

## **TONI SCHLEY**

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**OBJECTIVE:** To pursue a career in Computer Numerical Control and expand on the machinist training that I received through the Manufacturing 2000 program.

### ***EDUCATION***

**New Century Careers - Manufacturing 2000**, Pittsburgh, PA

Machinist Level I Certification/National Institute of Metalworking Skills Certification - June 2009

**Wayne State University**, Detroit, MI

28 credits (focus, Operations Management) towards a MBA, Masters of Business Administration

**University of Pittsburgh**, Pittsburgh, PA

Bachelor of Science in Information Science; Business minor - December 1993

**Manhattan School of Printing**, New York, NY

Certificate of Graphic Arts - May 1977

### ***PROFESSIONAL EXPERIENCE***

Wayne State University Detroit, MI Oct 99 - Nov 04

#### **Research Assistant**

- Certified Cancer Information Specialist/ Smoking Cessation Counselor - National Cancer Institute. Informatics Task Force member, developed training module.
- Technical Writing: Reviewed and edited National Cancer Institute communications and publications. Resource Management - Updated and maintained online resources.

Flint Odyssey House, Inc. Flint, MI Mar. 97 - Dec. 98

#### **Research Associate/Development Analyst**

- Researched, assessed, and evaluated data for the drug rehabilitation program that admitted and treated the children of addicted Mothers.
- Database reconstruction/maintenance. Evaluated 5-year study, identified faulty instruments and reported to the National Institute of Health, national evaluators.
- Collection/abstraction of data/instrument measures for Wayne State University, local evaluators. Monitored treatment forms and conducted quarterly chart reviews.
- Performed client: research, interviews, induction/admission assessments, and follow-up.
- Analyzed and developed client community transition programs and community workshops..
- Developed agency/community collaborations/partnership programs.
- Developed Individual Development Account (IDA)/Economic Literacy Program.

Mt. Morris Consolidated Schools Flint, MI Sep. 96 – Aug. 98

#### **Educator**

- Instructed computer I and Art classes for the alternative education program.

Department of Federal Programs Pittsburgh, PA 1981 – 1982

#### **Assistant Planner/Evaluator Specialist**

- Planned funds allocation; evaluated programs/agencies; submitted report to Planning Manager.

Freelance Art Consultant Pittsburgh, PA and New York, NY 1977 - 1981

#### **Freelance Consultant**

- PR/promotions and designed ads, graphics, logos, and forms for small business owners.

### ***VOLUNTEER WORK***

**Coordinator/Organizer/Fundraiser:** Junior Olympic Track Team and 2 Youth Groups.

**Chief Fundraiser:** Community organization budget.

**Co-Chairperson:** Child liver transplant fundraiser – Pittsburgh Children's Hospital patient.

**Manager:** Developed and managed 80+ volunteer pool.