

KIMBERLY M. MURRAY

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Chicago, Illinois 60680

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SUMMARY OF QUALIFICATIONS

- Experienced administrator of programs for at-risk youth and families
- Serve on state and city boards to advocate for juvenile justice and restorative justice issues
- Expertise in program development, implementation and evaluation
- Extensive knowledge and experience with budget preparation, grant funding and reporting
- Excellent communication skills; writing; speaking; and interpersonal

EDUCATION

Bachelors of Science Degree, Communication, Southern Illinois University at Carbondale, IL 1983

EMPLOYMENT EXPERIENCE

Illinois Attorney General's Office, 100 W. Randolph, Chicago, Illinois 1997 to Present

Gang Crime Prevention Center – Project Manager

- Supervised five program directors in the research, development, and implementation of statewide pilot prevention programs for at-risk youth and their families
- Coordinate yearly panel of judges to discuss juvenile justice issues
- Work w/judges in family violence and juvenile courts to implement programs
- Established multidisciplinary collaboratives for services and resources
- Conduct research on community mobilization to address youth and family issues
- Developed and implemented the Right Track Truancy Program; 2001 Aegis Excellence Award Recipient

Crime Victim Services Division – Outreach Specialist

- Facilitate statewide in-service trainings for law enforcement departments, agency administrators, educators, social service providers, funeral directors
- Work with IDOC on the Automated Victim Notification System – families of victims and offenders
- Work with Prison Review Board on behalf of victims
- Facilitate strategic multi-disciplinary executives and managers planning meetings government and private sector organizations and agencies
- Develop strategic plan for outreach program
- Coordinate implementation of legislation, and monitor compliance efforts

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RESUME
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Greater Roseland YouthNet – Metropolitan Family Services
230 E. 103rd Street, Chicago, Illinois

1995 to 1997

Director

- Develop and conduct community based, youth development programs
- Coordinate and facilitate community collaborative of grass root service organizations
- Work with IDCFS/LAN to provide wrap around services for program participants
- Prepare and maintain grants, budgets and reports to funders
- Represent agency and initiative at citywide functions, and coordinate participation
- Coordinate and accompany youth to citywide initiatives

City of Chicago Department on Aging

1987 to 1994

Volunteer Coordinator- SE Regional Atlas Center, 1767 E. 79th Street

- Develop intergenerational collaborative with Chicago Public Schools/Chi-Care Volunteers
- Recruit and coordinate 60 senior citizen volunteers
- Develop programs to encourage volunteer participation
- Maintain budget and monthly agency reports

Nutrition Site Manager-SE Regional Atlas Center, 1767 E. 79th Street

- Supervise six Golden Diner Nutrition Site Programs
- Coordinate community resources to provide programs for senior participants
- Develop and maintained work schedules and time sheets for senior citizen aides
- Coordinate site participation in citywide events

Administrative Assistant – NE Regional Levy Center, 2019 W. Lawrence

- Assisted Regional Director with center operations
- Summarized staff monthly reports for submission to Central Office
- Maintained monthly calendar of events and distributed to participants
- Typed all correspondence

PROFESSIONAL AFFILIATIONS/MEMBERSHIPS

Governor's Task Force on At-Risk Youth, Member
Illinois Coalition for Adolescent Health, Member

Illinois Association of Minorities in Government, Member
Illinois State Board of Education, Alternative Education Work Group, Member
Chicago Police Department Domestic Violence Subcommittee, Member
LaRabida Children's Hospital, Advisory Council, Member
Featured on CBS TV documentary on public health issues in urban communities