



Brenda Douglas

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, proactive resourcefulness, and decision-making abilities, make 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, processing reappointments; and hiring and mentoring students and administrative staff.

As an influential leader, she views trust as a cornerstone of effective leadership and therefore continually demonstrates integrity while intentionally cultivating and earning the confidence of those she serves and lead. She also takes a proactive and constructive approach to challenges, with a strong focus on identifying and implementing effective solutions. Brenda's mission is to continue to be a lifelong learner and influencer who empowers and cultivates women in leadership.

Brenda is passionate about working at 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 & career coaching and indulging in hobbies such as boating and fishing (family tradition). As a podcaster, YouTuber and blogger, 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 and more, 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.

