



## BRENDA S. DOUGLAS

### BIOGRAPHY

Brenda is an accomplished administrative leader with over 20 years of experience. She began her career at Howard University over a decade ago. With a proven track record in leadership and team management, Brenda possesses exceptional organizational and time management skills. Her communication processes, coupled with her problem-solving and decision-making abilities, makes her an invaluable asset in any workplace setting.

As an office manager, Brenda is responsible for managing the office, tracking expenses, workflow management, project management, assisting with the budget, delegation, staffing, scheduling, process management, and supervision; initiating faculty appointments in processing reappointments; and hiring and mentoring work study students and administrative staff.

Brenda is passionate about working in an HBCU environment that honors African American history, traditions, and achievements. She finds fulfillment in contributing to such a culturally rich setting.

Outside of her professional endeavors, Brenda is a multifaceted individual. She enjoys volunteering as an AARP presenter/speaker, exploring real estate opportunities, life skills coaching and indulging in hobbies such as boating, fishing, and blogging. As a podcaster and YouTuber, she shares her insights and experiences with a wide audience. She also coauthored: *She Wouldn't Let Me Fall*, 100 Stories of Faith, Forgiveness and Friendship, 2018. Brenda takes pride in her roles as an army mom and a mom to her two small fur babies, Panda and Kodi.

Brenda believes that being a leader doesn't require a title. Which is why she is a member of the American Management Association and is actively engaged in John C. Maxwell's Leadership Development Program, as well as completing her degree and pursuing a certified associate in project management (CAPM)® certification. Through these programs, she aims to enhance her leadership skills, develop others into leaders, and drive improved performance across the organization. Brenda's dedication to excellence and her diverse interests makes her a dynamic and inspiring individual.

**Core Competencies:** Adaptability, Analyze & Interpret Data, Budget & Manage expenses, Change Management, Cloud-based software platform (Workday, AllScripts/EHR), Conflict Resolution, Cross-Functional Collaboration, Cultural Competency, Databases/CRM, Data-Driven Decision Making, Data Tracking, Delegation, Facilitate Onboarding & faculty Reappointments, Generate Reports, Google Docs, Leadership & Coaching, Manage Front Office, Manage Outreach Projects, Manage Scheduling & Registration, MS Office: Word, Excel, Outlook, Access, PowerPoint, Publisher, Newsletter Production, Operations Management, Organization and Time Management, Performance Management, Presentation Skills, Prioritization, Problem Solving, Project Management, Quality Assurance, Risk Management, Stakeholder Management, Strategic Planning, Supervision, Team Building, Team Leadership, Teamwork & Collaboration, Workflow Optimization, Written & Verbal Communication.