

BRANDI C. SKIPALIS

CURRICULUM VITAE

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EDUCATION

Florida State University

2021-2023

Social Work – PhD Student

The University of Manchester

2005 - 2012

Social Anthropology – MA 2006; MPhil 2012

Florida State University

1998 - 2001

Social Work (Policy & Administration Track, including coursework completed in the School of Public Administration and Policy) – MSW

University of Florida

1994 - 1998

Anthropology – BA with Honors

Russian Language & Literature – BA with High Honors

SUBSTANTIVE AREAS OF EXPERTISE & INTEREST

- **Public Policy & Legislative Advocacy**
 - **Anti-Transgender Legislation**
 - **Transgender Healthcare Access**
- **Anti-Transgender Violence and Discrimination**
- **Domestic Violence, Sexual Violence, & Human Trafficking**
- **Contract Compliance & Quality Assurance**
- **Data Reporting and Analysis**
- **Developing Organizational Policies and Procedures**
- **Working with LGBTQ Communities & Ensuring Equal Access to Services**
- **Working with Immigrant/LEP Communities & Improving Cultural Literacy**
- **ADA/Section 504 Compliance & Improving Disability Accessibility**
- **Social and Economic Impacts of Epidemic Diseases and Natural Disasters**
- **Construction of Heritage & Heritage Tourism**

PUBLICATIONS & PRESENTATIONS

CONFERENCE PARTICIPATION

Mathias, J. & Skipalis, B. C. (2022, January 12-16). Rituals of Return: Disaster Aid, Nonprofit Social Service Organizations, and the Transition Back to “Normal” Inequality in the US [Poster presentation]. Society for Social Work and Research Conference, Washington, D.C., U.S.A.

PROFESSIONAL POSITIONS

Florida State University College of Social Work Graduate Research Assistant

07/2021-05/2023

Responsible for assisting with research, interviews, writing up interview notes, presentations, document proofreading and editing, grant applications, and other duties as needed as the graduate research assistant to Dr. John Mathias, Assistant Professor in the Florida State University College of Social Work.

Hubbard House, Inc. Contract Compliance Specialist; Contract Compliance Coordinator
12/2011–Present

Responsible for ensuring compliance with contract requirements and applicable local, state, and federal legislation, rules, & regulations and providing training to staff members and volunteers. Also responsible for maintaining staff training records, ensuring compliance with annual training requirements, inspecting shelter and monitoring files, and updating policies and procedures as needed. Single Point-of-Contact responsible for ensuring accessibility for individuals who are deaf or hard-of-hearing pursuant to Section 504 and the ADA, as well as ensuring compliance with Titles VI and VII of the ADA, the Civil Rights Act of 1964, and other applicable civil rights legislation. Administer and provide technical support and training to staff as needed for the ALICE and Osnum database programs and regarding Hubbard House policies and procedures, and provide support to departments and managers as needed, including research support for grant proposals. Served on the statewide Database Workgroup through the Florida Coalition Against Domestic Violence, providing feedback, testing, and assistance with the development of the Osnum database, and served as secretary for the FCADV LGBT Caucus during the 2014-2015 fiscal year. Responsible for overseeing survey database project in coordination with students from the UNF Computing Department during the 2017-2018 fiscal year; representing Hubbard House, Inc. on the Data Convening Group of the Nonprofit Center of Northeast Florida; representing Hubbard House, Inc. in the FCADV Database Working Group; developing protocols and training for ensuring equal access to services for transgender victims of domestic violence; regularly reviewing programmatic data for quality and accuracy; and producing monthly, quarterly, semi-annual, and annual reports for various local, state, federal, and private funders. Completed the LGBTQIA+ Emerging Leaders program through the Nonprofit Center of Northeast Florida in December 2020.

Training Presentations Developed & Delivered Include:

- Emergency Management Plan Training
- Incident Report Training
- Data Security Training
- Anti-Discrimination, Anti-Bullying, & Anti-Harassment Training
- HIV/AIDS Universal Precautions Training (with emphasis on the intersection of HIV/AIDS and domestic and sexual violence)
- Civil Rights of Limited English Proficient Survivors of DV Training
- Providing Accessible Accommodations for Survivors with Disabilities Training
- Serving Transgender Victims of Violence Training
- New Employee Orientation & Database Training
- Service File Documentation Training
- Male Victims of Domestic Violence Training
- Human Trafficking Training
- Enhancing Services for LGBTQ Victims of DV Training
- The Intersection of Child Abuse and Domestic Violence Training
- Feminism & the Domestic Violence Movement Training
- Deaf & Hard-of-Hearing Auxiliary Aids & Services Training

Hubbard House, Inc. Resident Assistant
06/2011–12/2011

Responsible for responding to crisis calls to the 24-hour domestic violence hotline, as well as enrolling new shelter participants and responding to the overnight needs of shelter residents and their children. Provided crisis counseling, safety planning, and information and referrals as needed, and conducted exit

interviews and safety planning with departing residents. Produced monthly reports on the services I provided during the month, and maintained up-to-date lists of all residents in shelter and all transportation services provided to residents.

Wai Yin Chinese Women Society - Education, Training, & Employment Administrator
07/2008–01/2011

Project Administrator responsible for quality assurance, setting up registration systems and learner files for all course learners, processing paperwork, and maintaining updated learner records, both hard copy and electronic. Through our “Working Links” project, I also provided backup to the employment team in assisting learners to draft resumes, contacting potential employers, understanding job advertisements (English was not their first language), filling out job applications as needed, and preparing them for job interviews. I was responsible for disbursing petty cash and maintaining petty cash records for Education, Training, and Employment Unit, including paying weekly travel support to approximately fifty learners, and additional duties included supervising volunteers and reporting on data monthly, bi-annually, and annually. Assisted with bid-writing and research as needed; designed the appeal campaign to raise funds for a new Wai Yin minibus; co-facilitated monthly Mandarin language practice group “Mandarin Corner”; created a variety of document templates, including department letterhead, award certificates, and registration forms; and covered reception as needed. I also served as a member of the Matrix Quality Mark Working Group, which focuses on information, advice, and guidance standards.

Wai Yin Chinese Women Society - Women Construction Solutions Project Assistant
07/2006–04/2008

Project Assistant responsible for coordinating administrative and quality assurance aspects of an LSC-funded adult vocational education program serving women in Greater Manchester, as well as producing monthly and quarterly reports based on grant performance data. Also responsible for supporting learners throughout their enrollment in courses and for producing a quarterly newsletter for distribution throughout Greater Manchester. Also served as a member of the Matrix Working Group. Project won NorthWest regional European Social Fund (ESF) Provider Excellence Award and Embracing Diversity Award in 2008. Participated in extensive networking to build better opportunities for women to find work and apprenticeships in construction.

The University of Manchester School of Social Sciences - Postgraduate Teaching Assistant
09/2005–01/2006

Tutor for 2 sections of a first year undergraduate anthropology course titled Culture, Power, Language, teaching a total of 12 tutorials throughout the Autumn 2005 term at the University of Manchester.

Florida Coalition Against Domestic Violence - Quality Assurance Assistant/Data Coordinator
2003–09/2005

Duties included providing support for contract monitoring team; compiling monthly and yearly statewide domestic violence statistics for four grant programs with data from 41 domestic violence centers; providing training on technology safety; maintaining and updating directory of statutes, rules, and other documents referenced in agency contracts; extensive work with report and document template design; assisted with drafting subcontracts and developing monitoring tools to ensure contract compliance; and continuation of duties from previous position with website, agency newsletter, and listservs.

Florida Coalition Against Domestic Violence - Special Projects Coordinator
08/2001–2003

Duties included coordinating Haitian Refugee Domestic Violence Project, TANF Training Project, Elder Domestic Violence Project, maintaining agency website, administering agency listserv, editing and publishing agency newsletter, providing technical assistance to Florida’s then 41 certified domestic violence centers on immigration and public benefits issues, monitoring state legislation, and other duties

as assigned. Accomplishments include revamping agency website and initiating 3 statewide e-mail listservs, designing domestic violence brochures and publications for the elderly, TANF recipients, and targeted information for Haitian Refugees, guest lecturing at conferences and Florida State University regarding domestic violence and immigration, planning and hosting conferences on elder domestic violence and immigration issues, and planning, hosting, and presenting at “TANF and Domestic Violence Train the Trainer” events. Received extensive training in immigration law and Refugee Services eligibility.

Training Presentations Developed & Delivered Include:

- TANF and Domestic Violence
- Tech Safety and Domestic Violence

Clearinghouse on Human Services - MSW Intern

01/2001–05/2001

Developed skills in networking with numerous social service agencies throughout the state of Florida. Worked to advocate for progressive health, human services, and education legislation in the Florida Legislature. Wrote articles and position statements about proposed legislation.

Big Bend Cares - Volunteer, Assistant Special Events Coordinator, Receptionist

2000–2001

Helped organize AIDS Walks 2000 and 2001, Artopia Art Auction, and An Evening With Friends Dessert Reception fundraisers as Volunteer and as Assistant Special Events Coordinator. Answered telephones, provided administrative support to staff, and dealt daily with HIV-positive clients as Receptionist.

Rails to Trails Conservancy - Data Entry Assistant

2000

Maintained database for a large statewide conference, was responsible for some conference correspondence, answered telephones.

Refuge House - MSW Intern, Volunteer

1999–2001

Assisted clients in obtaining domestic violence injunctions at the Leon County Courthouse, gained in-depth knowledge of and provided proofreading and editing for Policy and Procedures Manual, gave community education presentations, worked with clients at domestic violence shelter, answered hotline calls, and worked on LGBT advisory committee for the Rural Domestic and Sexual Violence Program. Internship ended in 1999 but I continued volunteering on advisory committee until 2001.

Florida State University Women’s Center - Assistant Director

1999

Organized special programs, designed advertising, and did general office upkeep.

RESEARCH EXPERIENCE, GRANT AWARDS, ETC.

The University of Manchester - Social Anthropology Postgraduate Fieldwork - Thesis

2006–2011

Conducted anthropological fieldwork in Eyam, Derbyshire, United Kingdom, for a postgraduate thesis titled “Construction of Heritage and Identity in the Plague Village”, examining how a small rural village has created a local identity, tourism industry, and museum based on its history of self-quarantine during an outbreak of the bubonic plague in 1665-1666. Awarded the degree of MPhil in Social Anthropology in

June 2012.

Florida State University Askew School of Public Administration and Policy - Action Report 2001

Conducted research for a Public Administration and Policy master's degree level Action Report on the "Public Funding of Private HIV/AIDS Services" as part of a dual degree program in Social Work and Public Administration. This report included an analysis of how the public funding of private HIV/AIDS services is administered and monitored for compliance by governmental funders.

TEACHING & TRAINING EXPERIENCE

Hubbard House, Inc. - Contract Compliance Coordinator 12/2011–2022

Provide training to new employees and annually required trainings to all staff each fiscal year at one of the largest domestic violence centers in the state of Florida, including civil rights trainings covering the topics of discrimination, harassment, immigration, limited English proficiency, disability, sexual orientation, gender identity, and HIV status; policy trainings addressing emergency management and data security policies; and training on documentation requirements and data entry.

The University of Manchester School of Social Sciences - Postgraduate Teaching Assistant 09/2005–01/2006

Tutor for 2 sections of a first year undergraduate anthropology course titled Culture, Power, Language, teaching a total of 12 tutorials throughout the Autumn 2005 term at the University of Manchester.

Florida Coalition Against Domestic Violence - Special Projects Coordinator 08/2001–2003

Provided training and technical assistance to and organized training conferences on TANF, domestic violence against elders, and domestic violence against immigrants and refugees for domestic violence center staff throughout the state of Florida.

PROFESSIONAL AFFILIATIONS, HONORS, & AWARDS

Award: Hands of Peace – Hubbard House, Inc. 2021

Award for 10 years of service to victims of domestic violence and their children.

Professional Affiliation: LGBTQIA+ Emerging Leaders Program - Nonprofit Center of Northeast Florida 2020

Graduate of the LGBTQIA+ Emerging Leaders Program of the Nonprofit Center of Northeast Florida. This 5-month program is designed to provide outstanding LGBTQIA+ individuals working in the nonprofit sector with access to social capital, leadership development, and network building to advance their careers. Its stated goals are to 1) Provide personal skills assessments, leadership skills trainings, and networking opportunities; 2) Celebrate and raise the visibility of LGBTQIA+ nonprofit sector leaders and their contributions to the community; and 3) Equip the Northeast Florida nonprofit sector with nonprofit leadership as current leadership retires.

Professional Affiliation: Florida Certified Domestic Violence Advocate 1999–Present

Original certification in 1999 as an MSW Intern at Refuge House, Inc. Reactivation/continuation of certification as an employee of the Florida Coalition Against Domestic Violence from 2001-2005. Reactivation/continuation of certification as an employee at Hubbard House, Inc. 2011-present.

Professional Affiliation: Notary Public, State of Florida
2014–Present

Commission # HH 227379 expires February 10, 2026.

Award: Wai Yin Chinese Women’s Society - Women Construction Solutions Project
2008

NorthWest Regional European Social Fund (ESF) Provider Excellence Award **and** Embracing Diversity Award (Manchester, United Kingdom)

I was one of three team members on an adult education vocational training project that won the NorthWest regional European Social Fund (ESF) Provider Excellence Award and Embracing Diversity Award in the United Kingdom in 2008

Honors: Phi Beta Kappa National Honor Society - Member
1998–Present

Awarded membership into Phi Beta Kappa National Honor Society upon graduation from the University of Florida in 1998.

SERVICE

Duval County Democratic Executive Committee - Precinct Committee Person, Precinct 705
2020-2022

The Democratic Executive Committee (DEC) is the governing body of the Democratic Party in Duval County. Its purpose is to build a strong Democratic Party in Duval County for the purpose of electing Democratic candidates to offices at all levels.

New Florida Majority/Florida Rising - Housing Project Volunteer
2020-2021

Serving to assist with improving conditions related to housing and poverty in Jacksonville, Florida.

Jacksonville Coalition for Equality - Data Team Volunteer
2015–2017

Assisted with data entry, preparing mailings, and providing event support at public meetings regarding updating Jacksonville’s human rights ordinance to include sexual orientation, gender identity, and gender expression.

Unity Leadership Tallahassee - Support Committee Member
2000–2001

Organized meetings for a community-wide coalition of LGBT-oriented and allied organizations. Provided leadership trainings and facilitated community projects. Worked toward amending Tallahassee’s human rights ordinance to include sexual orientation and gender identity.

Big Bend Cares - Volunteer
2000

Helped organize 2000 AIDS Walk, Artopia Art Auction, and An Evening With Friends Dessert Reception fundraisers.

Human Rights Council of North Central Florida - Student Representative

1997-1998

Served on the Council as the liaison and student representative from the University of Florida. Worked to expand the City of Gainesville's human rights ordinance to include sexual orientation, including attending a 4-day Gay & Lesbian Victory Institute Campaign Training on behalf of the Council to improve strategies for campaigning for HRO expansion.

University of Florida Committee on Gay, Lesbian, and Bisexual Concerns - Student Representative

1996-1998

Advised the University administration regarding administrative LGBT issues on the campus of the University of Florida.

Committee on Sexism and Homophobia of the University of Florida - Committee Member

1995-1998

Co-developed Friends of Lesbians, Gays, and Bisexuals diversity staff-student outreach program (a safe space program); organized programs to combat sexism and homophobia and to promote diversity.

Lesbian, Gay, and Bisexual Student Union, University of Florida - President, Vice-President, Secretary, Community Liaison

1995-1998

Managed small office; wrote budget/grant requests and budgeted for each semester (increased organizational budget from \$10,000 per year to \$18,000 per year during my tenure); organized programs, meetings, and conferences; attended and presented at conferences; supervised committees; dealt with print and television media; facilitated meetings and support group discussions; and sat on educational panels.