

## Jacqueline B. Lunsford

### SUMMARY OF QUALIFICATIONS

- 31 years of supervisory and managerial experience
- 20 years of experience in Senior Services and Parks and Recreation
- 31 years of experience in catering and food preparation
- Strong human relations and leadership skills
- Excellent communication skills
- Public speaking experience
- Self motivated: ability to work well independently and under pressure
- Excellent event planning, fundraising, and grant writing skills

### PROFESSIONAL EXPERIENCE

RECREATION AND MAINTENANCE - **Deputy Director** -Feb/2009 - Present

ROCKDALE COUNTY SENIOR SERVICES - **Director** –Jul/2003 - 2009

ROCKDALE COUNTY SENIOR SERVICES - **Center Manager** – Nov/1992-2003

- Plan, direct, and monitor the overall operation of the Rockdale County recreation programs, parks, facilities, and employees.
- Plan, direct, monitor, and evaluate the performance of Recreation and Senior Services staff, volunteers, and contracted employees; schedule, assign, and review work.
- Secure divisional funding for Federal, State, and local grants. Prepare grants and present proposals. Manage the disbursement of funds and ensure contract standard compliance.
- County representative to the Atlanta Regional Commission Aging Division, ACCG Health and Human Services Committee, Georgia Recreation and Parks Association, and Board of Director for the Georgia Golden Olympic Committee.
- Serve on the planning team for Parks, Recreation and Senior Services SPLOST projects
- Serve as moderator/administrator for the local Senior Site Council and the Parks and Recreation Commission.
- Direct senior transportation services, leisure and recreational activities, congregate meals, in-home services, catering, and fundraising.
- Responsible for the maintenance and operation of all vehicles assigned to Recreation and Senior Services.
- Plan and direct senior sports events including bowling, softball, shuffleboard, 3 on 3 basketball, bridge, horseshoes, walking, billiard tournaments, and annual field day events.
- Direct all special annual events including the Rockdale Senior Games, Volunteer Appreciation Programs, Health Fair, Vote and Vax, Community Forum, Rubber Ducky Race, and other fundraising events.

HUTTON CHEVROLET, Conyers, GA - 1992

#### **Automotive Sales**

Responsible for the sale of new and used automobiles, trucks, and recreational vehicles. In nine months became one of the top three sellers.

EASTERN AIRLINES, Atlanta, GA - 1976-1991

#### **Senior Flight Attendant**

Managed the activities of three to ten flight attendants and provided outstanding customer service. Accounted for all revenue collected in-flight, ensured cabin safety, and provided coordination with the flight deck. Handled all international documents and cargo manifests. Responsible for crew briefings, catering, cabin safety equipment checks, passenger counts and announcements.

## **PERSONAL**

- Excellent health
- Enjoy music, dancing, fishing, archery, walking
- Member of the Women's Service Association, Rockdale County Comprehensive Transportation Plan Stakeholder Advisory Committee, ARC Healthy Aging Coalition, ACCG Health and Human Services Committee, Georgia Golden Olympics Committee
- Hands Across Rockdale Board- Project Committee
- Received awards from the Atlanta Region for Distinguished Employer, Community Woman of the Year, Operation Iraqi Freedom Appreciation Award from 96th Aviation Battalion, PRIDE Award- Department of the year
- Graduated in the Leadership Rockdale class of 2011

## **EDUCATION**

Mount St Mary's College, Emmitsburg, MD  
Bachelor of Arts Degree in Social Science 1976

Gwinnett Tech- Lawrenceville, GA  
Sales and marketing, 1991

Sienna Institute of Music- Sienna, Italy  
Music Theory 1972

## **CONTINUING EDUCATION**

Boston University School of Social Work- Care Management Certificate 2012  
University of Georgia- Master Naturalist Certificate 2011  
Microsoft Word, Excel, PowerPoint- 2008  
Senior Adult Programming Workshops (GRPA) 1993-2009  
CPR Certified - 1976-2012  
First Aid Certified -1976-2012  
Defensive Driving 2003-2012  
DeKalb College- Conversational Spanish  
Training in ESP, CHAT, and AIMS Computer Programs