

BRIANNA COLEMAN

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📍 Chicago, IL

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SKILLS

- Program Coordination
- Staff Supervision
- Budget Management
- Grant Reporting
- Curriculum Development
- Data Tracking
- Microsoft Excel
- Volunteer Management
- Community Partnerships
- Attention to Detail

CERTIFICATES

CPR and First Aid

American Red Cross • 02/2025

SUMMARY

Youth Program Coordinator with 7 years in out-of-school-time programs on Chicago's South Side, now running a \$420K after-school and summer program for 260 youth. Handles staff supervision, budget management and grant reporting, builds data tracking tools in Microsoft Excel, and keeps 12 school and community partnerships active.

EXPERIENCE

Youth Program Coordinator

Bronzeville Youth Network • Chicago, IL • 01/2023 - Present
Nonprofit offering after-school, summer and teen employment programs at 4 sites.

- Coordinate after-school and summer programming for 260 youth across 4 sites, holding average attendance at 85%.
- Direct and coach 11 youth workers, building schedules and leading monthly staff trainings.
- Manage a **\$420K** program budget and write quarterly grant reporting for 3 city and foundation funders.
- Build data tracking dashboards in Microsoft Excel that cut monthly report prep from 2 days to 4 hours.

Youth Development Specialist

Woodlawn Community Center • Chicago, IL
06/2020 - 12/2022

Community center with teen leadership and summer jobs programs.

- Wrote curriculum for a 10-week teen leadership series serving 45 youth each cycle.
- Recruited 20 volunteers a year and ran volunteer management, including training and background checks.
- Grew community partnerships with 6 local businesses that hosted summer job placements for teens.

Youth Worker

Kenwood Teen Center • Chicago, IL • 08/2019 - 05/2020

- Led daily homework and recreation groups for 25 middle schoolers.
- Logged attendance and behavior notes for a 60-member teen program.
- Planned monthly field trips for 25 youth to museums, colleges and job sites.

EDUCATION

Bachelor of Social Work

University of Illinois Chicago • Chicago, IL • 05/2019
Social Work