

DOREE L. TRENT

SUMMARY OF QUALIFICATIONS

Retired US Navy. Hold over 25 year's experience of dedicated service and leadership experiences as Executive Member, Manager, Instructor, Substance Abuse Counselor, and Emergency Responder. Looking to combine skills and experiences into one opportunity encompassing values of growth and excellence.

EDUCATION

8 March 2008

Catoosa, OK

- Hazardous Materials Awareness for WMD-HazMat Emergencies

8-9 February 2007

Tulsa, OK

- CISM Group Crisis Intervention

2005 – Present Civil Air Patrol

Broken Arrow, OK

- AFRCC Inland SAR Planning Course (2008)
- AFRCC SAR Management Course (2007)
- ICS 100, 200, 300, 400, 700, 800
- Technician Ratings in Emergency Services & Cadet Programs
- Courses attended at NESAs:
 - Advanced Ground Team (2006)
 - Ground Team Leader (2006)
 - Incident Command System School – Basic (2007)
 - Incident Command System School – Advanced (2007)
 - Observer (scheduled – 2008)
 - First Responder (scheduled – 2008)
- AFIADL Courses completed:
 - Civil Air Patrol Senior Officer Course (00013)
 - CAP Emergency Services Course (02130D)
- AEPSM (Yeager)

2006 – Present Red Cross

Tulsa, OK

- Community Emergency Response Team (member & course instructor)
- CPR, Automated Electronic Defibrillator, First Aid, Blood borne Pathogen (course instructor)
- Disaster Instructor Trainer
- Classes taken:
 - Disaster Assessment
 - Psychological First Aid

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 - Disaster Assessment
 - Psychological First Aid
 - Shelter Operations & Shelter Simulation
 - Logistics & Logistics Simulation
 - EOC/IC Liaison
 - Mass Care Overview
 - Client Casework
 - Collaborating to Ensure Effective Service Delivery
 - Fulfilling Our Mission
 - Emergency Response Vehicles: Ready, Set, Roll
 - Driver's Safety Course
 - Disaster Fundraising: Preparing and Responding in Chapters

July 18, 1999 National University San Diego, CA
Bachelor of Business Administration with a concentration in Human Resources Management

- Magna Cum Laude (fractions of a point from Summa Cum Laude)

June 16, 1997 Southwestern College San Diego, CA
Associate in Arts Business Administration

- Graduated with Honors (3.93 GPA)
- National All-USA Academic Team (1997)
- All-California Academic Team (2 years: 1996 & 1997)
- Guistwhite Scholar (1997)
- Student of Distinction (1995/1996)

1991-1993 University of California San Diego, CA
Various Counseling Certificate Classes

U.S. Navy Schools

- Group-Paced Instructor School March 1991
- Command Career Counselor School November 1989
- Substance Abuse Prevention Instructor Training October 1984
- Shipboard Instructor School Nov – Dec 1983
- Substance Abuse Counselor School Jan – Mar 1981

PROFESSIONAL EXPERIENCE

2005 - Present Broken Arrow Composite Squadron (BACS) Broken Arrow, Oklahoma

Current Positions: Deputy Commander, Emergency Services Officer & Training Officer

- Developed MOU between OKWG and OK American Red Cross (currently at National)
- Trained and qualified BACS's first Ground Team
- Developed and implemented BACS's Orientation Program
- Developed and implemented BACS's Mentoring Program
- Developed BACS's Cadet Phase Sheets
- Developed Squadron Newsletter
- Developed Squadron's Awards Ceremony
- Developed and implemented BACS BUCKS Program (incentive program for cadets)
- Conduct Teambuilding exercises

2006 – Present Tulsa Area Red Cross Tulsa, Oklahoma

Current Positions: Disaster Services Human Resources, Damage Assessment Team, Disaster Instructor, CPR/First Aid Instructor

- Respond to fires and offer assistance/relief to victims as well as snacks & beverage to Fire Dept.
- Was Shelter Manager for 7 days with top occupancy of over 400
- Night Shift Supervisor for 6 days at a shelter
- Was recently nominated to be a member of the DAT Leadership Team
- Instruct Disaster classes to train Red Cross employees and volunteers skills needed to respond to disasters
- Instruct CPR/AED, First Aid and Blood Borne Pathogens classes
- Instruct Community Emergency Response Team Classes

1997 - 1998 Phi Theta Kappa NV/CA Regional Alumni President-Elect Nevada and California Region

President-Elect

- Developed and conducted leadership workshops throughout the year as well holding various training and leadership workshops during regional conferences.
- Developed and implemented a resource network for Chapters to link with Alumni Resources.

1996 - 1997 Phi Theta Kappa NV/CA Southeast Regional Vice President Southeast region of Nevada and California

NV/CA Southeast Regional Vice President

- Developed and conducted a President/Vice President Workshop as well as Chapter Development Workshops for the Southeast and Southwest Districts of the NV/CA Region.
- Developed and conducted workshops for NV/CA Regional Leadership Conferences.
- Gave speeches and workshops on a requested basis over a multitude of subjects including leadership, motivation and fundraising.
- Chapter in my region received the Distinguished Chapter Award (#1 out of 1,200 nationally)

1996 - 1997 Southwestern College Associated Student Organization (ASO) Executive Vice President Southwestern College, San Diego, CA

ASO Executive Vice President

- Organized, implemented, and facilitated a requested “Student Issues and Concerns Meeting”
- Committee member which ran Campus Prop 209 (Affirmative Action) Community Debate
- Committee member which ran Campus Political Forum educating and preparing students for 1996 Presidential Election
- ASO Newsletter Editor
- Southwestern College CALSACC Representative

1995 - 1996 Phi Theta Kappa Chapter President of Alpha Pi Epsilon Southwestern College, San Diego, CA

Chapter President

- Set up, organized and oversaw a four-part “Driving Under the Influence” Series for student at Southwestern College
- Organized and implemented a monthly “United Campus Club’s President Meeting”.
- Organized and conducted a three-day Chapter Development Retreat.
- Set up, organized and conducted a one-day symposium on the “Right-to-Die” issue; including opening and closing ceremonies, workshops, a debate and publicity.
- Moderated “Right-to-Die” Debate between Hemlock Society and California Pro-Life Council.
- Trained and oversaw Chapter Activities Officer in setting up, organizing, and running a 12-hour “AIDS Awareness Day” which had speakers, information booths, chalk quilt, poetry readings, and a Candlelight Vigil.
- Coordinated, worked with Alpha Pi Epsilon’s one-year special project which adopted a residential school for children abused, abandoned or neglected. Provided fundraising, activities and tutoring.
- Helped publicize, raise money and get final wish fulfilled for a 7 yr old who died of liver cancer – *Received Letter of Appreciation and Community Service Award*
- While serving as Chapter President, Alpha Pi Epsilon Chapter received:
 - Distinguished Chapter Award (#18 out of 1,200 nationally)
 - Leadership Award (#10 out of 1,200 nationally)
 - NV/CA Region Distinguished Chapter Award (#1 of all NV/CA)
 - Southwestern College’s Chapter of the Year Award

1991 - 1993 San Diego State University Foundation: Drinking Driver Program San Diego, CA

Group Counselor/Instructor

- Facilitated first and multiple conviction DUI Groups
- Conducted initial substance abuse assessments
- Provided one-on-one counseling sessions
- Instructed various DUI education workshops

1992 U.S. Navy: Helicopter Squadron 35

Coronado, CA

Career Counselor

- Awarded Navy Achievement Medal
- Prepared a command of over 200 personnel through the tedious process of disestablishment.
- Organized and prepared complete briefing package for Commanding Officer's disestablishment meeting with BUPERS.
- Trained Collateral Duty Workcenter Career Counselors and established effective Workcenter Career Counselor Program
- Flawlessly administered 32 reenlistments
- Instructed CNO Directed one-day Sexual Harassment Training

1989 - 1993 U.S. Navy: Commander Amphibious Group Three

San Diego, CA

Career Counselor/Instructor

- Solely responsible for conducting, training, and evaluating 5-day Instructor Workshops in San Diego and Long Beach areas.
- As part of military's first "Reduction-in-Forces": Researched, analysis, summarized and wrote reports dealing with manning issues and concerns for all subordinate commands throughout Amphibious Group Three.
- Provided meticulous oversight of the manning and personnel administration of 42 subordinate commands including 25 ships and ensured maximum productive utilization of available manpower.
- Visited subordinate commands and provided advice and ideas to improve the overall effectiveness of the shipboard command programs.
- Worked with EPMAC and BUPERS in detailing and manning issues to ensure subordinate commands at readiness levels for deployment.
- Implemented and instructed COMNAVSURFPAC Career Information Workshops
- Organized and chaired highly successful an all day Drafting Seminar for 32 San Diego based military Drafting Shops.

1985- 1989 U.S. Navy: Naval Submarine Base

Pearl Harbor, HI

Draftsman/ Career Counselor/ Training Officer

- Supervised a constantly employed drafting shop.
- Developed and implemented a training program consisting of weekly professional development lectures and on-the-job training for shop personnel.
- Prepared Nuclear Mock-up Briefs during CINCPACFLT and COMSUBPAC Radiological Control Practices Examinations (RCPE)
- Promulgated an intense Striker Review Program, which was implemented into Pearl Harbor Command's Career Advancement and Retention Efforts (CARE) Manual.
- Solely responsible for the general, safety and occupational training of over 55 personnel.
- Implemented and conducted one-week Instructor Workshops

1983- 1985 U.S. Navy: USS HUNLEY (AS-31): Counseling and Assistance Center (CAAC)
Holy Loch, Scotland

Substance Abuse Coordinator/CAAC Counselor

- Provided extensive substance abuse counseling.
- Administered and supervised treatment programs and referral services.
- Established and instructed one-week supervisory substance abuse classes.
- Acted as Liaison with local Scottish Rehabilitation Facilities in upgrading their facilities and programs.
- Visited and provided training/lectures on substance abuse recovery to staff and inmates at Her Majesty's Prisons.

1983 U.S. Navy: Fleet Training Center Norfolk, VA

LPO for Women at Sea Program

- Supervised three diverse groups of female students in various phases of training and awaiting transfer as some of the first women onboard ships.
- In charge of all administrative problems of subordinates as well as providing counseling on both personal and professional matters.
- Established and maintained a fair Duty Watch Bill and trained junior personnel in watch standing procedures.
- Active participant in the Women at Sea Program.

1982- 1983 U.S. Navy: Naval Magazine Base Guam

Base Investigator

- As one of two Base Investigators; handled and/or assisted various security and police cases.
- Provided all security services throughout the Base, in both Limited and Controlled Areas.
- Successfully completed the Police Academy at Naval Station Guam.
- Qualified with the .38 caliber handgun, drug field test kit, and radar speed gun.

1979-1982 U.S. Navy: Naval Drug Rehabilitation Center San Diego, CA

Drug and Alcohol Abuse Counselor

- Provided ongoing in-patient group counseling while setting therapeutic goals and structuring treatment programs for drug abusers assigned to group.
- Work with clients on both individual and group psychotherapeutic activities, including small group therapy, educational/experiential workshops and physical training/sports activities.
- Provided in-depth initial substance abuse screening and placement interviews for incoming patients.
- Make recommendations for aftercare and retention/discharge status for continued military service.

VOLUNTEER EXPERIENCE

- Civil Air Patrol: Deputy Commander & Emergency Services Officer
- American Red Cross: CPR/First Aid Instructor, Emergency Services member and course instructor.
- Community Emergency Response Team: Instructor & Team member
- Tulsa Juniors Rowing Club: Event and Travel Coordinator
- Tulsa Youth Ballet: Executive Vice President
- Volunteer Substitute Math Teacher for 9th & 10th Grade
- Phi Theta Kappa:
 - NV/CA Regional Alumni President-Elect
 - NV/CA Southeast Regional Vice President
 - Chapter President of Alpha Pi Epsilon
 - Chapter Public Relations and Fundraising Officer
- Southwestern College Associated Student Organization (ASO) Executive Vice
- Worked with Mama's Kitchen delivering hot meals to AID victims
- Nine years as Member of PTA/PTO and/or Executive Board – *Received California Regional Honorary Service Award*
- Provided counseling services for the Hawaii Youth Shelter Volunteer Project
- Served as a “Friend of the Court” or Honolulu Family Court working with troubled teens
- Served as Navy Relief Fund Drive Area Coordinator
- Four years with Muscular Dystrophy Association Telethon/planning committee member
- Special Olympics Volunteer
- Over 400 hours of services as a volunteer Girl Scout Leader
- Served on the San Diego Mainly Mozart Festival
- Team Leader and Assistant for various groups my child was involved with

This certificate attests that

Doree Leyne Trent

has attended a curriculum approved course entitled

Critical Incident Stress Management: Group Crisis Intervention



14 Contact Hours

UMBC has awarded 1.4 Continuing Education Units for this course, based on a formula of 1 Continuing Education Unit for every 10 contact/classroom hours.

UMBC
AN HONORS
UNIVERSITY
IN MARYLAND

February 8-9, 2007

Course Date

2708095331221

Course Number

Melissa Slagle
Course Instructor

Melissa Slagle, MSSW, LCSW, LMFT
Certified Traumatic Stress Specialist - CTS

Douglas P. Kendzierski
Associate Vice Provost, UMBC
Baltimore, Maryland