

Dana Howell-Perkins

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PROFESSIONAL EXPERIENCE

Prairie View A&M University 2021-Current

Job Title: Professor – Assistant Director of Internships

Job Description: I prepare and teach lessons that pertain to health, wellness, and recreation. I also help students explore various options for career opportunities. I find sites that allow them to intern for their final senior semester.

Lonestar-College 2018-2022

Job Title: Professor Kinesiology

Job Description: I prepare and teach lessons that pertain to health, wellness, and recreation.

Spring Cypress- Senior Living 2019-2021

Job title: Director

Job Description: Schedule events and activities that fulfilled the ISL dimensions. I correspond with volunteers and schedule entertainment for our residents. I am responsible for creating events that are appealing to potential residents. I network with home health and rehabilitation hospitals. I maintain our website as well as social media accounts. I am responsible for a succession plan as well as knowledge management. I also maintain budgets, order collateral and make monthly purchases. I have assistances that I manage and train. This position plays a huge role in the level of function for the industry.

Southern Arkansas University (Student Activities) 2013-2015

Job Title: Advisor/Substitute Teacher

Job Description: The Student Activities department worked hand and hand with recruiting. We are responsible for making sure that our activities are useful and appealing to potential students. We also provide exposure and participation in social, educational, cultural, physical, and spiritual programs. The office enhances student growth and development by providing active opportunities for involvement in student organizations, Greek life, student leadership training programs, and the Student Activities Board. I also filled in for multiple teachers on campus when they were unable to make the class. This included preparing lesson plans in advance for various areas of course work.

Southern Arkansas University (Multicultural Services) 2013-2015

Job Title: Advisor

Job Description: We focused on providing and promoting cultural and educational activities to foster an environment conducive to multicultural growth. We were established to primarily assist in the maintenance of a friendly and hospitable social and academic climate for students of color, through personal support and advocacy programs, services, and activities. Multicultural Services also provides an outlet for students of color who need the support necessary to interact successfully with University faculty, staff, and administration.

Dana Howell-Perkins, M.S. Kinesiology

D1 Sports 2010

Job Title: Massage Therapist

Job Description: I worked at D1 to perform sports massage. I worked closely with the physical therapist to help aid in the client information, flexibility, and range of motion. I was also able to work closely with the facility coordinator to see the way the facility was ran as it relates to administration.

Serenity Day Spa 2009- 2015

Job Title: Massage Therapist

Job Description: Typically see about seven clients on Saturday. Specialize in Relaxation and Therapeutic massage. Focusing on flexibility and range of motion. Known for the detailed work I perform on hands, feet, scalp and other areas of the body that are typically overworked and overlooked.

UAMS 2006-2010

Department: Research Pharmacy/ College of Medicine, ACRC

Job Title: Research Pharmacy Tech.

Job Description: Data entry, account logs, counting and disturbing prescription medicine.

All Care Pharmacy 2004-2006

Manager: Mike Nunnally

Job Title: Pharmacy Tech

Job Description: Data entry, account logs, counting and distributing prescription medicine.

RELEVANT TRAINING

EEO, Diversity, Equity and Inclusion Training for Executives, Managers, and Supervisors

Financial Conflicts of Interest in Research

Nepotism Policy

Export Controls & Embargo Training

Information Security Awareness

Ethics

Reporting Fraud, Waste and Abuse

Ethics & Fraud Equivalent

Creating a Discrimination

Hazard Communication

Safe Practices for Returning to the Office During the COVID-19 Pandemic

Protocol and Certification for System Member Employees

FERPA Basics

Building Supportive Communities: Clery Act and Title IX

Tools for an Ethical Workplace

EDUCATIONAL BACKGROUND

Southern Arkansas University, Magnolia AR, 2016

Master of Science in Kinesiology

Southern Arkansas University, Magnolia AR, 2014

Bachelor of Science in Exercise Science

American University of Healing Arts, Little Rock, AR 2009

Massage Therapy Licensure

SKILLS and COMPETENCIES

- Provides excellent customer service.
- Demonstrates professionalism with dependability and positivity.
- Stays focused and motivated.
- Articulate, focused, motivated, problem-solver and multi-tasker.
- Uses personal attributes of optimism, honesty, attentiveness, confidence daily.
- Completes personal work assignments and successfully manages staff assignments.
- Clearly and succinctly provides input to staff on performance and quality to resolve daily workplace issues and maintain efficient workflow.
- Disseminates appropriate information through various media as a consultant or mentor.
- Assure coverage of all areas of responsibility.
- Conducts ongoing reviews to ensure quality of work.
- Ensures accurate and timely scheduling of appointments.
- Provides guidance to staff members to include changes in policies and procedures.
- Distributes and balances workload equitably.
- Creates and maintains the work schedules.
- Provides orientation and on-the-job training for new and current employees.
- Ensures training requirements are met through staff development programs/projects.
- Organizes the work structure in my assigned work areas.
- Sets priorities and Delegates tasks/responsibilities to meet deadlines.
- Skilled in communicating with individuals to obtain the desired effect and outcomes as well as discussing follow-up on pending issues and demonstrating an understanding of the impact of incomplete work.
- Ensures compliance with established policies and regulations by reviewing and monitoring data to ensure reports are complete and accurate.
- Easily cultivates interpersonal relationships with staff, team leaders and multi-disciplinary team members for positive patient outcomes in the outpatient setting
- Confident in knowledge of specialized programs and components of kinesitherapies.
- Performs administrative duties on a day-to-day basis, to develop short term and long-term goals, and/or to plan for future utilization of human resources, and the reassignment of staff to enhance/develop the value of existing or new programs.

LICENSES

- Licensed Massage Therapist

PROFESSIONAL ORGANIZATION AFFILIATIONS:

Arkansas State Board of Massage Therapy

2014-2018

- **Board Member**

Appointed by the Governor to serve on The Arkansas State Board of Massage Therapy was created with the intent to upgrade the standards of practice and education of massage therapy and regulate the practice of massage therapy in the State of Arkansas. We handle hearings; make decisions about rules and regulations as it relates to massage therapy of Arkansas.