

Delinda F. Neal
7518 Pine, Taylor, MI 48180
E-mail: ab8695@wayne.edu
Telephone: 313-410-9092
Updated: November 10, 2017

EDUCATION:

Baccalaureate: Social Work, Wayne State University, Detroit, MI 48202
December 20, 2016

Certifications: RTE - Responding to Emergencies (Adult, Child, Infant CPR,
AED, First Aid) American Red Cross, License GT3TK6
April 2016 – April 2018

Screening, Brief Intervention, and Referral to Treatment (SBIRT) -
Continuing Education Certificate - Michigan Social Work
Continuing Education Collaborative course approval number:
#MICEC-0058 - October 14, 2016

Ross Business Institute, Dearborn, MI
Certificate of Completion
May 1988

FIELD PLACEMENT: The Noah Project - Networking, Organizing, and Advocating for
the Homeless, 23 E. Adams Ave., Detroit, MI 48226

EMPLOYMENT HISTORY:

Secretary IV

Wayne State University, Department of Political Science, Detroit, MI - February 1998 - Present

Personnel Responsibilities:

-Facilitate tenure-track faculty and staff search; prepare letters of offer and other related
hiring paperwork, i.e., employer agent for E-Verify I-9 Management System, process
work clearance, visa, and permanent residence applications, if applicable

-Assemble promotion and tenure and salary/merit review electronic files for both faculty
and academic staff

-Co-organize the graduate student fall reception and undergraduate student spring
reception

-Responsible for the department's day to day operations, 'Timesheet Superuser', maintain calendar, schedule flights, meetings, conference rooms, conduct inventory and space audits, etc.

-Other duties as assigned

Financial Responsibilities:

-Maintain the departmental and grant accounts; submit reports and track expenditures through 'Business Intelligence Reporting'; 'WayneBuy' - order supplies and equipment; 'Banner' - encumber expenses; 'TravelWayne' - approver/processor, etc.

COMMUNITY SERVICE:

2001-2008 Concession Stand Assistant, Taylor North Central Little League, Taylor, MI 48180

2003-2007 Team Mom, Taylor North Central Little League, Taylor, MI 48180

2001-2002 Parent Classroom Aid Monthly Volunteer, Taylor Headstart, Taylor, MI 48180

2002-2003 Parent Classroom Aid Monthly Volunteer, Taylor Headstart, Taylor, MI 48180

 Parent Chaperone to Various School Trips

11/16/2014 Kona Chocolate Run, Plymouth, MI

2015-2016 Community Homeless Interprofessional Program (CHIP), The Cathedral of St. Paul, 4800 Woodward Ave., Detroit, MI 48202

5/7/2016 PINK out the PARK - Fundraising for Karmanos Cancer Institute

PROFESSIONAL AFFILIATIONS:

2016 - present NASW - National Association of Social Workers

HONORS AND AWARDS:

1984 High School Honor Graduate

PROFESSIONAL SUMMARY

Strong communication and interpersonal skills cultivated through many years of working with highly diverse populations, which resulted in more positive and supportive relationships with perspective students, current students, alumni, faculty, and staff.