

Amanda Tumminelli

Contact

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Education

Master of Science, Library and Information Studies, Old Dominion University, 2024

Master of Science, Management and Leadership, Western Governors University, 2023

Bachelor of Science, Business Administration – Human Resource Management, Western Governors University, 2021

Achievements Awarded

Micro-Credential: Business Essentials

Micro-Credential: Applied Business Skills

Micro-Credential: Management

Micro-Credential: Healthcare Management

Executive Summary

I am deeply committed to innovative programming, librarianship, and community engagement, with a strong background in executive management, human resources, and talent acquisition. My passion for supporting at-risk youth led me to establish the Irie Transitional Program, where I developed and implemented therapeutic and educational initiatives, such as the Quest Therapeutic Riding Center, tailored to meet their unique needs. In my current role, I've focused on building and managing strategic partnerships with military programs, including Military SkillBridge, MSEP, and Army Pays, to enhance community support for military families. My experience as a librarian at Renaissance Academy further honed my skills in educational programming and direct service, enriching my approach to community engagement and program development. This blend of librarianship, leadership, and collaborative partnership efforts underscores my dedication to creating accessible educational opportunities and fostering community well-being through strategic innovation.

Experience

City of Virginia Beach – Virginia

Human Resource Business Partner, 2023 – present

As a Human Resources Talent Acquisitions Business Partner for the City of Virginia Beach, I play a strategic role in aligning our HR services with the organization's objectives, enhancing program efficiencies, and developing targeted training initiatives. My primary focus revolves around spearheading recruitment efforts, where I apply an innovative approach to sourcing and attracting top talent, ensuring the city benefits from a skilled and diverse workforce. My responsibilities extend to crafting and implementing strategies that optimize our recruitment processes, making significant contributions towards meeting the city's staffing needs and performance goals.

A significant part of my responsibilities includes directly managing the city's partnerships with DoD initiatives, including Military SkillBridge, MSEP (Military Spouse Employment Partnership), and Army Pays programs. I actively facilitated the formation of these partnerships, specifically with MSEP and Army Pays, demonstrating a focused commitment to supporting military personnel and their families. This direct management role not only strengthens our recruitment strategy but also positions the city as a supportive and engaging community for military families, reflecting a proactive approach to talent acquisition and community relations.

Certifications

SHRM-SCP

Fire and Life Safety Educator I

Fire and Life Safety Educator II

Crisis Intervention Team (CIT)

Background Investigations for
Police Applicants

CPR

First Aid and AED

Stop the Bleed

Building a Digital Community

DEI

Key Skills

Leadership and Management

Project Management

Programming

Strategic Planning and Execution

Financial Management

Talent Acquisition

Data Analysis and Reporting

Team Building and Collaboration

Business Development

Customer Service

Conflict Resolution

Mediation

Training and Development

Process Improvement

Marketing and Communication

Research

Problem-Solving

Community Engagement & Recruitment Specialist, 2022 – 2023

Created applicant referral streams by building and fostering relationships with public and private agencies through networking. Developed and promoted community partnerships and community involvement while providing education of Emergency Communications and Citizen Services. Provided support to a variety of projects and initiatives, including implementation of local community outreach and education projects; communications coordination including social media, and presentation design and delivery. Conducted telephone, written, and face to face outreach and engagement activities to facilitate collaborations with community-based organizations and partners. Established numerous community partnerships and collaborations. Assisted in bringing the department's staffing level from critically low to fully-staffed in less than a year.

Virginia Beach City Public Schools – Virginia

Library Media Specialist, 2019 – 2022

Worked collaboratively with school administration and staff to develop programs that support the curriculum. Provided instructional leadership for the teaching of literacy skills. Developed and maintained a media center collection rich in both print and non-print materials. Managed the media center as a flexible, multi-task learning environment. Created engaging lesson extensions for every subject. Reorganized and reclassify an entire library of 24,000 books.

Tumminelli Practice Insurance Agency

Executive Assistant/Office Manager, 2014 – 2019

Provided general office support for a variety of clerical activities and tasks including answering incoming calls, appointment setting, mail, requisitioning supplies, organizing office communication and activities on a day-to-day basis. Managed bank reconciliation, cash receivables/disbursements, and prepared reports. Assisted in growth of the agency to 400+ clients through aggressive marketing strategies. Developed client database.

IRIE Transitional Program – Rhode Island

Founder/Chief Executive Officer, 2004 –2012

Developed and implemented a transitional program for adolescents between the ages of 14-21 who are in state custody. Built Irie to a 60+ client agency with annual revenue of more than \$2,500,000. Developed and implemented Irie's Quest Therapeutic Riding Center -14 stalls horse barn and indoor riding arena. Two staff-secure group homes, a 35-unit apartment complex, and scattered site apartments. Developed Irie's Coaching Program, an alternative to the conventional foster home care system. On-boarded staff, provided staff training & development, client intakes and discharge, client treatment plans, property management, cash receivables/disbursements, reports, logs, contracts, proposals, operations, expansions, project management.