
Jason M. Gapa

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Skilled professional with years of experience serving in the non-profit realm. Training in human services and public-sector management have elevated my comprehension of social functioning, allowing me to build more effective partnerships and facilitate reliable relationships among diverse stakeholders. Specific skills include:

- Economic development policy & management
- Non-profit/public-sector management & administration
- Policy development/analysis
- Group facilitation/instruction
- Data management & analysis
- Survey design & implementation
- Advanced skills in MS Office Suite

EXPERIENCE

JFM Consulting Group Inc., Detroit, MI Operations & Project Manager, 2015 to Present

Responsible for managing day-to-day business operations including human resources, bookkeeping as well as administrative and analytic support to project managers. Some notable examples of my work at JFM include:

- *Michigan Department of Health & Human Services, Lansing, MI* – Created and implemented training procedures for data coordinators participating in the evaluation of select newly-established school-based Child & Adolescent Health Centers to ensure uniform data submission across each of the sites across the state.
- *Gensler/City of Detroit Planning & Development Department, Detroit, MI* – Managed community outreach for public forums by connecting with residents to distribute notices door-to-door, and by creating both a storytelling telephone hotline and website to engage residents at all levels.
- *W. K. Kellogg Foundation, Detroit, MI* – Co-developed and facilitated a technical assistance workshop for Detroit-area Kellogg grantees with the purpose of teaching local non-profit leaders, managers, and their associates practical Microsoft Excel techniques and skills to better manage, evaluate, and display the data they collect.

The Salvation Army Southeast MI Adult Rehabilitation Center, Detroit, MI Administrative Assistant, 2012 to 2015

Habitat for Humanity of Oakland County (AmeriCorps), Pontiac, MI Partner-Family Liaison/Recruiter, 2010 to 2011

EDUCATION

- Wayne State University, Detroit MI – **Master of Public Administration** (dual-concentration in Economic Development & Nonprofit Administration)
- Wayne State University, Detroit MI – **Bachelor of Social Work**