

Denise O. Dancy

National Center for State Courts
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Specific Areas of Accomplishment

- Strong communication skills (oral and written) background in both career and community organizations dealing with civic/business leaders, court officials, human services agencies and youth.
- Extensive background in designing, coordinating, implementing and presiding over various organizational program and public speaking events.
- Small group and individual tutorial experience in secondary and post-secondary academic settings.
- Familiarity with research development, data compilation and statistical analysis (developed and implemented an in-depth one-year independent study for capstone course for bachelor's degree in sociology).
- Experience in web design, graphics design/interface and programming (HTML, JavaScript, C and C++) and associated applications. Familiarity with OOP and database objects programming.
- End-user applications trainer in MS Office (primarily Word, Outlook, Excel) and Windows 95/98.

Educational Background

May 1999 - Christopher Newport University, Newport News, Virginia

Bachelor's Degree in Sociology with Concentration in Culture, Socialization and Society (Cum Laude and Departmental Honors)

December 1998 - Thomas Nelson Community College, Hampton, Virginia

Telecommunications/Internet Career Certificate with concentration in Internet, Web Design and Programming (Summa Cum Laude)

August 1998 - Thomas Nelson Community College - Associate's Degree in Liberal Arts (Summa Cum Laude)

Work Experience

May 2001 – Present

National Center for State Courts – Court Research Analyst

August 1999 – December 2000

enosis Systems, Inc. – Vice President, Training and Community Services

- End-user applications training – primarily in MS Word, Outlook, Excel - and Windows 95/98
- Coordinator for Navy-contracted technical training including curriculum management and student tracking
- Marketing/solicitation of funding and scheduling for corporate and community agency technical training and networking solutions
- Preparation of technical proposals and light general office administration

April 1999 – July 1999

Newport News Youth Services Commission – Youth Development Coordinator and Acting Executive Director

- Training, screening and recruitment of volunteers
- Coordination of volunteer-facilitated programs for court-ordered youth
- Tracking of all court program referrals and communication with court officers
- Coordination of placement and documentation of youth in court-ordered programs
- Review, revision and development of curriculum/programs

- Implementation and coordination of a youth summer employment program

September 1996 - May 1997

Newport News Public Schools - AVID ("Advancement Via Individual Achievement") Program Tutor

- Facilitation of small group tutorials
- Grading of all individual tutorial assignments
- Assessment and final grading of students' weekly submission of subject-related coursework in adherence with specified objectives

June 1995 - May 1996

Thomas Nelson Community College - Peer Tutor

- Individual and small group tutoring (primarily in statistics, social sciences and mathematics)

September 1992 - June 1994

Newport News Public Schools - Cafeteria Discipline Monitor

- Monitored and maintained adherence to school rules
- Documentation of infractions and follow-on procedure between students and staff/administration

September 1978 - September 1981

Law Offices of Harry E. Atkinson - Legal Secretary

- All aspects of legal clerical work – except real estate
- Communications with clients and related court personnel
- Preparation and filing of all court documentation and correspondence
- Accounting and disbursement of all court and settlement related funds

November 1975 - September 1978

JC Penney - Sales Associate and Cashier

Community/Volunteer Activities

April 1999 – January 2000

Friends of the Newport News Juvenile Courts, Newport News, Virginia – Board Member

July 1998 – August 1999

Crittenden Middle School, Newport News, Virginia - PTA President

October 1997 – October 1999

Court Appointed Special Advocate (CASA) - Volunteer, Newport News Juvenile and Domestic Relations Court

May 1997 - July 1998

Crittenden Middle School PTA, Newport News - 1st Vice-President in charge of Programs

May 1996 – September 1999

Faith Presbyterian Church - Leadership in music and Sunday School ministry

May 1990 - November 1995

People with Attentional and Developmental Disabilities Association (PADDA), Inc. - Vice-President - (special needs child and family advocacy/education)

January 1989 - May 1995

Watkins Elementary School, Newport News, Virginia - Volunteer In Public Schools - (tutoring/teacher assistance for regular education students as well as severely and profoundly handicapped students)

PTA President (1992-1994)

PTA Vice-President in charge of Ways and Means (1990-1992)

PTA Publicity Chairman (1989-1990)

June 1977 - October 1981

City of Hampton Juvenile and Domestic Relations Court Citizens' Advisory Committee - Chairperson
(1981) and Appointed Member