



# Jeermal T. Sylvester

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## CAREER SUMMARY

Experienced motivational speaker as well as working with people of all ages particularly high school youth; I possess an exceptional work ethic and outstanding communication skills; demonstrates ability to lead and motivate others, able to work independently or as part of a team, and offer proven success assuming higher levels of responsibility receiving numerous promotions.

<i>Supervision</i>	<i>Case Management</i>	<i>Problem Resolution</i>	<i>Life Coach</i>
<i>Training</i>	<i>File Maintenance</i>	<i>Motivational Speaker</i>	<i>Mentoring</i>
<i>Outreach</i>	<i>Marketing</i>	<i>Employment Specialist</i>	<i>Fundraising</i>

## ACCOMPLISHMENTS

- **2016 Michiana Diversity Leadership Initiative Graduate (Step Up To Leadership)**
- **2015 Journey Executive Fellowship Graduate**
- **2015 Red Ribbon March Against Drug and Violence Award recipient**
- **2015 South Bend/Mishawaka Chamber of Commerce Adult Leadership Academy Class 41 graduate**
- **Actively sought by community agencies for public events as a motivational speaker**
- **Earned many promotions at St. Joe County Community Corrections DuComb Center**
- **Earned DOC STAR Award for Excellence in Emergency Situations**
- **Graduated from I.D.O.C. Experienced and Emerging Leaders Academy**
- **Promoted multiple times within the Indiana Department of Corrections**
- **Professional athlete in Argentina, Singapore and France**
- **Earned Division 1 athletic scholarship**
- **Chosen as one of twelve Seniors, from the entire state, to the prestigious Indiana Basketball All Star Team**

## PROFESSIONAL EXPERIENCE

### Social Services (Jobs for America's Graduates)

- Long term commitment to students by assisting them and their families through the college application process, providing on-going support as they transition out of high school, and follow up afterward.
- Work with school guidance counselors to coordinate the college preparation testing (ACT and/or SAT).
- Coordinate college fairs, site visits, workshops, etc. with teachers, principals and guidance counselors, etc.
- Seek internship, apprenticeship, scholarships and career opportunities for JAG participants.
- Build relationships/partner with college admission counselors to communicate and share information.
- Assess students' strengths, abilities and possible barriers to finding and retaining employment.
- Assist students in preparing for work: resume development, interviewing, completing applications, wearing proper attire and employer connections through the 37 competencies taught in JAG.
- Market and promote programs to community partners/businesses to raise money.
- Establish/maintain contact with community service providers to give students resources to reach their goals.
- Cultivate relationships with community partners and employers to identify specific job development opportunities for students.
- Coordinate activities for employers and students: interviews, job fairs, and job shadowing, internships, employment and information sessions.

## **Corrections**

- Inform offenders or inmates of requirements for conditional release, such as office visits, restitution payments, or educational and employment stipulations.
- Discuss how drug and alcohol abuse and anger problems might have influenced criminal behaviors.
- Administer offender drug and alcohol tests and random drug screens, to verify substance abuse compliance.
- Supervise people on community-based sentences, encompassing electronically monitored home detention.
- Provide field supervision of probationers by conducting curfew checks and visits to home, work, or school.
- Prepare and maintained case folders for each assigned inmate or offender.
- Marketed program, establish and maintained a cooperative working relationship with local agencies and business organizations.
- Conduct employment assessments, job placement/development, and follow-up for program participants.

## **Recreation**

- Manage daily operations of recreational facilities.
- Supervise/coordinate work activities of personnel, trained staff members; also assigned work duties.
- Organize, lead, and promote recreational activities such as arts, crafts, sports, and games.
- Greet new arrivals, explained facility rules, and introduce them to other participants to encourage participation.
- Explain recreational activity safety procedures demonstrate material and equipment usage.
- Evaluate recreation areas, facilities, and services to confirm desired results are produced.

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## **EMPLOYMENT HISTORY**

<u>St. Joseph County WorkOne Center/ProResources</u> , South Bend, Indiana	2013 – Present
JAG College Readiness and Community Outreach Coordinator, JAG Marketing, Internship and Employment Coordinator	
<u>Ducomb Center Work Release</u> , South Bend, Indiana	2009 – 2013
Work Release Officer, O.I.C. Supervisor, Case Manager, Work Release Coordinator, Employment Coordinator, Marketing, Thinking 4 a Change Instructor	
<u>South Bend Juvenile Correctional Facility</u> , South Bend, Indiana	2000 – 2009
Recreation Coordinator, Recreation Leader, Youth Services Sergeant and Youth Services Officer, “Why Try” Instructor	

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## **VOLUNTEER**

<u>Heroes Camp Incorporated</u> , (in the Off-Season 1996 – 2000), South Bend, Indiana	1996 – present
Mentor at-risk inner-city youth by providing them with positive outlets and resources. Discussions include basic and personal skill development with the goal of teaching them how to become productive citizens who give back to the community	

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## **EDUCATION/TRAINING**

<u>Ball State University</u> , Muncie, Indiana	2010 – present
General Studies with Concentration in Psychology of Human Development and Criminology	
<u>Thinking 4 A Change Certified Trainer</u> (Integrated Cognitive Behavior Change Program)	5/2005, 10/2013
<u>Indiana Department of Corrections Experienced and Emerging Leaders Academy</u>	9/2008-9/2009
<u>Byron Stock &amp; Associates Emotional Intelligence Train the Trainer</u>	10/2014
<u>“Why Try” Level 1 (Youth Resiliency Certified)</u>	07/2015
<u>Human Search Engine Certified Trainer (Career Research Group)</u>	08/2015
<u>NCFR Youth Worker Certification Program (National Council on Family Relations)</u>	03/2016
<u>ACE Interface Master Trainer Education Certified</u>	05/2016