

Karen E. Collier

Experienced community volunteer, mentor/instructor with abilities to motivate and be motivated, communicate and provide excellent customer service. Extensive career involved in providing service to the community in the public sector.

Community Volunteer Activities

Out4Life Colorado

Denver, CO 1995 - 2002

As one of four **Founding Members** and **Co-chair of the Board**, worked as a co-facilitator, presenting HIV/STI Prevention Workshops to at-risk youth in detention facilities throughout the Denver Metro area and assisted in managing personnel and developing funding streams for O4L's general operations.

National Sports Center for the Disabled

Moffat, CO, 2006-2007

As a **Volunteer Alpine Ski Instructor**, provided assistance and instruction to individuals who had disabilities using adaptive equipment enabling them to safely enjoy Alpine skiing.

Reading Partners Colorado

Denver, CO, 2019-2021

Community Volunteer for Reading Partners Colorado, a national children's literacy organization that provides one-on-one reading instruction through the support of community volunteers.

Women's Homelessness Initiative

Denver, CO, 2015 to present

One of three **Volunteer Co-chairs** serving Park Hill Congregational UCC's efforts in collaboration with Capitol Hill United Ministries to shelter and feed homeless women accessing services at The St. Francis Center in Denver, Colorado.

Prevention Education Specialist

Denver, CO, 2011

Piloted an 8-week HIV, STI and pregnancy prevention curriculum called "Making Proud Choices" to adolescent boys and girls ages 11 to 14 at Wyatt Edison Charter School in Denver, Colorado.

Monaco Parkway Health and Rehabilitation Center

Denver, CO, 2011 to 2013

Volunteered as **Family Council Coordinator**, coordinating outings, activities and celebrations at Monaco Parkway Health and Rehabilitation Center for the purpose of education and entertainment of the long-term residents.

Groundwork Denver

Denver, CO, 2010

Volunteered as a **Canvasser**, going door to door inquiring of individuals' interest in free energy conserving programs being offered by the City of Denver.

Park Hill Congregational UCC Usher Board

Denver, CO, 2012 to present

As a **member of the Usher Board** and then **Head Usher**, recruiting and coordinating volunteers to serve as stewards for the Church addressing and assisting the needs and desires of the pastor ensuring the smooth flow of the worship service, maintaining the presentation and preservation of necessary written materials and offerings to and from congregants, documenting attendance, designing and updating an evacuation plan, preparing an annual report.

Citizen Oversight Board Denver

Denver, CO, 2011 to present

Board Member appointed by Denver City Council to provide support and oversight to the Independent Monitor hired to supervise the investigation of complaints by citizens against law enforcement, and participation in any disciplinary decisions.

Center for Trauma and Resilience

Denver, CO, 2020 to present

Board Secretary of this non-profit whose mission and purpose is to provide culturally and linguistically responsive programs to victims of crime, health promotion to law enforcement and first responders and crime prevention education to the public.

The Chinook Fund

Denver, CO, 2000 to 2014

Past Board Member, Grant-making Committee Member at this non-profit philanthropic organization committed to the transformation of our society into one that promotes social justice and freedom from oppression, including but not limited to: racism, sexism, classism, heterosexism, ageism, and ableism through the granting of funds to non-profit organizations.

Career Experience

Second Judicial District, City and County of Denver

Denver, CO, 1979-2009

As a **Denver District Court Reporter**, transcribed proceedings into accurate transcripts for purposes of appeal or review by order of court or upon request. Reported proceedings of court trials, hearings, and conferences by computer-aided stenotype where verbatim records were required by law. Identified participants by name to facilitate reporting and read aloud statements or testimony of participants as requested during proceedings. Typed court orders, jury instructions and correspondence as requested by Judicial Officers. Assisted courtroom personnel with litigants and counsel in person and telephonically with questions regarding court filings and cases. Currently prepares and distributes transcripts reported during past position upon request.

Granby Holdings LLC

Granby, CO, 2008 - 2011

As an **Alpine Ski Instructor**, imparted information and techniques in one-on-one and group settings to children and adults designed to ensure safe, fun and effective Alpine skiing.

City Wide Sports - Tennis

Denver, CO, 2010 - 2012

As a **Trained Tennis Instructor**, imparted instruction to enable youth and adults to execute basic tennis techniques.

Park Hill Congregational Church UCC

Denver, CO, August, 2013 to November, 2013

As **Office Manager**, received training on Microsoft Word and Xcel enabling the preparation of the weekly Email, the Sunday Bulletin and Monthly Newsletter. Coordinated office operations working with the pastor, staff, vendors and contractors scheduling maintenance and usage of the church building.

U.S. Department of Commerce - U.S. Census Bureau

May, 2010 and November, 2020

As an **Enumerator/Office Clerk**, canvassed assigned areas, located listed households, conducted interviews with respondents, explained the purpose of the census, asked questions as worded in the census forms, recorded data on forms and scheduled facilities for Census Bureau trainings.

Daycare Provider

January, 2020 to December, 2021

Nanny to a 3-month old child providing in-home care and education until the age of 2.

Park Hill Congregational Church UCC

April, 2022 to Present

As **Office Administrator**, received training on Microsoft Word, Xcel, and Publisher enabling the preparation of the weekly Email, the Sunday Bulletin and Monthly Newsletter. Coordinates office operations working with the pastor, staff, vendors and contractors scheduling maintenance and usage of the church building.

Education

Graduate of Mile Hi Court Reporting College, Lakewood, Colorado

Associates Degree

Certified Shorthand Reporter, 1980 to present

Certificate of Training for Completion of Comprehensive Introduction to Effective STD/HIV Behavioral Interventions, presented by Denver STD/HIV Prevention Training Center in December of 2010.

Certificate of Training issued by American Red Cross Training Services for Adult and Pediatric First Aid/CPR/AED in 2019

Affiliations

American Red Cross Certified HIV/AIDS Instructor since 1998

Professional Member since 2011

United States Tennis Association

Professional Member since 2010