

Tara Jones

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OBJECTIVE

I am a compassionate, resolute leader with experience in humanitarian leadership, nonprofit management, and financial empowerment. My strengths are in program development, budgeting, and financial management for entrepreneurs, along with mentorship and conflict resolution, which enable me to empower families facing homelessness and guide communities toward sustainable success. I am passionate about making a lasting impact in the lives of women and children, fostering support, independence, and growth.

SKILLS

- Administrative Coordination
- Curriculum Development
- Program Development
- Budget and Finance
- Coaching & Mentorship
- Program Management
- Community Leadership
- Organization Strategy
- Teaching

WORK EXPERIENCE

Program Coordinator/ Tutor

August 2025 - Present

AmeriCorps Literacy Intervention Member- Reading Partners, Fort Worth, TX

- Led daily operations of tutoring programs at Fort Worth ISD reading centers.
- Serve as the primary on-site representative to school staff and administrators, ensuring program alignment with site and student goals.
- Coordinate schedules, program logistics, and facilitate smooth, efficient operations. Developed and facilitated life skills workshops, helping women set career, educational, and \
- Provide direct 1:1 and small group tutoring, implementing individualized literacy strategies to meet student learning needs.
- Manage student and tutor data, track progress, and administer assessments to ensure literacy goals are achieved.

Instructor/Mentor

May 2017 - Present

Access Business Solutions, Hampton, VA

- Developed and led an 8-week online curriculum for Nvestnu Enrichment Program, focusing on financial literacy and personal development, achieving a 100% completion rate..
- Provided individual mentorship and coaching to 30 homeless mothers, leading to 100% financial independence and 90% stable housing within six months.
- Developed and facilitated life skills workshops, helping women set career, educational, and financial goals.

Case Manager/ Program Manager

March 2012 - May 2017

The House of Nehemiah Inc., Hampton, VA

- Launched and managed community outreach programs that provided critical resources to over 100 women and children..

- Established strategic partnerships with local organizations, facilitating life-changing projects that enhanced financial stability, housing, and employment for 80% of participants.
- Provided comprehensive case management by assessing client needs and coordinating support in education, employment, housing, and financial literacy.

VOLUNTEER EXPERIENCE

Community Outreach Volunteer April 2024- Present
United Mega Care, Dallas, TX

- Support community programs and initiatives, assisting families and individuals in need.
- Assist with event coordination, resource distribution, and volunteer engagement to ensure program success.

Community Outreach Volunteer February 2022- May 2023
Wellspring United Methodist Church, Williamsburg, VA

- Planned and prepared meals based on family size and dietary needs.
- Delivered meals weekly to over 30 homeless families in the community.

EDUCATION

Master of Arts, North Central University, Minneapolis, MN , Expected Graduate May 2027
Biblical Theology

Bachelor of Science, North Central University, Minneapolis, MN May 2025
Humanitarian Leadership GPA 3.9

Certificate, Tidewater Community College, Suffolk, VA May 2017
Nonprofit Management

Board Certified, Credit Consultants Association, Tampa, FL March 2016
Credit Consultant