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**Objective:**

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To obtain a Professional role in governmental operations allowing for the integration of demonstrated managerial, organizational, analytical, project management, communications, customer service, and formal skills developed over a substantial service career.

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**Profile:**

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Motivated and personable business professional with multiple complementary college degrees (BBA, Business\CIS, Masters Public Admin., Masters Human Resource Mgmt.) and a portfolio of solid business experience in the local, state and federal governments, as well as in for- and non-profit operations with a talent in supporting departmental and cross-organizational operations, financial, technical analyses, research and development activities. Certified Professional Manager for over 20 years and ACT Gold Plus Work Ready Certification recipient. Forte lies in analyses of departmental operations, processes and human capital productivity and effectiveness.

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**Professional Experience:**

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**NCBA \ U.S, Environmental Protection Agency (EPA)**

Entered the organization support EPA Region 4 Regional Administrators Immediate Office and Superfund Division with technical, administrative and organizational support to regional operations and six federally recognized Tribal Governments in building capacity to demonstrate reservation environmental stewardship and strengthen the U.S. government-to-government relationships: data mining\ management, technical training, and dissemination of information to help Tribal leaders and Environmental Teams make informed decisions on future projects.

**Georgia Secretary of State (Corporations Division)**

Support Quality Assurance as Corporations Filing Examiner performing activities within agency guidelines through interactions with customers submitting filings for status as Domestic Limited Partnerships, Foreign Corporations, Limited Liability Companies, and Limited Partnerships.

**Self-Employed**

**August 2007 – April 2014**

Provided Administrative & Contract Support Services including Human Resource Management, Sales and Marketing, Data Management\Mining and Organizational Development to clients in the for- and non-profit communities (include, manufacturing, construction, transportation and green services). Skills: Consulting, Negotiating, Team Player, Assertive Self-starter, Motivator, Values Attention to Detail, Technical Writing, Process Improvement, Requirements Gathering, Analytical Reasoning and Problem-Solving, and Reporting.

**City of Clarkston, Clarkston GA**

**July 2004 – September 2009**

Councilmember\Department Chair

- Community Affairs, Streets\Sanitation, Properties, TAD & Storm Water Utility Project Manager

**Southern Company Services, Atlanta, GA**

**Technology Analyst - Infrastructure Operations Organization**

**December 2001 – August 2007**

**Technology Analyst - Wireless Telecommunications Organization**

**November 1996 - December 2001**

**Georgia Power Company, Atlanta, GA**

**October 1989 – November 1996**

**HR Generalist**

**Manager, Publishers' Typesetting Service**

**October 1981 - August 1989**

**\View Communications, New York, NY**

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**Strategic Leadership:**

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DeKalb Community Service Board Member	November 2013 – Present
Chair Finance Committee Brighter DeKalb Foundation	November 2013 – January 2016
Step Up in Georgia, Board Member	September 2012 – June 2017
United Way\Scottsdale-Clarkston Opportunity Zone Strategic Board Member	August 2011 –September 2013
Team Lead, Project Access: Clarkston – Georgia Council on Developmental Disabilities Model Team	August 2008 - 2011
Clarkston Business Association [CBA] President\Board Member Secretary	January 2010 – November 2014 November 2008 – January 2010
DeKalb Municipal Association (DMA) 2007-9 President	January 2004 – November 2009
Pride Rings in Stone Mountain (PRISM) Board Member	June 2008 – August 2012
North DeKalb Rotary Board Member & Chair Club Services	November 2003 – July 2005
Technology Association of Georgia (TAG), 2007 Chair CRM Alliances,	January 2004 – 2007
Clarkston Community Center (CCC), Clarkston, GA 2001-2005 President Board of Directors; 2000-1 Board Member, Finance Chair, Renovation Chair	March 2000 – January 2004
Clarkston Health Collaborative Member 2001 – 2012	Facilitator - FY2012
Clarkston Living Communities Initiative Core Team Member	FY2004

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**Formal Education & Certifications:**

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<i>University of Phoenix</i>	February 2009
<i>College of Business – Masters Management Public Admin. &amp; Masters Human Resources Management</i>	
<i>Gold Plus Work Ready Certificate</i>	May 2009
<i>National Coalition Building Institute</i>	November 2003
<i>Georgia State University</i>	August 2001
<i>J. Mack Robinson College of Business</i> – <i>Bachelors (BBA) Business Administration \Computer Information Systems</i>	

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**Educational Leadership:**

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- Mentor – Georgia State University 2009 – Present
- Mentor – University of Phoenix 2011 – Present
- Mentor – Big Brothers Big Sister 2013 – Present
- Exam Advisor – Institute of Professional Managers 2013 – Present
- CM Newsletter Blogging Contributor – 2015 -- Present
- Mentor – Clarkston High School FBLA Chapter 2010 – 2014

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**Awards & Recognitions:**

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- 2015 Clarkston Community Service Award
- House Resolution 899, 1784 & Senate Resolution 772
- DeKalb County Board of Health/Clarkston Health Collaborative Community Service Recognition 2008, 9, & 10
- DeKalb Municipal Association Leadership and Service Award 2010
- 2010 Community Service Award; 2012, 2013 Community Outreach Award