and healthy work environment.
- Manage all aspects of facility issues, reports, and intervention.
- Manage financial, informational, and physical resources to achieve objectives.
- Ensure programmatic excellence, rigorous program evaluation, and consistent quality of finance administration, fundraising, communications, and personnel.
- Develop, maintain, and support a strong Board of Directors. Communicate effectively with the Board and provide timely and accurately all necessary context and circumstances necessary for governing decisions.
- Implement and expand programs and services to Greater Houston and Texas statewide.
- Manage world-class customer service and appropriate interaction with clients, volunteers, public, donors, and staff.
- Manage all issues that may impact public relations or liability of the organization.

Fullness of Truth Catholic Evangelization Ministries, Houston, TX 2015 to 2019
Acting Executive Director / Conference Director

- Work directly with Board of Directors to set and execute the strategic direction of a nonprofit organization, focused on effectively producing engaging live events.
- Manage all aspects of human resources (both staff and volunteers), accounting, operations, marketing and customer service requirements.
- Plan, advanced, and oversaw every phase of conference productions (500 2800 attendees).
- Utilize Eventbrite's online software to plan, promote and continuously monitor ticket sales.
- Develop engaging, multimedia content for distribution across a wide variety of display platforms.
- Develop strategic plan as Acting Development Director to prospect, cultivate, and build personal relationships with benefactors for onetime and planned giving, primarily through face to face visits, telephone calls, direct mail, social media, and personal email contact.
- Establish strategic partnerships with a wide variety of community, statewide, and national stakeholders.

Prince William County Public Schools, Potomac High School 2013 to 2015

High School English Teacher

- Instruct students in English, language arts, and according to the Virginia State curriculum.
- Mentor students by being influential in students' lives,
- Work successfully with unmotivated and disruptive students by helping them to achieve academic success.
- Design and develop informative and engaging lesson plans.
- Use a variety of visual aids, textbooks and creative projects to gain student involvement.
- Making administrative and budget decisions
- Chaperoning classes and trips
- Completing parent and student counseling
- Enforcing rules and disciplinary action
- Grading tests and conducting progress reports
- Record keeping student activities in accordance with laws and school policies

Stafford County Public Schools, North Stafford High School 2010 to 2013

Advanced Placement High School English Teacher

- Initiated, facilitated, and moderated classroom discussions.
- Evaluated and graded students' class work, assignments, and papers.
- Prepared course materials such as syllabus, homework assignments, and handouts.
- Prepared and delivered lectures to advanced and standard students on topics such as poetry, novel structure, and translation and adaptation.
- Maintained student attendance records, grades, and other required records.
- Planned, evaluated, and revised curricula, course content, and course materials and methods of instruction as needed.

Cardine Studios, Bealeton, VA

2008 to 2010

Director of Operations

- Responsible for data entry, accounts payable, payroll, managing the organizations HR, helping and creating organizational and program budgets in collaboration with the CEO and other misc. tasks.
- Reported to the CEO and ensured organizational effectiveness by providing leadership for the organization's financial functions.
- Improved the operational systems, processes and policies.
- Managed and increased the effectiveness and efficiency by implementing improvements and communication between support and business functions.
- Played a significant role in long-term planning, including an initiative geared toward increased and national fabrication of railing components..
- Developed and managed project budgets.
- Oversaw monthly and quarterly assessments and financial forecasts.
- Reconciled monthly activity and generated year-end reports.
- Administered payroll and employee benefits and organizational insurance.

Adventures in Learning, Delaplane, VA

2003 to 2008

Executive Director/ Curriculum Manager

- Curriculum Manager / Educational Program Developer for a non-profit organization dedicated to educating children, educators, administrators, and promoting higher academic success.
- Coordinated community events for up to 5,000 participants.
- Increased client base and production by over 200%

- Worked with management team, and contributed to the development and implementation of organizational strategies, policies and practices.
- Routinely interacted with the Board of Directors.
- Assisted CEO and Board in creating annual organizational budget and monitoring cash flow.
- Developed, maintained and monitored all fundraising and accounting systems and procedures capturing all pledges, billings and receipts. Recommended and implemented improvements to system.
- Mentored Instructional staff of 12+.
- Led educational programs for up to 60 students at a time.
- Utilized multi-media in the classroom to engage students and increase student performance.
- Taught both students and visiting educators efficient use of technology in an educational setting and shared practical advice to implement such practice.
- Developed tactical devices to foster comprehension of complex concepts.
- Measured individual and team performance through created reports and evaluations.
- Researched, reviewed, created, documented and updated written policies.
- Ensured that all participants, educators, administrators, and parents received first-class service and educational experience.
- Continually upgraded proficiency through self-study and training concerning non-profit organizational theory, program development, educational practices.

EDUCATION

M.A. Curriculum Design and Secondary Education, George Mason University,
Fairfax, VA May 2013
Thesis: "Active Research", Advisor: Dr. Lipovski

B.A. Double Major: English / Russian, Ouachita Baptist University,
Arkadelphia, AR May 2009

REFERENCES

Available upon request