

LUMADI A. LAVUSA

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Professional Summary

Results-driven administrative professional with extensive experience in providing upper-level executive support. Adept at managing multiple projects and priorities while maintaining a high level of accuracy and attention to detail. Known for maintaining confidentiality, discretion, and professionalism in all interactions. Committed to delivering exceptional results that exceed expectations.

Experience

Staffing Facilitator

Wilmington College, *Cincinnati, Ohio*

October 2022-Present

- Thoroughly and accurately completes all necessary paperwork associated to an SAR and case review prompt in the state computer database
- Prepares the SAR paperwork to be filed in Juvenile court no later than 7 days after the completion of the SAR conference
- Conducts pre-conference meetings or contacts with casework staff and family, conducts combined concurrent family team meetings, case reviews, semi-annual reviews (SAR) as needed
- Conducts thorough assessments to identify needs, risks, and strengths of clients and families, resulting in more effective case management
- Provides crisis intervention services to clients, including support and resources for emergency situations, resulting in positive outcomes and reduced stress for clients and their families

Case Worker

Hamilton County Job and Family Services, *Cincinnati, Ohio*

April 2016-July 2020

- Assisted families in crisis by providing counseling and resources, resulting in a 35% decrease in child abuse cases
- Developed and facilitated group therapy sessions for children and adolescents, resulting in a 40% improvement in coping skills
- Conducted home visits and collaborated with community organizations to provide necessary services, resulting in a 25% increase in access to support resources
- Advocated for clients in legal and administrative proceedings, resulting in a 30% increase in successful outcomes

Personal Health Coach

Humana, *Cincinnati Ohio*

March 2015 - November 2015

- Increased client retention by 20% through personalized goal setting and progress tracking.

- Developed and implemented new processes to assess health, environment, nutrition, and psycho-social areas of concern resulting in a 85% in caseload wellness
- Collaborated with healthcare providers to improve medication adherence among clients, resulting in a 25% increase in medication compliance.
- Conducted virtual wellness seminars for clients resulting in a 90% increase in effectiveness in wellbeing interventions
- Coordinated and implemented the model of care to better serve clients

Youth Care Provider

Talbert House, *Cincinnati, Ohio*

November 2010 - April 2013

- Ensured the safety and well-being of 15+ youth residents in a 24/7 live-in environment
- Facilitated daily living activities and promoted life skills development leading to a 50% increase in residents' self-sufficiency
- Fostered positive relationships with residents, staff, and external stakeholders resulting in a 30% increase in funding for the center
- Coordinated and led recreational activities, including sports and arts programs, resulting in a 25% increase in resident participation and engagement

Recovery Facilitator

Umadaop Recovery Services, *Cincinnati, Ohio*

March 2012 - June 2012

- Mentored 20+ residents, resulting in 90% success rate of residents completing their program
- Conducted weekly group therapy sessions, resulting in a 70% decrease in resident conflict incidents
- Coordinated with outside agencies to provide additional resources for residents, resulting in a 40% increase in resident job placement rates
- Maintained accurate records of resident progress, resulting in successful audits from state regulatory agencies

Skills

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|-------------------------|-------------------------------|---------------------------|
| ● Active listening | ● Emotional intelligence | ● Social justice advocacy |
| ● Case management | ● Group facilitation | ● Team collaboration |
| ● Client assessment | ● Interpersonal communication | ● Time management |
| ● Crisis intervention | ● Leadership | ● Trauma-informed care |
| ● Cultural competency | ● Problem-solving | ● Written communication |
| ● Relationship building | ● Program development | |
| ● Resource coordination | | |