

KATRINA LONNETTE MARSH
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SUMMARY

Extensive experience in management and implementation of programs for adult and youth audiences. Last seven years provided administrative leadership for up to 25 counties and cities. Additional skills include:

Organizational Development	Human Resources	Budget Management
Performance Management	Customer Service	Case Management
Business and Community relations	Coaching	Counseling

EXPERIENCE

VIRGINIA TECH – Virginia Cooperative Extension (VCE), Blacksburg, VA. **1994-2011**

Extension Agent-in-Charge of 4-H Camp, Richmond, VA. May-July 2011
Contracted with VCE and gave leadership to the 2011 4-H Camp Program for youth ages 9-13.

- Trained and supervised 4-H camp adults and teen volunteers.
- Provided leadership for the Richmond group that attended a five-day residential camp.

District Director Emerita, Danville, VA. 2003-2010
Responsible for administrative and programmatic leadership in Central District. Served as the administrative link between field faculty and staff, and Virginia Tech administration.

- Managed 23 counties and two cities in Southside Virginia. The staffing level was 104, of which I provided direct supervision to 59 Virginia Tech faculty members.
- Fiscal management of an annual budget of \$337,000.
- Marketed district programs to ensure continued local, state and federal funding.

Unit Coordinator/Extension Agent 4-H, Richmond, VA. 1994-2003
Provided administrative and programmatic leadership to the Extension Office.

- Managed the 4-H Youth Development Program and the Expanded Food Nutrition and Education Program.
- Assisted with the continued development of the Extension Leadership Council. Served as unit's alternate for the Emergency Preparedness Program.

DEPARTMENT OF HUMAN RESOURCE MANAGEMENT, Richmond, VA. **1988-1994**

Interim Human Resource Director 1992-1993
Directed human resource functions for 80 employees. Directed the recruitment, selection and employment processes. Monitored agency's recruitment efforts and usage of the Minority/Female Talent Bank.

- Conducted orientation for classified employees and wage employees.
- Assisted with development and revision of agency's administrative procedure manual. Interpreted state and agency policies; procedures; and state and federal laws governing

- employment. Counseled and advised managers, supervisors and employees on all personnel practices and procedures, employee related issues, performance planning and evaluation.

Personnel Analyst

1988-1994

Supervised and coordinated scheduling and facilities arrangements for approximately 300 training classes annually, which included preparation of contracts engaging services of 40 external trainers.

- Served as project manager for the production of the course catalogue.
- Reviewed curricula for relevance, evaluated effectiveness of courses, and consulted with director and manager on findings.

HENRICO COUNTY, Richmond, VA.

1987-1988

Training Specialist – Mental Health/Mental Retardation (MH/MR)

1988

Trained and supervised MH/MR clients in a vocational development program.

- Supervised clients in the completion of contract work to assure that criteria and deadlines established by local government and private industry were accomplished.
- Developed and implemented case management plans that challenged and promoted clients' potential. Completed employment and production records.

Employment Training Specialist – Capital Area Training Consortium

1987

Conducted recruitment, eligibility determination and vocational exploration.

- Conducted initial client interviews and established program eligibility. Conducted initial assessment and explained scope of program.
- Developed the employment plan and served as the case manager for clients enrolled. Assessed records and coded vocational background and interest.

VIRGINIA TECH - Virginia Cooperative Extension, Blacksburg, VA.

1978-1986

Extension Agent, 4-H/Home Economics, Bedford, Appomattox, and Goochland, Virginia

Developed, implemented and evaluated educational programs for 4-H youth and adult audiences. Recruited, supervised and trained volunteers. Updated and wrote training material.

- Monitored performance, wrote performance standards, conducted evaluations, counseled and served as the first step of the grievance process.
- Managed the unit's public relations including writing news releases, planning and implementing conferences, career fairs and shows. Worked extensively with local news media and served as liaison among county, state, and federal agencies and businesses.
- Developed long-term and short-term program objectives to include the needs of the citizens. . Conducted needs' assessments.

EDUCATION

M.Ed. Clothing and Textiles (Home Economics)

University of North Carolina Greensboro

Greensboro, North Carolina

1977

B.S. Clothing and Textiles (Home Economics) - Magna Cum Laude

North Carolina Agricultural and Technical State University Greensboro, North Carolina

1976