

SHANISE TAYLOR

HEALTHY TEEN NETWORK

P. O. Box 741 • Churchville, MD 21028 • 410.684.0410 • Shanise@HealthyTeenNetwork.org

SKILLS & SUBJECT AREA EXPERTISE

Dependable, Motivated, Professional who is knowledgeable in Customer Service, Event Planning, Logistics & Office Administration. Proficient in systems such as: Microsoft Office (Outlook, Excel, and Word), Salesforce, Asana and other cloud-based file sharing platforms.

EDUCATION

UNIVERSITY OF MARYLAND EASTERN SHORE

1994-1998

English Major, Mass Media Communications (minor)

BALTIMORE CITY COLLEGE HIGH SCHOOL

HIGH SCHOOL DIPLOMA 1990-1994

PROFESSIONAL EXPERIENCE

MANAGER, FINANCE & OPERATIONS

HEALTHY TEEN NETWORK, BALTIMORE, MD

2023-PRESENT

The Finance & Operations Manager is an integral part of the Finance and Operations Department and is responsible for general virtual office management and organizational wide administrative support. This includes logistics for training events, such as fee-for-service, grant-based projects, and the annual conference. The Finance & Operations Manager also serves as the IT liaison, oversees organizational inventory, and plays a significant role in maintaining the member database. In addition, the Finance & Operations Manager provides executive support the President and CEO through fund development, travel logistics, and board related activities. This is a key position that works across all departments and provides a grounding structure for the entire organization. The Finance & Operations Manager is also responsible for administrative logistics of the annual conference and other related deliverables.

ADMINISTRATIVE & EXECUTIVE COORDINATOR

HEALTHY TEEN NETWORK, BALTIMORE, MD

2014 - 2023

The Administrative and Executive Coordinator is an integral part of the Finance and Operations Department and is responsible for general virtual office management and organizational wide administrative support. This includes logistics for training events, such as fee-for-service, grant-based projects, and the annual conference. The Administrative and Executive Coordinator also serves as the IT liaison, oversees organizational inventory, and plays a significant role in maintaining the member database. In addition, the Administrative and Executive Coordinator provides executive support the President and CEO through fund development, travel logistics, and board related activities. This is a key position that works across all departments and provides a grounding structure for the entire organization. The Administrative and Executive Coordinator is also responsible for administrative logistics of the annual conference and other related deliverables.

EXECUTIVE & COMMUNICATIONS COORDINATOR

HEALTHY TEEN NETWORK, BALTIMORE, MD

2008 - 2014

Responsible for administrative support of executive office staff; work as part of team to ensure all administrative



functions are completed professionally and in a timely manner. Also coordinates and conducts all mailings for the Board; donors; fund development; and related activities. Supports fiscal operations through check monitoring, troubleshooting vendor inquiries and working with the Fiscal Manager on AP/AR related activities.

