

Maria Traylor

EDUCATION

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|---------------------------|--------------------|-----------|------|
| Sonoma State University | B. A. Liberal Arts | Education | 2005 |
| Santa Rosa Junior College | Human Resource | Business | 2001 |

EMPLOYMENT

| Employer | Title | Dates |
|---------------------------------------|-----------------------------------|----------------|
| Center for Applied Research Solutions | Training and Resource Coordinator | 2005 - Present |
| Sequoia Floral International Manager | | 2003 - 2004 |
| MiMi's Flowers | Business Owner | 1990 - 2003 |

PROFESSIONAL EXPERIENCE

Ms. Traylor works under the supervision of the Project Director as the Training and Resource Coordinator for the Safe Drug Free Schools and Communities (SDFSC) Technical Assistance Project and the Community Prevention Initiative Grant. Ms. Traylor is responsible for logistics associated with the planning and delivery of Training events in the 18 SDFSC locations and 58 County AOD office locations. More specifically she is responsible for the coordination of all training events. These task ranges from material preparation for all workshops, negotiation with hotel sites, scheduling and coordinating training event, registration for all training events, managing on-site events and building ongoing relationships with consultants, grantees, and community members. Maria identifies and works with trainers on ensuring the timely submission of materials to ensure successful printing and production. Ms. Traylor assists in the production and development of workshop flyers, registration forms, workshop binders and other related training materials, including distribution of grantee mail-outs and general correspondence. Additionally, Maria has traveled both statewide and national to exhibit and promote the organization's mission.