

**Objective** To obtain a challenging position that will utilize my education, knowledge and experience.

**Experience** Jan 2012 to Current Consulting & Contracts Obetz, & Columbus, OH

**Training: Diligence Home Health, Kick for Kids Learning & Trilogy**

**Training staff, Professional Development, Human Resource Director: Payroll, Billing, Trainings and Event Planning; CSR training, billing related email and phone calls training; analyzing and answering general questions regarding sales quotes and billing statements. Essential Duties and Responsibilities includes but are not limited to the following:**

- Perform routine billing related tasks, i.e. processing checks and credit cards.
- Invoice preparation: Inserting bill in envelope, seal and stamp.
- Answering purchase inquiries regarding pricing, space, bandwidth etc.
- Process mail and ship packages upon request.
- Perform light lifting 25lbs.
- Able to work independently and efficiently to meet deadlines.
- Able to promptly answer sales and billing related email and phone calls.
- Self motivated, detail-oriented and organized.
- Creative thinking abilities.
- Experience in website and/or graphic design.
- Proficient with multiple software applications.
- Excellent communication (oral and written), interpersonal, organizational, and presentation skills.
- Typing proficiency: 60-90 wpm.

**2005-Current Sports' Elite CPA and AD Life Coaching & Consulting, Inc. Columbus, OH**

**Charter Schools: Great Minds Academy, Harte Crossroads, Providence Academy/PASS, Scholarts Prep. HR Director, Director of College Tech Prep and Educator Quality, Coaching and Consulting**

- Coaching and consulting, startup timelines, team building, development of concepts, organizational management and development; developing and strengthening visions and missions; grant seeking and writing; training, teaching and professional development.
- Participated in "No Child Left Behind" implementation for Ohio at ODE Center For Teaching Profession
- Recruiting/Attracting most qualified teachers/administrators & matching their skills to the correct positions; establishes collaborative relationships internally and externally
- Manage and organizes multiple functional areas, i.e. technical/professional and clerical staff; trains/evaluates subordinates & prepares budget reports w/fiscal agent
- Consults/advises administrators/teachers on personnel related policies, procedures and their licensure issues; represents Academy at a variety of meetings
- Interprets/communicates laws and regulations in conjunction with the Ohio Dept. Edu.
- Develops/implements personnel rules/regulations; analyze, develop, implement, administer research studies/projects
- High School Counselor, OGT Administrator, Business Instructor/Advisor
- High School Career Based Intervention Instructor and advisor
- Initiated and instituted the agreements with Central State University for automatic acceptance of High School Students into college upon graduation, free preparation for the SAT and ACT, Professional Development Coordinator and Facilitator
- Established partnerships with Kentucky State University, Central State University & Wilberforce University for our future High School graduates
- Grant reviewer and locator
- Created and implemented Local Professional Development Committee for Charter Schools
- Created and implemented entry year programs for Charter Schools

**2005-2008 Sports' Elite CPA dba Sports' Elite College Prep High School Columbus, OH**

**Superintendent/Developer**

- Chief Executive Officer (CEO) of Sports' Elite College Prep High School's District; responsible for the effective operations of the District; general administration of all instructional, business or other operations of the District; and for advising and making recommendations to the SECP Board of

Education with respect to such activities. Perform all the duties and accepts all of the responsibilities usually required of a Superintendent as prescribed by the Education Laws of Ohio State, the rules and regulations of the Board of Regents and Commissioner of Education, laws and regulations of the United States, statutes of Ohio State, and the policies, rules, and regulations established by the SECP Board of Education.

- Keep the Board informed of the condition of the District’s educational system; Prepare the agenda for Board meetings, in consultation with the President of the Board; Prepare and submit recommendations to the Board relative to all matters requiring board action; Develop and recommend to the Board objectives of the educational system; long-range plans consistent with population trends, cultural needs, and the appropriate use of District facilities, and see to the development of long-range plans which are consistent with Board objectives; see to the development of specific administrative procedures, programs, execution of all decisions of the Board, the development throughout the District of high standards of performance in educational achievement and see that sound plans of organization, educational programs and services are developed and maintained.
- Directly responsible for news releases and/or other items of public interest.
- Startup and development of Sports’ Elite College Prep Academy, a non-profit entity developed to provide professional development and consulting to charter and community schools.
- Created, developed and spearheaded the implementation of Sports’ Elite College Prep High School, is focused on 21-century concepts designed to utilize sportsmanship in every aspect of the educational process.

**1999-2006 State of Ohio Columbus, OH**

**Account Clerk III, Paralegal Investigator, Administrative Assistant**

- Processed up to 500 voucher payments a day, opened and closed state contracts
- Assisted with over 17 State & Federal Funded Programs
- Investigated and mediated cases relating to conducts unbecoming of a teacher for licensure.
- Union Steward
- Managed databases/utilities for over 100,000 Teachers (mail merge & bulk mailings).
- Designed and implemented tracking system for dispersing over \$7 million in a network consisting of National Board Certified Teachers, new and retake candidates, regional support sites, advisory committee members and vendors.

**1996-1999 Sports Elite The Magazine Columbus/Cleveland, OH**

**Publisher**

- Owned and operated the first African American Sports Magazine.
- Managed 30 employees, various joint ventures, i.e. BET, Emerge Magazine, LA Lakers, Cleveland Cavs, TWiSM, Smith Barney Investments.
- Implemented Lorain’s First Back to School Rally.

**1992-1997 Various Publishing Companies Columbus/Cleveland, OH**

**Assistant Publisher, Editor, Writer, Photographer, Reporter, Layout & Design**

- Purpose Magazine: Various Interviews i.e. T.D. Jakes, Yolanda Adams, CeCe Winans, The Winans Family, Donnie McClurkin, Les Brown.
- P.W. Publishing Company Inc., Call and Post Newspaper: Established the “City Beat” also interviewed and supervised interns.
- The Lantern Newspaper: Photojournalist, the only journalist in Columbus to get an interview with Darrel Strawberry playing with the Columbus Clippers.

**1991-1992 Internships: Marketing, Public Relations, Desk Editor Columbus, OH**

- YMCA of Central Ohio, Public Relations Department, event planning.
- Black Communicators’ Nightly News, assisted anchorperson Jennifer Cooper.

**Education**

2006-2007 Central Michigan University Mt. Pleasant, MI

- Master’s Degree: Administration w/Concentration in Leadership & H.R.

2005-2006 Wilberforce University Columbus, OH

- Bachelor’s Degree: Business w/emphasis on Human Resources and Organizational Management

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|---------------------|---|--------------|
| 1991-1996           | Ohio State University                                   | Columbus, OH |
| • Major :           | Journalism  |              |
| • Minor :           | Black Studies   |              |
| 1991                | Columbus Chamber of Commerce                            | Columbus, OH |
| • Certificate:      | Female Entrepreneurship Program                         |              |
| 1987-1990           | Columbus State Community College                        | Columbus, OH |
| • Associate Degree: | Secretarial Science                                     |              |
| 1986-1987           | Columbus Technical Institute (Currently Columbus State) | Columbus, OH |
| • Certificate:      | Word Processing   |              |

### Interests

Members of Who's Who Among Executive and Professional Women, Phi Alpha Delta (PAD), National Association of Black Journalism (NABJ), Young Black Professionals, New Salem Missionary Baptist Church, News In Education (NIE). Hobbies are church, family, outings and sports.