

ANN ELIZABETH AWALT

EDUCATION

1971 - 1974 University of Texas at Austin
Bachelor of Arts with honors, major in Government

University of Texas at Arlington
Masters of Public Administration Program
Graduation-May, 2008

University Scholar, 2008

WORK EXPERIENCE

1975 - 1978 Community Action Corporation of South Texas Alice, Texas
Head Start Program Specialist

- Developed proposals and budgets; conducted Program monitoring for compliance with policies and regulations; provided training and technical assistance to staff and parents; screened all employment applications and served as Agency's EEO; reviewed Texas and Federal Registers for regulations and funding opportunities.

1978 - 1979 Coastal Bend Legal Services Corpus Christi, Texas
Administrative Assistant

- Developed proposals, budgets and administrative policies, including personnel policies, organizational charts and job descriptions; conducted research, as directed.

1979 – present Community Action Corporation of South Texas Alice, Texas
Director of Planning and Development

- Develops proposals, budgets and work plans for continuation Programs and for new Programs in our Agency, with an annual operating budget exceeding 17 million dollars; performs Community Assessments for the Agency's operational Divisions (Child Development, Health, Housing and Community Services, Early Childhood Intervention and Senior Services); monitors expenditures and performs expense forecasting; develops administrative policies; conducts wage comparability studies and develops the Agency's Salary Schedule; provides training and technical assistance; performed HR functions and assisted in establishing the Agency's HR Department (performing HR and payroll functions) as the number of Agency employees exceeded 400; assists the Executive Director in assuring the effective functioning of our Board of Directors.

1999- present Awalt & Rodriguez Consulting Alice, Texas
Consultant

Develops proposals, budgets and work plans; performs Community Assessments; provides training and technical assistance for staff and policy bodies; leads strategic planning; develops organizational charts, job descriptions, and administration processes and procedures; assists staff and policy bodies in preparation for compliance monitoring.

PROFESSIONAL MEMBERSHIPS

Texas Association of Community Action Agencies, Member

Texas Head Start Association, Member

University of Texas Ex Student Association, Member

COMMUNITY ACTIVITIES

Planning and Zoning Commission of the City of Alice, Secretary and past President (1991 to 2004)

Leadership Jim Wells County, graduate 1997

Alice Counseling Center, Past President and current Member of Board of Directors (1997 to 2003)

Alice Housing Authority Board of Commissioners, Past President and former Member (1993-1999)

REFERENCES

Aliza Oliveros, Head Start Director; Webb County Head Start Program
5904 West Drive, Suite 6 & 7, Laredo, Texas (956)795-1515

Ana Simo, Executive Director, Bee County Community Action Agency
P.O. Box 1540, Beeville, Texas 78104 (361)358-0583

Beverly Logan, Executive Director, Northeast Texas Opportunities, Inc.;
P.O. Box 748, Mount Vernon, Texas 75457 (903)537-2256

Gwen Chance, T/TA Specialist, Booz Allen Hamilton, 2005 Millay Drive,
Austin, Texas 78752 (512)302-1069