

Application Form

Profile

Terrence M Cole
First Name Middle Initial Last Name

[Redacted] Suite or Apt

[Redacted] State Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

District Locator Tool

Resident of Supervisorial District:

☒ District 4

County of Santa Clara Analyst II
Employer Job Title

Length of Employment

6

Do you work in Contra Costa County?

☐ Yes ☒ No

If Yes, in which District do you work?

NA

How long have you lived or worked in Contra Costa County?

10 years

Are you a veteran of the U.S. Armed Forces?

☐ Yes ☒ No

Board and Interest

Which Boards would you like to apply for?

Economic Opportunity Council: Submitted

Seat Name

ROJB

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If Yes, how many meetings have you attended?

0

Education

Select the option that applies to your high school education *

☒ High School Diploma

College/ University A

Name of College Attended

Walden University

Degree Type / Course of Study / Major

PhD/Public Policy & Public Administration

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

University of Memphis

Degree Type / Course of Study / Major

MS/Education Administration Leadership

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

University of Tennessee

Degree Type / Course of Study / Major

BS/Criminal Justice & Psychology

Degree Awarded?

☒ Yes ☐ No

Other Trainings & Occupational Licenses**Other Training A**

Negotiation & Mediation

Certificate Awarded for Training?

☒ Yes ☐ No

Other Training B

Certificate Awarded for Training?

☐ Yes ☐ No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I have advocated in these particular fields and area for reform. I have gain work experience in the field of 20 plus years and principle & foundation through my education. I have build and served in leadership roles in every field selected. I would like to serve on board, commission and/or commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

MANAGERIAL/SUPERVISORY/DIRECTOR SKILLS • Background in managing, direct oversight for creating, planning, programing, workforce and economic development • Able to anticipate and project organizational change • Highly skilled in leading, developing and executing complex and multi-disciplinary projects at all organizational levels • Proven leader, administrator, supervisor and manager of local programs, resources, conflict resolution and staff LEADERSHIP/TRAINING/STAFF DEVELOPMENT SKILLS Honest and collaborative leader with high integrity, with a focus on effective customer service, community, and smart growth who can naturally create positive working relationships with community leaders and business partners, City employees, and City Council. Demonstrates strong technical and business acumen; understanding the need to provide efficient public service by being a role model, while developing a supportive and responsive City staff, and embracing the opportunities and challenges of diverse and involved community. A track record leading and successfully managing non-profit and private service initiatives in areas of urban planning, financial and fiscal management, community development, agency administration, and staff development. Administrative: Recruiting and staffing, benefits, compensation, employee

Terrence M Cole

relations, HR compliance, organizational design, training and development, human resource information systems (H.R.I.S.) and payroll. Requests for leaves and sabbaticals, family accommodations, conflict of commitment preapprovals, salary, employee and school reimbursements, multilocation agreements and exceptions to policy. Facilitated and lead the development and preparation of grant proposals, personnel policy and procedure creation and development. Implements and advises the CFO concerning collective bargaining agreements covering employees, vendors and professional experts. Coalition building, bringing in new, diverse partnerships, and voices, as well as your experience coordinating/facilitating diverse groups. Administers online and other electronic resources and data management systems related to personnel in addition to serving as the office of employee personnel files. IT applications and documents; review, edit and revise grant narratives for all divisions; prepare and process related paperwork such as forms, agenda items, memoranda, resolutions and supporting documentation; prepare grant applications and documents for distribution and submission. and the mailing of confidential reports, meeting strict deadlines, and avoiding cost increase. Problem Solving: Created an outpatient wellness center program involving providing programmatic supervision within an intensively structured creative wellness center for adults diagnosed with cooccurring severe and persistent psychiatric and substance use disorders. Handling conflict in diverse partnerships, facilitating diverse groups or coalition building, especially in a public setting. The majority of our clients have diagnoses of schizophrenic and bipolar disorders along with long histories of substance use, multiple hospitalizations, trauma, and homelessness. A budget of 1.5 Million in the City of Oakland and County of Alameda. Management: Oversaw operations of an expanding training, compliance & regulations, policy development, RFP & RFQ submitter, budget oversight, research lab, providing expertise, quantitative and qualitative data developer, commitment, implement strategic planning, development and cost-effective deployment of systems, quality & assurance control during a time of significant transition. Active Leadership, judgment, decision making skills, relationship building and effective communication skills, evaluating economic development programs, principles and practices of forecasting, public driven projects and programs of economic development including affordable housing. Directly consults with business leaders in guiding their organizations through the change and adoption from working in traditional offices, plants and labs to new work environments. Accountable for supporting the evolution of the overall social and adoption strategy and that is leveraged at the project level. Consulting arm for the socio-technological practices to accelerate organizational as well as manager and employee readiness and adoption for these new environments and ensure these groups can work more flexibly, collaboratively and with a stronger sense of community in their new environments. Serve as the socio-entrepreneur/tech lead from Pre-initiation through Sustaining with a focus on building engagement, readiness, and adoption. Customize the Readiness and Adoption Strategy to fit the leadership style, culture and communications/work practices of the Business Sponsor and Client Leaders. Structure the internal teams and core teams to ensure effective stakeholder engagement and an efficient and effective process from pre-initiation through sustaining. Partner with Program Managers and Core Team members to ensure organizational readiness and adoption of socio-entrepreneur/technology and new ways of working is weaved effectively through an array of projects Design and facilitate with the business sponsors, client leaders and key activities such as the organization readiness discussions, key work practice workshops, tech assessments, stakeholder readiness assessments, and manager readiness sessions to ensure organizational alignment and surface potential challenges in adopting new ways of working. Identify work practices that require a focus on adopting new collaborative meeting tools and applications to enable teams to work better together and individuals to work more productively

Upload a Resume

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

☒ Yes ☐ No

Do you have any obligations that might affect your attendance at scheduled meetings?

☐ Yes ☒ No

If Yes, please explain:

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

☐ Yes ☒ No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Education, Mental Health, Criminal Justice (Adults & Juveniles), Economic Development, Workforce development, etc.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

NA

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

NA

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Dr. Terrence M. Cole, Ph.D.

[REDACTED]
[REDACTED]
[REDACTED]

CAREER OBJECTIVE

With over 20 years' experience in Management, I bring a wealth of qualifications into position. My expertise reflects my versatility and lies in my ability to recognize and define both business, academic, and technology requirements, melding both into coherent technology strategies that meet deadlines and deliver results.

MANAGERIAL/SUPERVISORY/DIRECTOR SKILLS

- Background in municipal managing, direct oversight for finance, and budgeting, as well as experience working with office of housing, health and human services, community and economic development, regional partners, strategic planning, custody health, and workforce development
- Creating/Implement/Operate Charter Schools/Advisor/Advocate & Writer
- Community Advisory Board Member (2020-2023) for the Office of Reentry and Justice, Contra Costa County, CA
- Board of Economic Development Member (2021-Present) for the office of Workforce Development, Contra Costa County, CA
- Oversight for placement, training and supervision of other employees
- Able to anticipate and project organizational change
- Highly skilled in leading, developing and executing complex and multidisciplinary projects at all organizational levels
- Proven leader, administrator, supervisor and manager of local programs, resources, conflict resolution and staff with an equitable and social justice lens
- A highly qualified and innovative leader with outstanding communication skills and political acumen who thinks strategically and works collaboratively

EDUCATION

PhD Social Behavioral Sciences in Public Policy and Public Administration, Walden University, Minneapolis MN

Certified Mental Health Rehabilitation Specialist (CMHRS), California Consortium of Addiction Programs and Professionals, Sacramento, CA

Master of Science in Educational Leadership, University of Memphis, Memphis, TN

Bachelor of Science in Criminal Justice & Psychology, University of Tennessee, Martin, TN

Associate of Applied Science, Police Science, Shelby State College, Memphis, TN

EXPERIENCE

Prevention Program Analyst II

March 2021-Present

County of Santa Clara Public Health Department

[REDACTED]

[REDACTED]

Professional level within the series and performs assignments of moderate complexity and work with greater independence than the Healthcare Program Analyst I level. ***PMII & PMIII WOOC demonstrated commitment to advancing diversity, equity, and inclusion in various levels and areas; expertly skilled in communicating, connecting and collaborating with diverse constituencies. Oversight and collaborating for several Clinic and Community Based Organizations (CBO's) diversion of persons who have chronic disease, mental illness and/or substance abuse issues, and persons who are homeless or at risk of becoming homeless upon collaboration with County Behavioral Health.***

Established and fostered robust and collaborative partnerships between County Office Workforce Development, the Office of Reentry and Justice the departments of Public Health multiple department, Colleges and Universities, Mental Health, the District Attorney's Office, Public Defender, Probation, the Sheriff's, Department, and Incarceration Initiative; other law enforcement agencies throughout the County and locally community-based partners, with the goal of implementing initiatives to increase diversion and reentry opportunities for justice-involved county residents, both adult and youth.

Performs more complex analytical work and have responsibility for supporting larger program activities which may involve providing technical supervision to a small staff.

- Principles and practices of health care system management;
- Operations analysis and policy and procedures development;
- Concepts of current health care information systems and report writing;

- Health care organizational structure and program components;
- Hospital regulatory requirements;
- Current legislation and trends in government policy that affect health care providers;
- Methods and techniques of data collection and statistical analysis;
- Concepts of contract management and negotiations;
- Project management;
- Healthcare regulatory and reporting requirements
- Collect, synthesize and analyze a wide variety of information;
- Analyze health care information and management systems and determine adaptability to hospital needs;
- Analyze policies and procedures and make recommendations to management;
- Prepare and present clear and concise reports;
- Work independently in a wide variety of Health and Hospital assignments;
- Utilize computers and software to analyze health care related issues;
- Make recommendations for program and procedural modifications based on legislative changes;
- Establish and maintain effective communication with agency staff and health care professionals at all levels, other health agencies/providers, and the general public.

Canada College 4200 Farm
Hill Blvd.
Redwood City CA 94061

Demonstrated commitment to advancing diversity, equity, and inclusion in various levels and areas; expertly skilled in communicating, connecting and collaborating with diverse constituencies. Reentry initiative designed to reduce recidivism among inmates who are at moderate to high risk of reoffending. Inmates who participate in the program receive a broad range of jail-and community based services, including employment assistance, housing, family support, and substance use treatment. Capacity builder of partnerships between the Office of Reentry and Justice the departments of Public Health, Mental Health, the District Attorney's Office, Public Defender, Probation, the Sheriff's, Department, and Incarceration Initiative; other law enforcement agencies throughout the County and locally community-based partners, with the goal of implementing initiatives to increase diversion and reentry opportunities for justice-involved county residents, both adult and youth. Collaborated with the leadership of the Alameda to expand opportunities for jail and community-based diversion efforts and assisting the adult reentry population and the juvenile population who are experiencing contact with the juvenile justice system. Supported the growth, sustainability, and integrity of programs, including overseeing development efforts and maximizing revenue from County, State, Federal, and non-governmental sources.

Responsibilities include, but are not limited to:

- *Collaborating with contracted providers and serving as a liaison between providers and DOC staff*
- *Escalate any provider and/or DOC operation/issues as they arise*
- *Contribute to the development of innovative strategies to maximize program participation and performance.*
- *Evaluating program performance against targets.*
- *Tracking program participation and preparing reports to document activities.*
- *Coordinating program activities, including scheduling of on-going activities, planning special events, and assembling workshops. Carrying out special projects to advance the goals of the Reentry Services unit*
- *Using motivational interviewing and other techniques to engage inmates in reentry services and assess their needs, including employment, housing, and substance use.*
- *Refer inmates to partner organizations for services.*
- *Documenting inmate assessments utilizing appropriate reporting mechanisms, including webbased data collection systems.*
- *Monitoring program participation and retention.*

- *Following up with program participants to obtain feedback on services and to ensure that their program-related needs are being met.*
- *Developing partnerships and collaborative relationships with service providers to ensure smooth service delivery.*
- *Assisting in the development of short- and long-term plans for reentry programming.*
- *Researching best practices to inform program improvement.*
- *Carrying out special projects to support reentry services.*
- *Preparing presentation materials, reviewing reports and documents, prioritizing, and managing multiple projects simultaneously, and performing other duties as assigned.*

Behavioral Health Director /Co-Founder

Bonita House Inc./Casa Ubuntu
6333 Telegraph Ave. Oakland Ca. 94609

June 2016 – February 2020

Key Responsibilities

Co-founder and Program Director providing programmatic supervision within an intensively structured creative wellness center for adults diagnosed with co-occurring severe and persistent psychiatric and substance use disorders. The majority of our clients have diagnoses of schizophrenic and bipolar disorders along with long histories of substance use, multiple hospitalizations, trauma, and homelessness. *Demonstrated commitment to advancing diversity, equity, and inclusion in various levels and areas; expertly skilled in communicating, connecting and collaborating with diverse constituencies. Served as key emergency prevention, preparedness, and response personnel as assigned.* The Program Director oversees day to day operations, maintaining fidelity to Integrated Dual Diagnosis Treatment and other evidence-based practices utilized. *Capacity building between the Office of Reentry and Justice the departments of Public Health, Mental Health, the District Attorney's Office, Public Defender, Probation, the Sheriff's, Department, and Incarceration Initiative; other law enforcement agencies throughout the County and locally community-based partners, with the goal of implementing initiatives to increase diversion and reentry opportunities for justice-involved county residents, both adult and youth. Collaborated with the leadership of the Alameda to expand opportunities for jail and community-based diversion efforts and assisting the adult reentry population and the juvenile population who are experiencing contact with the juvenile justice system. Supported the growth, sustainability, and integrity of programs, including overseeing development efforts and maximizing revenue from County, State, Federal, and non-governmental sources. Oversight and coordinated the analysis of legislation and policies related to and impacting efforts at the County, State, and Federal levels, and makes recommendations as Chair for the Community*

Advisory Board for the Office of Reentry and Justice in Contra Costa County. Must understand and adhere to the principles of recovery, culturally responsive strength-based practices, client empowerment, and ensure that all services provided are trauma informed. Develops systems that track performance measures and client outcomes. ***Monitor and tracks program services provided by diversion program and partners and evaluates cost reduction efficacies of program. Prepare reports for Board of Supervisors and CEO for planning and creating reentry, aftercare and diversion programs. Ensure data is disseminated to an array of departments involved in the reentry, aftercare and diversion, community, stakeholders and partners.*** Plans, supervises and facilitates with staff a wide range of individual group and family treatments; maintains the program according to licensing standards, provides training and supervision to a multidisciplinary team of professional and paraprofessional staff, maintains occupancy standards and compliance with various contracts, manages the program's budget, oversees the maintenance of the site, and participates as a member of the agency's Management Team.

Instructor/Counselor (Workforce and Economic Development Education)

**San Francisco Sheriff Department 5 Keys Charter School
70 Oak Grove St., San Francisco CA.**

May 2013 – June 2016

Key Responsibilities

Provides educational counseling, and educational instructions to Interrupt, Predict, and Organize (IPO) for a Safer San Francisco is a violence prevention and intervention initiative by Mayor Lee's Office. ***Demonstrated commitment to advancing diversity, equity, and inclusion in various levels and areas; expertly skilled in communicating, connecting and collaborating with diverse constituencies. Served as key emergency prevention, preparedness, and response personnel as assigned. Oversight for cultural related gang youth the creation through subordinate programs managers and enhancement of programs that seek to continually improve the physical and mental health recovery and reentry of justice involved residents of the San Francisco County in career driven diversion programs for the City of San Francisco. Lead ongoing development of career education marketing materials designed to engage a variety of audiences, including community members, in the Criminal Justice industry.***

The objective is to implement a coordinated service strategy for high atrisk and in-risk individuals in gangs in San Francisco's high crime neighborhoods deter from crime and to live in San Francisco and work in San Francisco. ***Monitor and tracks program services provided by diversion programs and partners and evaluates cost reduction efficacies of program. Prepare reports for Board of Supervisors and CEO for planning and creating reentry, aftercare and diversion programs. Ensure data is***

disseminated to an array of departments involved in the reentry, aftercare and diversion, community, stakeholders and partners. This strategy is designed to address early intervention, education, workforce and behavioral health needs.

Achievements:

- High School Diploma and GED Instructor for 5 Keys Charter School prepare materials and classroom for class activities
- Maintain accurate and complete student records as required by law, district policy, and administrative regulations,
- Establish clear objectives for all lessons, units, and projects
- Communicate those objectives to students
- Instruct students in the knowledge and skills required in a specific occupation or occupational field
- Use a systematic plan of lectures, discussions, audio-visual presentations, and laboratory, shop and field studies

RESIDENTIAL COUNSELOR (Part-time)

Larkin Street Youth Services

February 2013- September 2024

134 Golden Gate Ave, San Francisco, CA 94102

The primary responsibilities are to counsel individuals and provide group educational and guidance services.

CORE JOB FUNCTIONS:

The collection, organization, and analysis of information about individuals through records, tests, interviews, and professional sources. Compilation and studies occupational, educational, and economic information to aid clients in making and carrying out objectives. Assists individuals to understand and overcome social and emotional problems. Engage in research and follow-up activities to evaluate counseling techniques. In conjunction with internal resources, the Counselor may teach domestic and practical skills or hold group meetings. May work in conjunction with the other members of staff to ensure the continuum of services for the clients. Oversight and maintenance of community spaces. Safety awareness of situations and spaces Effective management of resources including foodstuffs (communal dinners), laundry and perimeter of facility. Experience with citizen-participation based planning efforts, citizen boards and commissions, and state and federal grant administration. Knowledge of program areas, such as public health, mental health, housing, community services and/or related fields.

Educational Administrator

Spectrum Center Schools and Programs

February 2005 – May 2013

6325 Camden Street, Oakland CA, 94605

Key Responsibilities

Direct oversight of four major programs and Supervise 15 employees providing Administration for the agency. Directly coordinate with Regional and Program Directors. Synchronize all efforts to achieve the agency requirement to enable California Department of Education standards for Academic achievement for Elementary, Middle, Secondary School age students including a Vocational program for youth ages 16-22 from a securely managed network with reduced cost of ownership.

Achievements:

- Created risk management components of the school program; provide behavior assessments, behavior management program development, and clinical problem solving; and provide guidance in empirical classroom management systems, data-guided teaching and curriculum developer
- Developed innovative staff development practices and training programs. These policies are now being incorporated by agencies; emergency management developing and delivering presentations and training
- Integrated best educational practices from continuing education programs and created an efficient program that work best with student needs and goals
- Met weekly with Senior Leaders in achieving the necessary change supervision in their organizational processes. Encouraged discussion of differences to generate the best options for implementation.

Supervisor, The Agency for Youth and Family Development/Youth Habilitation Center

August 1995 February 2005

(Workforce and Economic Development Education)

(Juvenile Detention Center) 24 hour lockdown

789 Washington St. Memphis, TN 38105

Minimum and Maximum Facility

Key Responsibilities

Responsible for Counseling and Supervising Juvenile Delinquents, to develop an array of programs for progressive note taking on Juveniles. ***Oversight for planning, development, and implementation of jail projects and programs designed to offer health, mental health, and law enforcement personnel countywide a means to redirect, county residents with mental illness and/or substance use disorders away from the criminal justice systems to recovery-based community treatment and services and promoted an end to cycles of repeated incarceration.***

Provided commitment to advancing diversity, equity, and inclusion in various levels and areas; expertly skilled in communicating, connecting and collaborating with diverse constituencies. Served as key emergency prevention, preparedness, and response personnel as assigned. Developed and implemented of jail projects and programs designed to offer health, mental health, and law enforcement personnel countywide a means to redirect, county residents with mental illness and/or substance use disorders away from the criminal justice systems to recovery-based community treatment and services and promoted an end to cycles of repeated incarceration. Demonstrated establishing, mentor, coach, inspire, efficient lead diverse teams toward the collective good and success; proven data-driven approach in decision-making. Reentry initiative designed to reduce recidivism among inmates who are at moderate to high risk of reoffending. Inmates who participate in the program receive a broad range of jail-and community-based services, including employment assistance, housing, family support, and substance use treatment. Collaborating with contracted providers and serving as a liaison between providers and DOC, county and local jail staff, escalate any provider and/or DOC operation/issues as they arise, contribute to the development of innovative strategies to maximize program participation and performance, evaluating program performance against targets, tracking program participation and preparing reports to document activities, coordinating program activities, including scheduling of on-going activities, planning special events, and assembling workshops, carrying out special projects to advance the goals of the Reentry Services unit, using motivational interviewing and other techniques to engage inmates in reentry services and assess their needs, including employment, housing, and substance use.

Refer inmates to partner organizations for services, documenting inmate assessments utilizing appropriate reporting mechanisms, including web-based data collection systems, monitoring program participation and retention, following up with program participants to obtain feedback on services and to ensure that their program-related needs are being met, developing partnerships and collaborative relationships with service providers to ensure smooth service delivery. assisting in the development of short- and long-term plans for reentry programming, researching best practices to inform program improvement, carrying out special projects to support reentry services, preparing presentation materials, reviewing reports and documents, prioritizing, and managing multiple projects simultaneously, and performing other duties as assigned. Exceptional planning, resource management, and financial / data acumen; understanding of the relationships between academic priorities, budget models, and fundraising. Active Leadership, judgment, decision making skills, relationship building and effective communication skills, evaluating economic development programs, principles and practices of forecasting, public driven projects and programs of economic development including Social Determinates of Health (SDOH). Monitor and tracks program services provided by

diversion programs and it's partners and evaluates cost reduction efficacies of program. Prepare reports for Board of Supervisors and CEO for planning and creating reentry, aftercare and diversion programs. Ensure data is disseminated to an array of departments involved in the reentry, aftercare and diversion, community, stakeholders and partners.

Achievements:

- Implemented metrics for defining efficiency, effectiveness, and overall success of the business unit
- Supervised 50 to 70 employees per weekend. Also maintained knowledge of general safety and health principles and practices pertaining to community correction; emergency management developing and delivering presentations and training
- Worked closely with program director to receive feedback and determine needs assessments.
- Consulted with clients to define nature and the extent of the project. Collection and review of data
- Analyzed statistics and other data, interview employees and observe the operations on a day to day basis
- Encouraged workforce diversity to create atmosphere conducive to high quality service

**Educational Consultant, Advocate & Co-Founder
(Workforce and Economic Development Education) Charter School**

Memphis Academy of Health Sciences June 2002 – January 2005 Memphis TN

Key Responsibilities

- Responsible for creating, implementing and operating the first Charter School for the State of Tennessee in the City of Memphis, TN ***Achievements:***
- Orchestrated management activities for a large charter school population in the State of Tennessee with annual revenues approaching \$4.5 M and a staff of 20 managers and 1,800 employees
- Supervises and evaluates the performance of assigned personnel; works with Human Resources department to interview and select employees and recommends transfers, reassignments, terminations and disciplinary actions; emergency management developing and delivering presentations and training
- Develops and prepares annual budget for the assigned area; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines

- Directed all financial, budgeting, operating, compliance, purchasing, and domestic marketing, human resource, public relations, and administrative functions. Ensured timely execution of financial reporting, operating forecasts, cash flow planning, new project evaluation, banking, taxation, legal, regulatory, equipment maintenance, advertising, cost/pricing and related activities
- Monitored and controlled credit facilities, approved expenditures, and liaised with bankers, government officials, vendors and other agencies. Evaluated local suppliers for school and sports materials, and replacement parts and equipment
- Surveyed target markets and executed related strategic plans, promotions, advertising, sales incentive programs, publicity, financial forecasts, pricing, product mix, new product rollouts, and reporting

Lemoyne-Owen College (Genesis Academy), College Professor July 1998-June 2002
240 Walker St. / Memphis, TN 38106

Duties were to develop, and deliver curriculum and promote moral development of each student and contribution to the preservation of each individual culture and history. As well as utilize knowledge of theory, theme principles and technology of specific discipline or field of specialization to determine solutions. Prepared recommendations and write reports of findings.

Correctional Alternative Inc., Case Officer for the State of Tennessee June 1995- April 1998:
306 N. Third Ave. / Memphis, TN 38108

Duties were maintaining court ordered cases and files of violent and non-violent felony adult offenders in a community correctional environment. As well as lead and conducted special investigation on clients. Organized, detail-oriental individual with exceptional follow-through abilities; demonstrated abilities to effectively prioritize a broad range of data base on different PCs in order to consistently expedite case processing.