

Curriculum Vitae

DANIELLE HORNE
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Seasoned Business Administrator with 20 years experience in operations, analytics, and budgetary skills. Licensed Professional Clinical Counselor.
Doctoral candidate DMFT, anticipated June 2025.

HIGHLIGHTS

- * Maintained staffing and safety as a manager of essential workers during the pandemic
 - * Created and administered the "train-the-trainer" curriculum
 - * Created a multi-year strategic initiatives consolidation template
 - * Created best practices for financial reviews of pending litigation case
 - * Leveraged 5% attrition to save 4% of total positions for Human Resources
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EDUCATION

2025 Doctor of Marriage and Family Therapy, Fuller Seminary, Anticipated
2020 Master of Arts, Professional Counseling, Liberty University
2019 Master of Arts, Human Services Counseling, Liberty University
2012 Master of Arts, Ministry, Women's Transformational Leadership, Western Seminary
2002 Master of Business Administration, Keller Graduate School of Management
1998 Bachelor of Science, Accounting, DeVry University

CERTIFICATION

2023 Certificate, Managing Happiness, Harvard University
2023 Certificate, Couples Institute Level 1
2020 Certificate, Diversity and Inclusion, Cornell University

CLINICAL EXPERIENCE

Licensed Professional Clinical Counselor

2023 - Present *WellnessScapes Counseling (Owner)*, Walnut Creek, CA
2023 - Present *Two Chairs (Part-Time)*, San Francisco, CA

- Plan and provide direct therapeutic and psychoeducational services to individuals and couples seeking relief from childhood trauma, relationship conflict, anxiety, and grief.

- Administer a variety of psychological methods, techniques, screenings, and assessments. Formulate client-centered treatment plans with specific goals and objectives.
- Maintain clinical documentation and records based on CA Behavioral Board of Sciences' standards, policies, and procedures.

Associate Professional Clinical Counselor

2021 - 2024 *Christian Counseling Center, San Jose, CA*

2022 - 2023 (Part-Time) *Christian Counseling Centers, Inc., Walnut Creek, CA*

2021 - 2022 (Part-Time) *Wellness Together, Sacramento, CA*

2019 - 2021 *Matters of the Heart Counseling, San Leandro, CA*

- Provide individual and couple therapy.
- Conduct intakes, professional screenings, and assessments.
- Formulated client-centered treatment plans with specific goals and objectives.
- Maintain clinical documentation and records for clients weekly.
- *Wellness Together, Mental Health Specialist I*
 - Short-term crisis interventions for middle school students working through anxiety, grief, and severe home transitions.
 - Used interactive games and art strategies to create a safe space.
 - Maintained contact with parents, school counselors, and staff.

PROFESSIONAL AFFILIATIONS

- California Association of Marriage and Family Therapists (CAMFT)
- East Bay, California Association of Marriage and Family Therapists (EB CAMFT)
- National Alliance on Mental Illness (NAMI), Contra Costa County, CA
- San Francisco Psychological Association (SFPA)

ADMINISTRATIVE & FINANCIAL EXPERIENCE

2024 - Present

Program Director

East Bay, California Association of Marriage and Family Therapists *Alameda, CA*

- Established structure for vetting presenters and their courses, tracking promotion, analyzing feedback, hosting presentations, and developing the program budget.
- Created and administered member surveys to gain insights for future course criteria: time, cost, and variety of courses offered.
- Collaboration with other chapters to increase quality and reduce training costs for our members.
- Currently drafting a train-the-trainer style info session for presenters to encourage and prepare future presenters.

Clinical Training & Transition

2021 - Present Full-Time Clinician

2019 - 2021 Part-Time Clinician

- Transitioned into a counseling career

2018 - 2021

Crew Office Supervisor

Bay Area Rapid Transit (BART)

Oakland, CA

- Directed staff of 22 supporting timekeeping for 1,000 union employees. Hired, trained, and developed the train-the-trainer curriculum and staff enhancement training.
- Prepared work and training schedules. Interfaced with leave management, payroll, and union officials.
- Drafted over 40 procedural documents. Set policies and procedures. Grievance research. Met goals and deadlines.

2014 - 2018

Senior Administrative Analyst

Bay Area Rapid Transit (BART)

Oakland, CA

- Expense forecasting and headcount tracking for the Transportation Department's \$150M Operating budget at BART.
- Conducted budget studies calculations, statistics, and research covering health insurance and retirement involving headcount, collective bargaining agreement terms, increases, open enrollment, actuals, and historicals.
- Responsible for contract administration and project forecasting, in-house services versus vendor analysis, and validation of strategic initiatives (white paper).
- Reduced time and increased efficiency by creating a multi-year strategic initiatives consolidation template enhancing consolidation, approval, and performance tracking.
- Drafted procedural documents for costings, budget entries, and administrative budget consolidation.

2012 - 2014

Principal Budget Analyst, ANR Division

University of California, Office of the President (UCOP)

Oakland, CA

- Personnel budget administration involving planning, distribution, and use of federal and university funds.

- Prepared the annual ANR Regent's budget and benefits budget reconciliation and oversight.
- Team member consolidating three-year budget projections and stated objectives across 30 business units.
- Processed monthly journals, quarterly reporting, and annual close.

2007 - 2012

Senior Financial Analyst (G&A, Operations)

Symantec (Broadcom)

San Jose, CA

- Built standard forecast and budget procedures for Legal and Human Resources. Processed month-end close, including accruals and reclasses, litigation, patent, and merger expense reconciliation, and quarterly close. Prepared business case documents for capital approval.
- Conferred with Executive Vice Presidents of Legal and Human Resources for resource allocation. Presented quarterly business reviews to Controllershship. Interfaced with auditors.
- Prior assignments involved supporting Customer Business Operations, Pricing and Licensing, and the Business Processes and Strategies Group. Prepared forecasting and budgeting, third party vendor analysis, contract reviews, department consolidations, and merit reviews.
- Forecasted operating and capital expenditures for Real Estate covering U.S. and EMEA sites.