

## **PROFESSIONAL SUMMARY**

Administrative executive professional with over 30 years of progressively responsible roles in budgeting, office management, purchasing, financial reporting, supervision, and all aspects of proficient office functioning.

## **EDUCATION**

### **M.Div. (Candidate) anticipated, 2023**

Howard University Divinity School  
Washington, DC

### **BS 2012**

Howard University School of Education  
Washington, DC  
Major: Human Development & Psychoeducational Studies, Adult Education, Minor: Psychology  
Summa Cum Laude

### **1979-1982 (3 years Associate Level)**

Drexel University  
Philadelphia, PA  
Major: Accounting/Business

## **EMPLOYMENT**

### **Howard University**

**August 2000 – Present**

### **Promoted from Administrative Coordinator to Administrative Officer, July 2017**

Howard University Institutional Research and Assessment (IRA), Office of the Provost & CAO

Responsibility increase from providing administrative support to an office size of two to an office of seven staff members, facilitating the transition and onboarding of five new staff members. Managing travel arrangements, reimbursements, and processing online training needs to acclimate new employees. Managed all aspects of a major renovation project to provide larger office space to accommodate the increase in staff size.

In addition to the management of administrative duties, coordinating training of HU personnel in Zoom® video conferencing, arranging and conducting numerous video conference sessions across campus to accommodate faculty and staff needs. Providing video conference logistics for Middle States Reaccreditation visit preparation working groups. Training university faculty and staff on the use of the technology for video conferencing purposes; ensuring timely technology set-up; managing and providing video recordings to the various units.

Providing administrative support for the *Program Prioritization Task Force* (PPTF) to include the Academic, Administrative and Data Subcommittees. Also providing support for the Watermark Implementation Core Group to advance the implementation of and training for the new assessment management tool (Taskstream® by Watermark) across campus as assigned and directed by the Provost and CAO. Managing multiple email accounts associated with PPTF, Assessment, and Taskstream®, making prompt and accurate responsiveness to all inquiries. Managing and editing HU Communications with the Office of University Communications to inform university stakeholders of PPTF updates. Organizing meetings for university leads tasked with the evaluation, implementation, and optimization of the Taskstream® software platform to meet identified needs of the University as directed by the Office of the Provost & CAO.

### **Promoted from Administrative Assistant to Administrative Coordinator, July 2011**

Howard University Office of Institutional Assessment and Evaluation (OIAE), Office of the Provost & CAO  
**August 2008-July 2017**

Responsibility increase from managing administrative procedures to include, personnel processing, purchasing and budgeting, reporting directly to both the Director and Assistant Director. Interacting with personnel from various departments to organize and provide logistics for meetings, travel and all functions of the office. Maintaining and providing monthly financial reports to assure fiscal responsibility and budgetary compliance.

- Performing a variety of office management and administrative work, control office workflow and establish office procedures in support of the department while working at a high degree of independence and using initiative to carry out regular assignments in accordance with established policies and procedures

- Supervising 2-4 Post Baccalaureate and Graduate Student Interns who serve as support staff, processing all staff appointments and onboarding of all new employees
- Maintaining departmental bookkeeping records of revenues and expenditures, purchasing and the negotiations with vendors to determine and compare best price/value for office supplies and equipment, obtaining bids and price quotes while monitoring inventory to ensure adequate supply
- Calculating moderate data analysis providing tables, graphs and basic statistical formats, submitting final reports to department supervisor to support data driven decision making
- Scheduling multiple appointments utilizing DoodlePole© online scheduling system, managing logistics for organizing meetings and conferences to include travel and lodging arrangements, designing of programs and agendas, creating information packets, arranging parking and amenities, providing on-site guidance to visitors and guests for university related events to include technical support for conference presentations
- Recording and maintaining both the agenda and the minutes for all department meetings, providing budget reports for office staff and distributing accordingly
- Monitoring and maintaining departmental budget and grant funded budget accounts in compliance with university policy and budget restraints
- Preparing correspondences, editing proposals and reports in a timely, skillful, and efficient manner and composing replies to correspondences giving excellent attention to detail and format to correct any errors
- Establishing and maintaining effective and harmonious work relations with faculty, staff, students and external vendors

#### **Administrative Assistant to the Associate Dean for Nursing**

Howard University, Washington, DC

**August 2000 – August 2008**

#### **Homeschool Educator**

Washington, DC

**1994-2000**

Simultaneously taught daughter grades 3-8 and son grades 1-6

#### **Administrative Assistant to Treasurer**

Family Tabernacle (Church) – Non-Profit, Upper Marlboro, MD

**1987-2000**

#### **Private Accountant/Bookkeeper**

SJG Properties, Washington, DC

**1987-1988**

#### **Accountant**

World Bank, Washington, DC

**1985-1987**

#### **TECHNICAL ABILITY**

Proficient in Microsoft Office Suite to include, Microsoft Word, PowerPoint, Excel, Outlook and Publisher. Expert in knowledge of all Howard University purchasing, travel and budget management platforms, to include, Concur Travel (Christopherson Business Travel) and PeopleSoft online requisition/purchasing systems. Expert with Zoom© Video Conferencing and Doodle Poll© scheduling tools. Proficient with software platform Watermark by Taskstream AMS module

#### **ACADEMIC MEMBERSHIPS**

Golden Key International Honor Society

Kappa Delta Pi International Honor Society in Education

#### **AWARDS**

Provost's Distinguished Service Award, 2021

Excellence in Teaching Award 2015, In Pursuit of His Presence Worship Arts Ministries

Dedication & Diligence Award 2014, Charles Thompson Lecture Committee

Who's Who Among Students in American Universities & Colleges 2012

Outstanding Academic Achievement Award 2012

Commitment Award 2008, Howard University Division of Nursing

Outstanding Student Liaison Award 2008, Howard University Student Association

**VOLUNTEER & COMMUNITY SERVICE**

**Guest Lecturer (ELPS 610) 2021**

**Howard University Executive Leadership**

Served as a guest lecturer in an Executive Leadership class (Ph.D.) students providing an overview and practical instruction on managing budgets at Howard University.

**Search Committee Interview Panel 2018**

**Howard University, Office of the Provost**

Serving on review committee to appoint the Assistant Director of Assessment. Reviewing (27) candidates for the position, utilizing a scoring rubric and participating in online interviews of candidates

**Faculty & Registrar 2011-2019**

In Pursuit of His Presence Worship Arts Ministries (Liturgical Dance & Biblical Studies School)

Largo, MD

**Certified Hospice Caretaker (Volunteer)**

Capitol Caring Hospice Care

Washington, DC

**Recording Secretary & Treasurer, Charles Thompson Lecture & Colloquium 2008-2016**

Howard University

**Patient Care Volunteer**

Larkin Chase Senior Citizens Rehabilitation Center

Bowie, MD

**Ordained Pastor (with husband)**

Ordained and licensed in the State of Maryland, July 2016

Gateway to Wholeness Church Ministry

Largo, MD