

# LINDA L. ALLGOOD

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*High energy professional with unique mix of non-profit and corporate experience developing organizational opportunities through networking and client relation skills.  
Proven ability to work independently and collaboratively.*

## EDUCATION

**Bachelor of Arts**, Home Economics, **Minor**, Sociology, Meredith College, Raleigh, NC

## COMPUTER SKILLS

Experienced in Microsoft Office Suite, Constant Contact Email Marketing and GiftWorks Fundraising Software

## COMMUNITY LIAISON & PROMOTIONS

**Program Coordinator & Community Liaison**, Get Healthy Guilford, Greensboro, NC - 2008 - present

- Network in the community to build partnerships in conjunction with marketing and program strategies
- Write press releases and PSA's, develop media contacts, create marketing newsletter and identify promotional opportunities
- Manage multiple data bases
- Solicit sponsorships, contributions, prizes, discounts and volunteers.
- Exercise strong project management skills including attention to detail by coordinating inaugural friend-raising event, Healthy Kids Day and annual summit
- Supervise Interns

**Director of Resident Service, Wellness and Community Relations**, River Landing at Sandy Ridge Retirement Community, Colfax, NC - 2002-2008

- Key member of the management team hired to open and manage continuing care community.
- Identified resident needs and helped them transition through the healthcare continuum, met with and educated family members; arranged end-of-life celebrations; directed memorial gifts
- Represented organization at numerous business networking events linking business contacts with needs in the Community
- Coordinated quarterly marketing newsletter featuring various aspects of resident life
- Established a Wellness Champions Committee made up of residents and staff to develop wellness initiatives for residents along multi-dimensional wellness model
- Coordinated 12 volunteer committees and approximately 125 volunteers to support the annual open houses, healthcare visits, the residents' library, and the onsite gift store.
- Coordinated week long 5<sup>th</sup> anniversary celebration hiring entertainers and coordinating staff to provide a well received range of activities for the residents.
- Developed resident handbook, opened a community library, coordinated health fairs, and instituted worship programs for residents

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## **Ministry Coordinator**, First Baptist Church, Clarksville, TN 2001

Designed and oversaw single adult programming including organizing activities and teaching Sunday School. Developed and facilitated a program designed to connect members to ministry opportunities.

## **Director of Dining Services**, ARAMARK Management Services at Austin Peay State University, Clarksville, TN, 1995-2000

- Tasked to lead the opening team subsequent to Aramark being awarded the food service contract. Established the university's dining program including the central dining service, food court, concession stands, convenience store, and satellite dining locations.
- Designed varied training programs to educate staff of best practices as well as safety skills
- Developed unit budget and oversaw reporting and collection activities
- Acted as liaison between University, Management Company and Community negotiating needs of entities with program policies and budget.
- Created community awareness of the organization by developing community and business ties. Participated in the Chamber's yearly membership drive. Active member of Leadership Clarksville and the Citizens Police Academy.

## **OTHER PROFESSIONAL EXPERIENCE**

**Food Service Director**, Epicure at North Carolina School of the Arts, Winston-Salem, NC 1989-1995  
Promoted to lead this new account and concept for Aramark. Turned account from a \$90,000 loss to an \$80,000 profit center. Supervised a staff of 35.

**Food Service Manager**, Epicure at Salem College & Academy, Winston-Salem, NC 1985-1989  
Hired as Operations Manager and promoted to Food Service Manager for this prestigious college. Developed a fine dining catering business that planned and coordinated 500+ campus and community events annually. Moved account from break even to a profit center.

## **PROFESSIONAL ASSOCIATIONS & COMMUNITY INVOLVEMENT**

Experience Greensboro Volunteer • United Way of Greater High Point – Loaned Executive • Get Healthy Guilford Coalition • Young Life of Greensboro Committee • NC Center for Nonprofits Member • Leadership team for City Church of Greensboro • Greater Greensboro Merchants Association • Volunteer Center of Greensboro – Grant Writer • March of Dimes – Walk America Chair • Clarksville Area Chamber of Commerce – Membership Drive Team Leader • Leadership Clarksville – Board of Trustees • Home-stay Host for International Visitors