

Executive Management

PROJECT & PROGRAM MANAGEMENT ▪ COMMUNITY RELATIONS

Strategic Planning ♦ Marketing Research ♦ Business Development ♦ Partnerships ♦ Organizational Assessment / Development ♦ Policy ♦ Management Recruiting ♦ Training ♦ Change Management Diversity ♦ Government / Media Relations ♦ Event Management ♦ Best Practices

DYNAMIC, CREATIVE AND VISIONARY ORGANIZATIONAL LEADER WITH 15+ YEARS OF DISTINGUISHED CONTRIBUTIONS TO **BUSINESS GROWTH, COMMUNITY DEVELOPMENT, HUMAN RESOURCES AND PUBLIC AFFAIRS**. FORMER STATE LEGISLATIVE DIRECTOR, CITY MAYOR AND BUSINESS PROFESSIONAL. EXCEL AT DEFINING **OBJECTIVES**, ESTABLISHING **GOALS** AND SETTING **PRIORITIES**. ARTICULATE AND PERSUASIVE; SAVVY NEGOTIATOR. INSPIRING PUBLIC SPEAKER; EXCEPTIONAL TRAINER AND MOTIVATOR. CULTIVATED **VALUABLE BUSINESS RELATIONSHIPS** ACROSS THE UNITED STATES. CONTROLLED BUDGETS TO \$2,500,000 AND DEVELOPED **HIGH-PERFORMING MANAGEMENT TEAMS**.

CAREER TRACK

BUSINESS / PROJECT MANAGEMENT / COMMUNITY RELATIONS
DJW&A

1997 - Present
Lanham, Maryland

Catalyze business growth, direct operations and spearhead key client projects for this management consulting firm providing public relations expertise to nonprofit and faith-based organizations and small / mid-sized businesses. Design and implement marketing strategies; develop and control budgets. Recruit talent; negotiate contracts and manage vital business relationships. Assign and supervise staff; troubleshoot and resolve complex client problems.

- ▶ Grew the business from its inception; crafted operating policies and processes; **established market presence**; developed a strong client base and **optimized P&L performance**.
- ▶ Conducted in-depth needs analyses for client organizations; delivered recommendations and implemented **detailed and action plans**.
- ▶ Facilitated management critiquing sessions for clients that identified organizational strengths, weaknesses and resulted in **successful change initiatives**.
- ▶ Performed confidential employment searches and **recruited high caliber talent** for key client management positions.
- ▶ Created a **management training program** on organizational development and change management; delivered training to groups and provided one-on-one coaching in leadership skills.

HUMAN SERVICES
PRINCE GEORGE'S COUNTY DEPARTMENT OF SOCIAL SERVICES

Prior to 1997
Upper Marlboro, Maryland

- ▶ Managed cases of individuals and families in need of social services; advocated for children's services with community officials.

ADDITIONAL EXPERIENCE

EXECUTIVE VICE PRESIDENT OF MARKETING / BUSINESS DEVELOPMENT
ADBRITE CORPORATION

1999 - 2002
Brewster, New York

- ▶ **Defined mission, goals and objectives** for a company based on an innovative advertising medium; directed and energized growth strategies.

Continued

PUBLIC SERVICE

STATE OF MARYLAND - Annapolis, Maryland 1995 - 2004

DIRECTOR OF LEGISLATIVE AND COMMUNITY AFFAIRS

- ▶ **Developed legislation;** testified before legislative committees and advocated for effective delivery of children’s services; worked with community officials across the state of Maryland.
- ▶ Identified priority issues affecting **community development**, made key recommendations and promoted progressive policies and programs.
- ▶ **Delivered speeches** on the behalf of elected officials at public events; fostered positive and productive relationships with diverse agencies, large corporations and government officials.

CITY OF GLENARDEN - Glenarden, Maryland 1989 - 2001

MAYOR (1995 - 2001)

CHAIRMAN OF THE CITY COUNCIL (1989 - 1995)

- ▶ Provided leadership as **chief executive of this city of 6,300**; championed goals for fiscal management, education and community development.
- ▶ **Set agenda for city business** as council chair; held all city agencies accountable; facilitated collaboration and compromise between councilors with opposing views, which **drove progress**.

LEARNING CREDENTIALS

MASTER OF ARTS: Public Administration / Human Resources Management

Bowie State University

Bowie, Maryland

BACHELOR OF ARTS: Political Science

Salisbury State University

Salisbury, Maryland

SOFTWARE PROFICIENCIES

Microsoft productivity tools

MILITARY SERVICE

Mobility Officer – United States Army Reserves (Present)
Top Secret Clearance ▪ Operation Iraqi Freedom (2 Tours)

Highlights include successfully planning, organizing, and tracking movement of 1,900 pieces of rolling stock, 50 containers, and 3,500 personnel.

REFERENCES AND FURTHER DATA PROVIDED UPON
ESTABLISHMENT OF MUTUAL INTEREST