Sheila Milnes
2275 Whited Street
Pittsburgh, PA 15226
(412) 531-2544

Objective: To bring enthusiasm, experience, and knowledge of quality family programming and current research to the training and support of professionals and paraprofessionals in their work with families and children.

Education

Ohio State University
Department of Family Relations and Human Development
Ph.D. Student

October 1990- Present (Medical Leave of Absence)

Research Experience
Project to assess the gap between marriage and family therapy research and practice, assisted in the development and distribution of questionnaire, Summer Quarter 1991

Project to assess the social development of toddlers in group care, qualitative data collection., Spring Quarter, 1991- Winter Quarter, 1992

University of London, London England
Department of Education
Master of Science Child Development and Early Childhood Education
October 1984 - September 1985

Research Experience

Thesis: Parental Involvement in Early Childhood Education,
Designed questionnaire, implemented research in America and England, data analysis.

University of Pittsburgh, Pittsburgh, PA Summa Cum Laude
Child Development/Child Care
Bachelor of Science Child Development

Work Experience

Parental Stress Center, Inc.

Coordinator of Foster Parent Training,
September 1992 - December 1993.

Homeless Families Project, Parent Trainer,
August 1989 - July-1990.

Parent Support/Education Program, Parent Trainer,
January, 1990 - May 1990.

Western School of Health and Business

Child Development Instructor, Child Care Provider Trainer
August 1989- August 1990.

Family Resources

Nurturing Program Instructor, Parent Trainer, Staff Trainer
August 1989- July 1990

Allegheny East Mental Health/ Mental Retardation

Coordinator Growing Together Program,
January 1989 - September 1989.

Growing Together Mother-Infant,
Mother-Toddler Groups, Parent Trainer,
September 1987 - September 1989.

ABC In-Home Behavior Specialist,
September 1988 - September 1989.

Mental Health Consultant to Head Start,
September 1988 - June 1989.

Jewish Community Center, Early Childhood Department,
Early Childhood Program Consultant,
January 1989- January 1990.

Shadyside Presbyterian Church Nursery School,
Early Childhood Program Consultant,
January - May, 1991.

Beth Shalom Early Childhood Department,
Early Childhood Program Consultant
Mother-Toddler Program Design and Coordination,
November - June 1993.

Work Skills

Training Professionals and Paraprofessionals

Designed and taught courses to child care students including: Child Development, Family Systems, Special Needs, Introduction to Psychology, and Communication Skills for Family Professional, equivalent to 30 college credits. Coordinated and supervised student internships.

Designed and delivered in-service training programs to experienced child care and social service providers on a wide variety of topics.

Recruited and trained volunteers for parent support programs. Trained Bright Beginnings Warmline Volunteers.

Experienced validator of the National Academy Early of Early Childhood Programs, over 40 validation visits to child care programs, in Pennsylvania, Delaware, and New York states. Data analysis of National Academy of Early Childhood Program Accreditation Self Study. Collaborated with program to develop plan of action to meet the criteria of the National Academy. Designed and offered teacher training in developmentally appropriate practices.

Developmental assessment of children and families, developed individualized plans in conjunction with child care providers, and social service providers. Comprehensive support to direct service providers in implementation of individualized treatment plans.

Training Parents

Parent training for a variety of audiences, including parents identified as emotionally, sexually, and physically abusive to their children, families at-risk for child abuse, foster parents, and general parent audiences.

Designed a number of programs for parents and their children under five. Developed emergent curriculum for parents.

Implemented a variety of parent training programs, led group discussions on a wide range of child development topics.

Assessment and referral of children and families, designed and implemented individualized intervention programs with an interdisciplinary team of mental health and education specialists, developed individualized training programs for parents in child management.

Administration Skills

Administered parent education/support programs with developmental child program component: hired staff, recruited and trained volunteers, supervised staff, students and volunteers designed and implemented publicity and fundraising campaigns, and managed budgets.

Chaired a sub-committee sponsored by Office of Child Development, University of Pittsburgh to survey the needs of homeless families in Pittsburgh and designed and proposed appropriate community wide services.

Honors/Societies/Volunteer Work

University of Pittsburgh Dean's List
Ohio State University Fellowship Recipient
Society for Research in Child Development
National Association for the Education of Young Children
Validator National Academy of Early Childhood Program
Association for Childhood International
Bright Beginnings Warmline Volunteer

Sheila Milnes
2275 Whited Street
Pittsburgh, PA 15226
(412) 531-2544
October 4, 1993

Magee-Womens Hospital
Office of Human Resources
300 Halket Street
Pittsburgh, PA 15213

Dear Sir or Madame:

I believe that I have some unique skills applicable to the Volunteer Service Coordinator position. My strong interpersonal skills and enthusiasm for my work with families and children are supplemented by experience in variety of settings with supervision and training of professionals and paraprofessional for work with families and children.

My experience has led me to a strong belief in the importance of paraprofessionals in the provision of quality services to families.

Enclosed is my resume which details my work experiences and education. I consider myself to be a family life specialist who trains those who work with families. I have recruited, supervised and trained volunteers in my work for the Parental Stress Center, Allegheny East Mental Health/Mental Retardation, and Family Resources. In addition for the Parental Stress Center, I have also designed and arranged comprehensive training series for foster parents. Most recently, I have completed one-half of the Ph.D. program in Family Relations at Ohio State University. I am currently on a medical leave of absence from this program. My health has returned to normal, and I plan to return in January 1995, when my adviser returns from work over-seas.

Sincerely,

Sheila Milnes
2275 Whited Street
Pittsburgh, PA 15226
October 5, 1993

Dr. Lawrencella Dukes
Counseling Department
Community College of Allegheny County
Allegheny Campus
808 Ridge Avenue
Pittsburgh, PA 15212

Dear Dr. Dukes,

I believe that I have some unique skills to bring to the position of Director of the CCAC Child Development Center. My enthusiasm and love of work with families and young children is supplemented with a wide variety of experiences training professionals and paraprofessionals to implement developmentally appropriate services. I have worked closely with directors of child care programs on improving the quality of their programs, and have also had experience in administration of programs and training for children and their families.

Enclosed is my resume detailing my education and experience. I consider myself to be a family and child development specialist and I am committed to programming that fosters the development of the whole child. I believe my resume shows the depth of my commitment to developmental programming, especially my extensive volunteer work as a validator for the National Academy of Early Childhood Programs. This experience has led me to believe that quality child care can take many forms, although excellent programs seem to have one common element, a director who is thoroughly dedicated to offering developmentally appropriate programming. I have completed one-half of the Ph.D. program in Family Relations at Ohio State University. I am currently on a medical leave of absence from this program. My health has returned to normal, and I plan to return in January 1995, when my adviser returns from work over-seas.

Sincerely,