

Wendy Hileman

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Objective

Using my professional and educational experiences, strive to empower people to achieve their highest level of potential in a position that is dynamic and challenging.

Teaching Experience

San Diego State University, School of Social Work, San Diego, and Imperial Valley Campus, CA

Part-time Lecturer – August 2021 – present and Field Instructor – August 2013 - present

General duties included curriculum development and overall classroom operations, such as presenting, creating testing materials and student projects, assisting students in their learning process, providing feedback, grading papers, facilitating discussions, mentoring, and more.

- Taught graduate students in the social work department:
 - SWORK 370 - Social Policies and Social Issues
 - SWORK 601 – Social Welfare Policy and Services
 - SWORK 483B – Generalist Social Work Practice II
 - Community development and partnerships
 - SWORK 632 – Organizations & Communities
 - SWORK 791 – Evaluation of Social Work Practice
- Utilization of the Canvas platform for additional class resources, such as handouts, syllabus, student submissions, communications, etc.
- Curriculum development
- Textbook selection
- Participate in departmental planning and meetings

Southwestern College, School of Arts, Communication & Social Sciences, Chula Vista, CA

Adjunct Instructor – December 2004 - present

General duties included curriculum development and overall classroom operations, such as presenting, creating testing materials and student projects, assisting students in their learning process, providing feedback, grading papers, facilitating discussions, and more.

- Taught in-class and on-line classes within the Social Science and Wellness, Exercise Science, and Nutrition Departments:
 - Developmental Psychology
 - Cognitive Psychology
 - Social Work Intro Social Work Human Services
 - Social Work Field Placement / Internship Class
 - SPSS Lab
 - Statistics for Social Science
 - Introduction to Psychology
 - Social Psychology
 - General Education – Introduction to Health
 - Fundamentals of Nutrition
 - Introduction to Kinesiology

- Body Sculpting and STEP Aerobics – Activity Class
- Group Exercise Leadership
- Utilization of the Canvas platform (previously Blackboard) for additional class resources, such as handouts, syllabus, student submissions, communications, etc.
- Curriculum development
- Text book selection
- 40-hour distance education certification

University of Southern California, The Suzanne Dworak-Peck School of Social Work, Los Angeles, CA and the Virtual Academic Center

Previously San Diego Academic Center, Rancho Bernardo and Orange County Academic Center

Part-time Lecturer – August 2014 – present and Field Instructor – August 2013 - present

General duties included curriculum development and overall classroom operations, such as presenting, creating testing materials and student projects, assisting students in their learning process, providing feedback, grading papers, facilitating discussions, mentoring, and more.

- Reviewer of graduated student application for admittance into USC
- Taught graduate students in the social work department:
 - Program Evaluation
 - Policy for Community Leaders, Planners and Developers
 - Research and Critical Analysis
 - Research Methods
 - Science of Social Work
 - Leadership
 - Integrative Healthcare
 - Diversity, Social Justice, Culturally Humble Social Work Practice
 - Foundations of Integrative Social Work Practice I
- Utilization of the Virtual Academic Center and Blackboard platform for additional class resources, such as handouts, syllabus, student submissions, communications, etc.
- Curriculum development
- Participate in departmental planning and meetings

Healthy Adventures Foundation, San Diego, CA

Chief Executive & Financial Officer, President/Board of Directors - August 2007 – present

General duties included board development, grant writing, project management, partnership development, business development, human resources, financial management, marketing, and overall business operations.

- Taught staff development workshops for corporations, non-profits, schools, and government agencies
- Taught CPR/First Aid classes for schools, corporate settings, non-profits, and the larger community

California State University, San Marcos, CA

Adjunct Instructor – January 2017 – August 2017

General duties included curriculum development and overall classroom operations, such as presenting, creating testing materials and student projects, assisting students in their learning process, providing feedback, grading papers, facilitating discussions, and more.

- Taught graduate students in the social work department:
 - Advanced Program Evaluation and Research Methods

- Research Methods
- Utilization of the Moodle platform for additional class resources, such as handouts, syllabus, student submissions, communications, etc.
- Curriculum development

Antioch University, Santa Barbara, CA

Adjunct Instructor – August 2007 – December 2010

General duties included curriculum development and overall classroom operations, such as presenting, creating testing materials and student projects, assisting students in their learning process, providing feedback, grading papers, facilitating discussions, performance appraisals, and more.

- Taught in-class classes within the Graduate Program for the Master's of Organizational Management Department, emphasizing in Sports Management:
 - Graduate classes in an executive weekend format:
 - Sports Management
 - Sport Finance
 - Adapted Recreation and Sport
 - Human Resources in Sports
 - Contemporary Issues in Sport
 - Research Methods in Organizational Management
 - Statistics for Sport Research
 - Budgets and Finance
 - Independent Study in Organizational Change and Development
 - Independent Study in Organizational Methodology
 - Independent Study in Global Economics
 - Independent Study in Finance and Economics
- Utilization of the First Class and Sakai platform for additional class resources, such as handouts, syllabus, student submissions, communications, etc.
- Curriculum development
- Selection of textbooks and student resources

National University, San Diego, CA

Adjunct Instructor – July 2007 – June 2009

General duties include overall classroom operations, such as presenting, creating testing materials and student projects, assisting students in their learning process, providing feedback, grading papers, facilitating discussions, and more.

- Taught on-line classes and independent studies within the Undergraduate Program for Health Care Administration:
 - Health Care Management
- Taught on-line, independent studies, and in-class within the Graduate Program for Health Care Administration:
 - Health Care Law, Policy, Politics, and Ethics
 - Health Care Administration
- Utilization of the eCollege platform for additional class resources, such as handouts, syllabus, student submissions, communications, etc.

Alliant International University, San Diego, CA

Teaching Assistantship Program / Adjunct Instructor – July 2006 – December 2007

General duties included curriculum development and overall classroom operations, such as presenting,

creating testing materials and student projects, assisting students in their learning process, providing feedback, grading papers, facilitating discussions, and more.

- Taught in-class classes within the Undergraduate Education Department:
 - Upper division business psychology courses
 - Social Psychology
 - Industrial and Organizational Psychology
 - Introduction to Professional Practice Psychology
- Utilization of the Blackboard platform for additional class resources, such as handouts, syllabus, student submissions, communications, etc.
- Curriculum development, selection of textbooks and student resources

Executive Level Management / Consultant Experience

Healthy Adventures Foundation, San Diego, CA

Chief Executive & Financial Officer, President/Board of Directors - August 2007 – present

General duties included board development, grant writing, project management, partnership development, business development, human resources, financial management, marketing, and overall business operations.

- Maintain and develop business-to-business partnerships with over 150 organizations
- Set organizational and board goals
- Grant writing, and successfully securing more than \$400,000 in grants
- Project management with over \$850,000 in government, county, city, and organizational contracts.
- Community liaison and collaborative partner for a variety of outreach programs
- Event planning, marketing and public relations
- Provider of educational, staff development, and leadership workshops for youth and adults
- Curriculum development
- Provider of staffing for health coaching, mentoring, presentations, health education, nutrition and physical activity education, and after school programs.
- Oversee overall operations
- Principle investigator for research projects
- Program evaluation and reporting
- Proposal and program development
- Event planning and group facilitation for more than \$100,000 in community based events

Health Step One, Inc., La Mesa, CA

Chief Executive Officer and Software Developer Content Expert- May 2010-current

General duties included working with a software developer to create online wellness management, user wellness tools, and an incentive-based online store.

- Content expert for the following:
 - Researched, developed and tested online health risk assessments
 - Developed health screening tools
 - Created a point-based online incentive store
 - Created organizational branding and shared branding strategies
 - Developed landing site content
 - Surveyed end users for ease-of-use and wish list items to add to software development strategies
 - Evaluate utilization
 - Tool validation

H & M Properties, La Mesa, CA and Racine, WI

Property Management / Small Business Owner -February 2005 – present

General duties included multi-unit residential property management and overall business operations.

- Human resource staffing and training of 2 to 4 staff and contract staff.
- Set business and sales goals, accounting, and payroll
- Marketing
- Tenant screening, to include: background checks and reference verification.
- Property development, to include: maintenance and working as the general contractor.

Human Services / Behavioral Sciences Experience

Pacific Point Home Health and Hospice, San Diego, CA

Medical Social Work – November 2021-present

Conduct psychosocial assessments for patients discharged from a hospital setting to in-home care.

Determine a plan of care with goals and objectives. Complete short-term counseling and therapy for patients and/or their families, mental health therapy and support, coordinate services with organization/services, determine financial needs, create support systems, assessment safety concerns, assist with advanced directives, substance use disorders, cognitive and mental health assessment, and more. Provide case management and resource coordination for safety net programs, organizational and communication connections, and mental health referrals. Fill out and submit Adult Protective Services reports.

Absolute Home Health and Hospice, San Diego, CA

Medical Social Work – August 2021-present

Conduct psychosocial assessments for patients discharged from a hospital setting to in-home care or hospice care. Determine a plan of care with goals and objectives. Complete short-term counseling and therapy for patients and/or their families, mental health therapy and support, coordinate services with organization/services, determine financial needs, create support systems, assessment safety concerns, assist with advanced directives, substance use disorders, cognitive and mental health assessment, and more. Provide case management and resource coordination for safety net programs, organizational and communication connections, and mental health referrals. Fill out and submit Adult Protective Services reports. Provide hospice care assessments and on-going hospice support for families and patients.

Healthy Adventures Foundation, San Diego, CA

Chief Executive & Financial Officer, President/Board of Directors - August 2007 – present

General duties included executive level management and administrative experiences; also performed direct services a professional coach on a one-one-one and group basis, educational workshops and training sessions, curriculum development and implementation, and program evaluation. Serve youth, families, adults, and seniors. Provide one-on-one counseling and therapeutic modalities through our health coaching programming.

- Developed and provided educational, staff development, and leadership workshops for groups and professional conferences
- Designed curriculum for family and youth programming
- Managed and provided direct services for professional coaching, health coaching, mentoring, health education, nutrition and physical activity education, and after school programs.
- Provided staff development training in the following modalities: mindfulness, cognitive behavioral techniques, motivational interviewing, positive psychology techniques, yoga, restorative yoga, trauma-informed care, strengths-based care

- Program evaluation and reporting
- Proposal and program development
- COVID-19 response as on-the-ground essential personnel for emergency foster care
- Grant writing & project management
- Developed the health & wellness programs at a college level for multiple locations
- Community liaison and collaborative partner for a variety of outreach programs
- Business development: outreach, marketing, business relations
- Field instructor for graduate students in the MSW program: SDSU, USC, ASU, CSUN, CSUSM
- Direct care – case management, counseling, coaching, health navigation, advocacy, hospice counseling

Historical experience:

- 10+ years working in home health settings and skilled nursing facilities – direct care, administrative experience, coordinating care and care team, death & dying care. Family and patient interventions.

Board of Directors Experience

Learning Disabilities Association – California, Remote, CA

Board of Directors – August 2021-present

General duties: policy development, program development, create conferences and training opportunities, fundraising, strategic planning, and more. Let the wellness committee to develop wellness initiatives, campaigns, programs, and training.

San Diego Gleaners, San Diego, CA

Board of Directors - Secretary - July 2016 – present

General duties included board development, strategic planning, organizational restructuring, project management, partnership development, business development, marketing, and overall business operations.

- Strategic planning subcommittee member
- Set organizational and board goals
- Board development
- Event planning, marketing and public relations
- Financial planning
- Grant writing
- Officer position, as of January 2017

Healthy Adventures Foundation, San Diego, CA

President/Board of Directors – August 2007 – present

General duties included board development, grant writing, project management, partnership development, business development, human resources, financial management, marketing, and overall business operations.

- Set organizational and board goals
- Board development
- Event planning, marketing and public relations

Learning Disabilities Association, Sacramento, CA

Board of Directors/Lobbyist – November 2007 – May 2008

- Set organizational and board goals
- Create legislature
- Attend regional meetings
- Training and development of volunteers
- Lobbying

American Cancer Society – Easy County - La Mesa, CA

Board of Directors/Volunteer – 1998 – 2001

- Set organizational and board goals
- Community and organizational development
- Project team leader
- Event coordinator
- Training workshops in wellness, nutrition, cancer prevention, exercise
- Professional speaker
- Grant writer

Education

- PhD Industrial and Organizational Psychology, Alliant International University, Awarded 2014
- MA Industrial and Organizational Psychology, Alliant International University, Awarded 2009
- MPH/MSW - Master's Degree in Public Health – Health Services Administration, and Social Work - Administration, San Diego State University, Awarded 2002
- BS - Bachelors of Science in Physical Education specializing in Athletic Training, San Diego State University, Awarded 1997
- A. - Associate of Science in Intelligence Collections, Community College of the Air Force, Awarded 1991

Works Written

Dissertation (2014). Organizational Influence on Health Outcomes of School Employees.

Thesis (2002). The Economic Analysis of Physical Activity Intervention Programs Targeting Adolescents in Obesity Prevention While Recognizing Racial and Ethnic Diversity. San Diego State University.

Speaking Engagements/Workshops/Trainings/Conferences

Extensive experience in this area in a variety of topics – key note to speaker roles. Able to share references, topics, and dates upon request.

Military

United States Air Force - Honorable Discharge – 1989 – 1992 – Military Intelligence. Training Manager for Morse Code Operators - trained newly assigned personnel, certification testing and scheduling, develop training materials / curriculum, and general office duties. Volunteer International Red Cross CPR and First Aid instructor for military and civilian personnel. Volunteer Internal Revenue Service Tax Consultant for military and civilian personnel.