
Norma Duckworth

[REDACTED], Milwaukee, Wisconsin 53211

Employment History

Housing Authority City Of Milwaukee

2016- Present

Case Manager

- Provide services to residents and families
- Complete and review assessments
- Develop goals and actions plans for residents in the program
- Assist clients with relocation
- Provide assistance to resident with relocation

Boys and Girls Club, Milwaukee, Wisconsin

2015- 2016

Government Program Manager

- Provide training and assistance to Club Managers and staff related to WI Shares eligibility and authorizations, FoodShare and Badger Care Plus
- Maintain up-to-date site visit case notes
- Regularly visit assigned Clubs on scheduled rotation
- Attain a caseload of at least 250 authorizations during the Spring and Fall
- Develop and implement quarterly Action Plan to maximize club authorizations

Interfaith Conference Of Greater Milwaukee, Milwaukee, Wisconsin

2013 - Present

Greater Milwaukee CROP Hunger Walk Director

- Fundraise and implement strategies for annual event
- Recruit and Coordinate meetings with new members and organizations, colleges, community leaders
- Securing use of public park space, permits arranging live entertainment, refreshments, and children's activities
- Network with over 250 faith communities and denominations to attract participation in hunger walk
- Solicit monetary and food donations
- Reach out to local businesses for contributions of food and other resources for walk
- Recruit, instruct, and managed volunteers to ensure smooth operation of event
- Keep financial records of donations
- Updated CROP pages on Interfaith Conference Website to reflect recent achievement and current needs

DAVE'S Magikist, Milwaukee, Wisconsin

2009 - 2011

Assistant Manager

- Supervised six employees in day-to-day operation of carpet-cleaning business
- Submitted insurance claims for houses that were damaged by flooding or other accidents
- Promoted business continuously through word-of-mouth networking and website

Healthy Families Waukesha, Waukesha, Wisconsin 2009
Assessment and Home Visitation Worker

- Partnered with Social Services Department to perform assessments at Waukesha Memorial Hospital and at homes to identify at-risk children and adults based on health and other factors
- Carried out fundraising and outreach for the organization

Curative Care Network, Milwaukee, Wisconsin 2006 - 2007
Family Service Coordinator and Case Management

- Assessed needs of children based on risk factors and tests of verbal and motor skills to refer them for physical therapy, occupational therapy, or speech therapy

Education

Milwaukee Area Technical College, Milwaukee, Wisconsin 2000

- Associates, Major: Criminal Justice

Volunteering and Service

- **Interfaith Earth Network** May, 2014
- **Milwaukee Muslim Women's Coalition** May, 2014
- **Milwaukee VA Medical Center** 2013 - Present
- **Centro Cristiano De Amor Y Restauracion Church & Network** 2012 - Present
- **Wisconsin National Guard** 2008
- **Word of Life Church** 2003 - Present
- **St. Michael Parish Fundraising Team** 1993 - Present
- **Hermanas Marianatas** 1993 - Present
Director for Fundraising
- Continuously helped individuals, including immigrants and veterans, with essential paperwork and other needs

Recognition and Award

- Hispanic Woman of the Year October, 2020
- Hispanic Family of the Year
- Official Recognition from the City of Milwaukee and Mayor November, 2014
For commitment to civic engagement and public safety
- Received award from National Guard, Company A 132nd Support Battalion during Operation Enduring Freedom for volunteer service
- Profiled by *Catholic Herald* in October, 2013
- Profiled by Milwaukee Independent February 2018

Professional Skills

- Bilingual in English and Spanish

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- Organized, focused, and goal-oriented
 - Extensive experience in fundraising and outreach
 - Accustomed to networking widely with community members, congregations and faith communities, and local businesses

