

Lynn M. Strevell

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Work Experience

- Lipscomb University**, Nashville, TN **2020-Present**
Project Administrator and Evaluator
HRSA Behavioral Health Workforce Education and Training Grant 2020-Present
Integrated Substance Use Disorder Training Program 2023-Present
- Assist the Project Director in the establishment of internal and external partnerships, as well as the development of partner MOUs
 - Determine financial protocols for grant administration in collaboration with the Business Office, Office of Research and Grants and the Project Director and monitor ongoing grant financial management
 - Coordinate with the media department to design, print, and disseminate program information brochures, materials and website and implement appropriate budgetary expenditures and tracking
 - Monitor program data utilizing Tevera software and other resources
 - Participate in regular assessment of the program, internal evaluation efforts, and team discussions geared toward continuous program improvement
 - Coordinate training and conference hosting, including the booking of guest speakers, provision of honorariums and travel accommodations
 - Conduct annual needs assessment of participating sites and further assist with any needed training
 - Prepare and submit quarterly, annual and final report in the HRSA Electronic HandBook system
 - Design, implement, and maintain Process and Outcome Measures for RCQI and annual reporting
- Vanderbilt University**, Nashville, TN **2015-2016, 2019-2020**
Research Field Collector 2019-2020
- Certified to perform an assessment battery on study participants and conduct systematic classroom observations using a narrative observation protocol.
 - Travelled throughout the state of Tennessee to conduct assessments and observations.
 - Reviewed, coded and electronically submitted data.
- National Center on Scaling Up Effective Schools, Conference Coordinator 2016
- Middle School Math Follow-up Study, Testing Administrator 2015
- Tennessee Department of Education**, Nashville, TN **2017-2019**
Grant Coordinator, Read to be Ready Summer Grant
- Reviewed and scored grant applications and provide feedback.
 - Completed and managed grant contracts, reviewed and approved budgets.
 - Served as point person for technical questions from grant subcontractors, monitored subcontractor programs and reviewed and synthesized site monitoring reports.
 - Provided technical support to district officials regarding the grant application process, data, budgets and requirements.
- Nashville Zoo, Inc.**, Nashville, TN **2016-2017**
Grant Writer
- Responsible for the full range of activities to research, write and submit proposals for external funding.
 - Responsible for management of internal approval process and ensuring accurate budgets and compliance.
 - Continually researched and rated prospective funders including private and corporate foundations and government sources.
 - Maintained database of funding history.
 - Acknowledged all received funds and prepared internal and external reports related to grant funding.
 - Increased operational grant funding by over 360% in first year and over 2100% in second year.

Freelance Educational Public Relations Specialist **2000-2017**
DuPage Regional Office of Education, Wheaton, IL 2006-2017
Bloomington School District 13, Bloomington, IL 2006-2014
Bensenville Elementary School District 2, Bensenville, IL 2003-2008
Fenton Community High School, Bensenville, IL 2000-2003

Various roles have included the following:

- Designed, wrote and edited annual reports, community and staff newsletters, brochures, school calendars, curriculum guides and behavior handbooks for print and electronic distribution.
- Handled all aspects of media relations programs.
- Designed logos and provided marketing strategies.

Grant Writer and Administrator, McKinney-Vento Grant, DuPage Regional Office of Education **2006-2014**
DuPage Regional Office of Education, Wheaton, IL

- Served DuPage County families and schools in advocacy role for homeless students ensuring proper implementation of all aspects of McKinney-Vento law.
- Managed all aspects of the grant including grant writing, budgeting, data collection and district monitoring.
- Provided training sessions on federal McKinney-Vento Homeless Law to school district personnel, community service providers and advocacy groups.
- Moderated disputes between families and school districts.

Bensenville Elementary School District 2, Bensenville, IL **2006**
Human Resources Coordinator

- Handled all aspects of the district's personnel and payroll offices including insurance programs.
- Attended recruitment fairs and conducted preliminary interviews of candidates.
- Administered the district's retirement programs including TRS, IMRF and 403(b) offerings.
- Designed and coordinated a support staff evaluation program and instrument.

Lake Park Community High School District 108, Roselle, IL **1995-2000**
Director of Grants

- Prepared grant applications for entitlement funds from state and federal sources.
- Administered the distribution of funds and prepared reports of programs and expenditures.
- Researched funding sources to support new educational initiatives through government and private sources.
- Took lead role in grant application preparation including narrative writing and budget preparation.

Director of Communications

- Served as the informational contact between the district and community.
- Prepared and administered internal and external communications plan and administered related budget.
- Designed and produced publications including the district's *School Report Card, Annual Report to the Community, Principals' Newsletter, Board Highlights, Academic Planning Guide* and informational brochures.
- Handled all aspects of the district's media relations program.
- Developed and administered a Parent University program that provided informational sessions by local experts to interested parents.

North Central College, Naperville, IL **1989-1995**

Positions included: Associate Director of Admission, Acting Director of Admission,
Assistant Director of Admission and Admission Counselor

- Responsible for planning all phases of the Presidential Scholarship Program. Administered a \$30,000 budget to run the program including publication design and distribution, catering, and transportation. Awarded over \$1,000,000 in scholarships.
- Team-taught Freshman Year Information seminar.
- Presented financial aid information sessions to groups of 200+.
- During a prolonged absence of the Director of Admission, was responsible for all aspects of running the Office of Admission. Managed the budget, made acceptance decisions, awarded financial aid packages and managed a staff of eight professional and five support staff.
- Responsible for written content and design of a variety of publications including the search piece, career development brochure, financial aid brochure and international recruitment piece.
- Was instrumental in the production of a campus video including the on-campus shoot, script writing, music selection and final editing.

Professional Activity

Illinois Chapter/National School Public Relations Association (INSPRA)

- Served as Secretary/Treasurer 1998-1999 and was a member of the Executive Board.
- Elected to the Board of Directors 1997-1998.

Illinois Association of College Admission Counselors (IACAC)

- Active member of the Communications Committee 1990-1995. Co-chair of the Committee 1992-1994 and as such was a member of the Executive Board.
- Compiled a *Guide to the Experts in College Admission, Guidance and Financial Aid* for statewide distribution to members of the media.
- Recipient of the IACAC Newcomer Award 1993.
- Moderated panel presentations at the 1993 and 1994 IACAC annual conferences.
- Presented a panel on Public Relations at the 1993 National Association of College Admission Counselors Annual Conference in Pittsburgh, PA.

Education

- Northern Illinois University, M.S.Ed. in Educational Administration, 1994
- University of Wisconsin-Green Bay, B.A. in Human Development, 1989

Community Involvement

Holy Family Catholic Church, Brentwood, TN; St. Margaret Mary Church and St. Thomas the Apostle Church, Naperville, IL

- As Women's Club board member, wrote and designed all publicity.
- Religious Education instructor for 4th, 5th, 7th and 8th grade classes.
- Designed and edited 12-page *St. Thomas Today* magazine.

Huntington Estates Subdivision, Naperville, IL

- Edited and distributed subdivision newsletter using iContact web-based email marketing software.
- Wrote and distributed press releases and newsletters for the subdivision.