



Board Member Roster

Please list all the proposed board members for the non-profit applying to open this school. In order to be eligible to apply, applicants are required to have at least three board members. In order to be eligible for final Board approval, applicants are required to have five board members. State law requires a minimum of seven board members in order to execute a valid charter agreement, and at all times that a charter school is operational.

- **Resumes:** Please include a current resume for all board members identified
- **Background Checks:** All New Operators and Experienced Operators *not* currently operating a charter school in Louisiana must submit LA State Background checks for each board member identified by March 2, 2018. [Background check guidance can be found here.](#)

Name of Non-Profit Applicant (as registered with Louisiana Secretary of State)					
	Name		Zip-code		Expertise ¹
1	Saundra Levy				organizational operations, community development
2	Erica Seemann				education
3	Edna Moore				organizational operations, community development
4	Christine Guillory				law
5	Marty Drell				education
6	Mary Nass				education, organizational operations, community
7	Jennifer Benjamin				organizational operations, community development
8	Charles Gaspard				finance
9	Ron Loesel				community building
10	Arnold Baker				organizational operations, facilities
11					
12					
13					
14					
15					

¹ Board members should have a diversity of professional skills and expertise in areas including education, organizational operations, community development, finance, law and facilities/real estate.



EDUCATION

University of Arizona, B.S. in Public Administration - 1969
Benjamin Franklin High School - 1965

WORK EXPERIENCE

Jewish Endowment Foundation — Executive Director September 1991 -present
Overall staff responsibility for development and management of \$30 million endowment fund.

City of New Orleans, New Orleans and Central Business District Historic District Landmarks Commissions - Executive Director January 1976 -September 1991

Included a total of nine historic districts in both commissions with a total of 9,125 structures in jurisdiction. Responsible for direction of the staffs of both commissions (about 10 people), co-ordination with commission members, City Administration, City Council, various city, state and federal agencies, as well as preservation interest groups and media.

City of New Orleans, Office of the Mayor - Urban Policy Specialist, Unclassified June 1975 -January 1976

Responsible for drafting and passage of the ordinance to establish the New Orleans Historic District Landmarks Commission, as well as the creation of two historic districts for this commission.

Comprehensive Planning Associates - Administrator 1973 -1975

City of New Orleans, Chief Administrative Office - Federal Programs Coordinator 1971 -1973

Responsible for coordination of federal grant applications to procure money for the City of New Orleans. Supervised a staff of four people.

City of New Orleans, Chief Administrative Office, Federal Programs Division - Administrative Analyst 1969-1971

Classified Civil Service. Responsible for writing and coordination of federal grant applications to procure money for the City of New Orleans.

**RESUME OF
ARNOLD B. BAKER C.M.D.**

PROFESSIONAL EXPERIENCE

President

Baker Ready Mix & Building Materials

May 2003 - Present

New Orleans, Louisiana

Responsibilities: Business planning, financial planning, construction, and operations and management of a new concrete ready mix plant. After four years of planning, training and obtaining advanced certifications in concrete mix design, concrete production, concrete troubleshooting, concrete business operations, concrete delivery systems, high performance concrete with specialty admixtures, and the handling hot and cold weather concreting. Baker Ready Mix is one of the most technologically advanced concrete plants in the Southeast enabling the successful completion of projects ranging from airport runways to department stores.

President

Centergy Development Group

July 1999 – August 2004

New Orleans, Louisiana

Responsibilities: creating redevelopment strategies for distressed commercial real-estate, assisting developers in identifying and accessing public financing and incentive programs, coordinating and overseeing development, permitting and zoning processes, negotiating and implementing disadvantage business (DBE) outreach programs, and serving as a liaison to community, municipal, and state agencies and elected officials.

Assistant to the Mayor Policy, Planning & Development

Office of the Mayor, City of New Orleans

April 1996 - July 1999

New Orleans, Louisiana

General Manager/Director of Development

General Growth Management Inc.

May 1992 - March 1996

New Orleans, Louisiana

Marketing Manager/Director of Retail

Homart Development Company

November 1990 - May 1992

Columbia, South Carolina

Director of Operations & Retail Marketing and Operations

Melvin Simon & Associates

May 1988 - November 1990

San Antonio, Texas & Lafayette, Louisiana

EDUCATION

Southwest Texas State University

Degree Earned: Bachelors of Business Administration, 1988

Major Study: **Marketing** Minor Study: **Business Administration**

San Marcos, Texas

International Council of Shopping Center Management Institute at Michigan State

Certification Earned: **Certified Marketing Director**

Lansing, Michigan

University of Miami's, I.C.S.C. Shopping Center Management Institute

Certification Earned: **Marketing Director I**

Miami, Florida

World of Concrete Advance Concrete Certification Programs

Orlando, Florida

CURRENT ASSOCIATIONS

Young Audiences Charter School Board
New Orleans Board of Trade (Finance Committee)
New Orleans Chamber of Commerce (Board of Directors)
Associated General Contractors of America

Southeastern LA Ready Mixed Concrete Association
(President)
National Black Chamber of Commerce (Former Chair)

Res. (504) 897-6977
Off. (504) 957-3150

EDUCATION:

TULANE UNIVERSITY
School of Social Work
Master of Social Work, December 1995
Concentration in Mental Health
Thesis: Clinical Depression, Self Esteem and Interpersonal Dependency

TULANE UNIVERSITY
Newcomb College
Bachelor of Arts in French, 1970

**SOCIAL WORK
EXPERIENCE:**

FAMILIES IN CHANGE, INC. New Orleans, LA
Clinical Social Worker Jan. 1996 - present

Responsible for individual and family therapy, child custody evaluation, parent education, mediation and supervised visitation.

CENTER FOR CHANGE, INC. West Jefferson, LA
Group Leader, Office of Community Services Sept. 1996 - present

Therapy group for latency age victims of sexual abuse.
Crisis Group for victims of sexual abuse.

CENTER FOR CHANGE, INC. New Orleans, LA
Clinical Social Worker March 1998 - present

Provider of individual and family therapy

JO ELLEN SMITH PSYCHIATRIC HOSPITAL New Orleans, LA
Social Work Intern Jan. - Dec. 1995

Co-led process group on geriatric, adult and adolescent units. Completed social histories and intake evaluations. Provided on-going individual and family outpatient therapy with adolescents referred through FINS Program. Participated in treatment team on geriatric, adult and adolescent units. Assisted case managers in discharge planning.

STATE OF LOUISIANA DEPT. OF WELFARE New Orleans, LA
Welfare Visitor 1970 - 1972

Responsible for determination of food stamp eligibility. Performed home visits in conjunction with eligibility review.

**PROFESSIONAL
WORKSHOPS &
CONFERENCES:**

C.H. KEMPE NATIONAL CENTER FOR THE May 1996
PREVENTION OF CHILD ABUSE & NEGLECT
Annual symposium: Promoting Healthy Relationships
Against all Odds

Bar Admissions State of Louisiana, State of New York

Education

University of Southern California Gould School of Law - Los Angeles, CA

Juris Doctor, May 2008

Emory University - Atlanta, Georgia

Bachelor of Arts: International Studies & Italian Studies, May 2004

University of Siena - Siena, Italy, January 2003 – July 2003

Experience

Ochsner Health System - New Orleans, La.

Associate General Counsel, August 2015 – Present; *Assistant General Counsel*, July 2013 – July 2015

Support clinical departments for 15,000 employees managing risk arising out of standard of care liability. Identify and assess general liability and premises liability not covered by Joint Commission standards for premises maintenance. Research and assess business development liability with negligence or statutory standards of review including but not limited to EMTALA, negligent endorsement, and HIPAA. Develop and review policies and consents. Advise on bioethics issues. Provide med-legal education programs. Counsel in anticipation of litigation including healthcare and regulatory matters, insurance coverage, and actual or anticipated LSBN, LSBME, DEA and PCF complaints. Designed and implemented claims monitor program for 600+ open matters. Manage medical malpractice and general liability claims determining value and recommending the litigation plan. Negotiate and approve pre-litigation settlements. Guide outside counsel through litigation plan.

Frilot, L.L.C. - New Orleans, La.

Associate, Medical Malpractice and Admiralty/Maritime, September 2008 – July 2013

Managed active caseload of more than 50 files representing healthcare providers in hospital negligence and physician malpractice cases. Represented domestic and international marine suppliers and tugs and barge owners in incidents ranging from personal injury, property damage, collision and allision, defense and indemnity obligations pursuant to contract, as well as insurance coverage issues in Jones Act defense.

Verrett Investments, LLC - New Orleans, La.

Member, 2004 – Present

Oversight of construction for rebuilding 9 historic New Orleans homes as manager of a family owned real-estate company. Designed, develop and revise strategic business plan. Partner with New Orleans based community programs to facilitate volunteerism using vacant properties as planning centers.

Affiliations

Young Audiences Charter School at Kate Middleton, *Board Member*, 2016 – Present

The Links, Incorporated, New Orleans Chapter, *Member*, May 2011 – Present; *Program Chair*, October 2016 – Present and July 2012 – 2014; *Organizational Effectiveness Chair*, October 2015 – April 2017; *Strategic Planning Co-Chair*, May 2014 – October 2016; *Retreat Chair*, May 2014 – October 2016.

The Links, Incorporated, *Southern Area National Trends and Services Chair*, June 2017 – Present; *Southern Area NAACP/AARP National Trends Committee*, November 2015 – June 2017; *National NAACP Committee*, November 2014 – Present; *Area Exhibits Committee Chair*, December 2014 – Present; *Area Program Reviewer*, November 2014 – March 2015; *National Exhibit Committee*, 2013-2014.

Academy of the Sacred Heart Alumni Board, *Associate Alumni Representative*, 2010 – Present

New Orleans Public Library, *Board Member*, December 2009 – June 2014; *Vice-Chair*, July 2010 – June 2014

Frilot, L.L.C., *Clerk Program Coordinator*, April 2011 – October 2012

Publications Ochsner Bioethics Newsletter Fall 2014: *Navigating the New Louisiana Consent Law: Obtaining Consent When a Patient Is No Longer Competent*

Languages Italian (fluent), French (elementary)

Awards and Recognitions 2008 USC Shattuck (Service) Award; 2011 New Orleans CityBusiness Women of the Year

Education

Teacher Certification Testing: Praxis 5014 - score 191/200	Fall 2012
University of New Orleans: Masters in Teaching coursework, 4.0 GPA Accounting, Drawing & Design classes , 4.0 GPA	Fall 2012 Spring 1997
Auburn University: Bachelor of Arts in Mass Communications with Minors in Journalism and Spanish	May 1992
East Tennessee State University: Study abroad in Spanish language and culture, Madrid, Spain, 4.0 GPA	Summer 1991

Experience

Metairie Park Country Day School, Metairie, LA <i>Substitute Teacher including Extended Periods of Contracted Cover</i> Pre-Kindergarten through 11 th grades, various subjects including Math, Literacy, Science, Spanish and Art	Spring 2012 – Current
British American Project: <i>Conference Coordinator New Orleans:</i> 180 UK and US influential leaders	November 2013
Camps Mondamin and Green Cove, Tuxedo, NC: <i>Representative :</i> Promotions, relationship management	2009 – 2014
Aurora Riverside, Algiers Riverpoint and Arabella Residential, New Orleans, LA: <i>Artist</i>	2002 - 2004
Various Positions: Retail, Importing, hospitality and administration	June 1992 – October 1997

Volunteer Experience

Young Audiences Charter School at Kate Middleton: <i>Charter School Board of Directors</i>	September 2012 – Current
Young Audiences of Louisiana, New Orleans, LA: <i>Board of Directors</i> <i>Co-Chair Dancing for the Arts fundraiser</i>	September 2004 – February 2013 Spring 2011
Louisiana SPCA, New Orleans, LA: <i>Howling Success: Event Chair / Auction & Decoration co-ordination</i>	2002– Present
Metairie Park Country Day School, Metairie, LA <i>Inc. Gallery Co-Chair and Parents Association Liaison</i>	2010 - Spring 2013
Isidore Newman School, New Orleans, LA: <i>Parents' Association Board Communication Liaison</i>	Fall 2006 – Spring 2007
Louisiana Children's Museum, New Orleans, LA: <i>Children's World's Fair Event Chair</i> <i>Children's World's Fair Assistant Event Chair</i>	Spring 2005 Spring 2004

Interests

- Art classes in a variety of media including painting, drawing and clay
- Creating decorations for various fundraisers including:
 - o Zoo-to-Do
 - o Childrens' Hospital's Sugarplum Ball
 - o New Orleans Ballet Theater's production of "The Nutcracker"
- USTA tennis

Dr. Martin J. Drell

Education & Training

- University of Illinois School of Medicine in 1966
- child training - Children's Hospital Medical Center/Judge Baker Guidance Center
- adult residency at the Cambridge Hospital where he was a Clinical Fellow at Harvard Medical School.

Professional Experience

- Acting Head for the Division of Child Psychiatry at Baylor College of Medicine.
- Head and Vice Chair for the Division of Infant, Child, and Adolescent Psychiatry at LSU Medical Center
 - Clinical Director
 - acting CEO of the New Orleans Adolescent Hospital and Community System of Care from 1991-2009 until the hospital was closed.
 - Program Director for the Child and Adolescent Psychiatry Residency Training Program 2012 – present
 - Carl P. Adatto, M.D. Professor of Community Psychiatry

Awards and Honors

- past President of the American Academy of Child and Adolescent Psychiatry
- past President of the Society of Professors of Child and Adolescent Psychiatry,
- past President of the American Association of Directors of Psychiatric Residency Training
- In 2010, he won the American Academy of Child and Adolescent Psychiatry's Catchers in the Rye Award that honors those who have made significant contributions to society through support of the field of child and adolescent psychiatry.

Additional Activities

He is currently is the Editor for the "Owl Newsletter" for the American Academy of Child and Adolescent Psychiatry, and on the Selection Committee for the American Academy of Psychoanalysis and Dynamic Psychiatry Victor J. Teichner Award. He is a consultant to the Louisiana Office of Mental Health, a consultant to Department of Children and Family Services, where he is involved in issues of polypharmacy in children/adolescents in foster care, and a board Member for the State of LA Board of Trustees of the Mental Health Advocacy Service. He has been awarded numerous awards and grants for his work in the field of Infant, Child, and Adolescent Psychiatry.

He has been invited to lecture on child psychiatry across the country and has written numerous articles and PowerPoint presentations on clinical issues, including infant psychiatry, consultation/liaison, and systems of care, polypharmacy in foster care, management of disasters, administration, and psychotherapy. Since 1992, he has written a standing column entitled "Clinical Vignettes" for the American Academy of Child and Adolescent Psychiatry Newsletter.

He is on the Planning Task Force for Psychodynamic Faculty Development Initiative for the American Academy of Child and Adolescent Psychiatry, a Board Member for the State of LA Board of Trustees of the Mental Health Advocacy Service, a Board Member for the Young Audiences Charter School, and on the Administrative Forum for the American Association of Directors of Child and Adolescent Psychiatry.

During his career at LSU, he has prepared 80 residents to enter the field of child and adolescent psychiatry. Some are now medical directors of hospitals, some are in private practice, and some have remained at LSU and are now faculty.

Edna R. Moore [REDACTED]

PROFESSIONAL EXPERIENCE

Retired as Marketing/General Management Executive with Altria Group, Inc. (formerly Philip Morris Companies, Inc.), with 21+ years combined national and international experience in marketing, promotion, advertising, public relations, special events and arts administration. Some of my major responsibilities included:

- Negotiating vendor and consultant contracts;
- Directing a department that was responsible for outreach to the African American and Hispanic communities throughout the United States;
- Supervising the development of Virginia Slims Tennis, Benson & Hedges Blues Festival, Marlboro Music, and other company-sponsored events around the country;
- Managing a \$1.0 million minority advertising budget;
- Developing the Philip Morris Jazz Superband that toured worldwide, representing the company;
- Serving as Group Manager of Corporate Contributions that was responsible for the distribution of more than \$20 million to charitable organizations nationwide. Prior to my career at Altria/Philip Morris, I served for eight years as Arts Administrator for the Alvin Ailey American Dance Theater, responsible for the development of individual, corporate, foundation and government funding efforts and publicity relations campaigns. I also have experience in the non-profit arena, serving as office manager and special assistant to the president of the National Council of Negro Women, Dr. Dorothy I. Height.

ACTIVITIES AND INTERESTS

- Third year on Board of 1750 St. Charles Condominium Homeowners' Association, where I serve as Secretary;
- First year as Board of Member of Young Audiences Charter School
- Immediate Past President and member of the New Orleans Chapter of The Links, Incorporated, a national volunteer community service organization;
- Supervise volunteer activities for The Links at Mary McLeod Bethune Elementary School;
- Leader at Star Hill CME Church, Gloster, MS;
- Coordinator of the 50th Anniversary Celebration of the Little Rock Nine Foundation;
- Project manager that worked with the National Coalition of Burned Churches to rebuild Star Hill CME Church in Gloster, MS;
- Reading, traveling, spending time with family and friends.

RON

SEL

EXPERIENCE

Crescent Business Solutions
Owner/Operator

2014 - Present

Councilmember Kristin Gisleson Palmer

Deputy Chief of Staff and Director of Special Projects, New Orleans, LA

2011 - 2014

- Equip the councilmember to advocate neighborhood and special projects for 25+ neighborhoods by updating talking points to reflect current data related to ordinances and preparing various tables, binders, maps, and data.
- Work directly with councilmember as her primary advisor, earning her complete trust. Consistently offer support, relay findings, and assist in policy creation and implementation.
- Advocate and monitor special projects such as creating liaisons between neighborhoods and the councilmember and constructing a diversified park leadership team.
- Cultivate and maintain relationships with developers, administrators, neighborhood representatives, community organizers, and councilmembers by attending events and meetings.
- Communicate progress and results to small and large groups of constituents.
- Utilize grants and partner with foundations to provide funding for community programs and organizations, and following up with innovative approaches to ensure projects move forward.

Executive Director, Westbank Redevelopment Corporation, Inc., New Orleans, LA

2010 - 2011

Executive Director, Algiers Economic Development Foundation, New Orleans, LA

2006 - 2010

- Advanced the strength and effectiveness of the foundation through special programs such as aggressive membership drives, comprehensive grant campaigns, and implementation of fiscal incentives for distressed businesses operating in challenging economic environments.
- Developed and managed the annual budget and major successful fundraisers to provide additional community services in the wake of Hurricane Katrina.
 - **Result:** Increased budget by 300%.
- Collaborated with board to promote member diversity, increase overall involvement, prepare successful press releases and press events, and effectively utilize board and committee meetings.

Campaign Coordinator, Kristin Gisleson Palmer, New Orleans, LA

2005 - 2006, 2010 - Present

- Conceptualized and executed the campaign strategy, drafted and implemented the budget, and represented the candidate in public meetings and forums.
 - **Result:** Candidate successfully elected to city council.
- Led fundraising efforts, arranged meetings with potential supporters, and created lists of potential contributors based on previous campaigns and information gathered at promotional events.
 - **Result:** Cleared \$175,000+ in just 18 months including \$90,000 in the off-season.

Pastor, St. Matthew, Lemont, IL

2002 - 2004

Pastor, Trinity, New Orleans, LA

1994 - 2002

EDUCATION

Master of Theology, Concordia Seminary, St. Louis, MO

Bachelor of Arts, Concordia University, Ann Arbor, MI

Education

Tulane University
Bachelor of Science in Finance
A.B Freeman School of Business

New Orleans, LA
May 2011

Experience

Iberiabank

Business Banking Relationship Manager (Banking Officer)

New Orleans, LA
November 2013- Present

- Developed banking relationships with commercial and industrial companies.
- Structure credit facilities to ensure optimum balance between customer and Iberiabank interests
- Maintain awareness of operational risk within portfolio and minimize the likelihood of it occurring including its identification, assessment, mitigation and control.

Iberiabank

Portfolio Manager (Banking Officer)

New Orleans, LA
May 2013 – November 2013

- Managed a corporate portfolio approximately \$85mil. in size.
- Effectively manage work flow of analysts by aligning tasks with departmental goals and objectives.
- Analyzed performance of portfolio and remained current on financing trends in target client markets.

Iberiabank

Commercial Credit Analyst (Banking Officer)

New Orleans, LA
July 2011- May 2013

- Analyzed and risk-assessed credit applications predominately for commercial loans to ensure compliance with Iberiabank's credit risk management strategy and credit policy.
- Prepared written summaries of loan terms and conditions. As well as written narratives explaining business background, risk factors and assigned risk rating; ensuring conformity with the bank's credit policy.
- Perform financial analysis on a multitude of businesses in various industries.

FFC Capital

Financial Analyst Intern

New Orleans, LA
April 2011-June 2011

- Analyzed data of stocks, commodities, and money managers for risk.
- Created charts and graphs from quantitative and qualitative data.
- Created pitch books for clients.

Northwestern Mutual

Financial Representative Intern

New Orleans, LA
May 2010-March 2011

- Northwestern Mutual ranked 110 in the fortune 500 and top five best internships for real work by CNNmoney.com.
- Developed networking and business relation skills through meeting with clients to discuss their finances.
- Managed own practice and was compensated on performance.

University Directories Internship

Sales Representative

Chapel Hill, NC
June 1, 2009-August 8, 2009

- Sold advertising to major companies, such as Marriott and GNC
- Visited 30 to 40 owners and advertisers daily to discuss options for advertising.
- Developed ways to build rapport and gained confidence in working alone.

Honors & Awards

Tulane Magazine Article

New Orleans, LA
Spring 2011

- Highlighted for my community service performed at Tulane University.
- Discussed final months at Tulane before graduation.

Travel Channel *Guest*

New Orleans, LA
November 2009

- Selected to record a television episode with Travel Channel's Samantha Brown
- Discussed New Orleans recovery after Katrina and Tulane Football.

Honored by Tulane University and Conference USA

September 2009

- Chosen to star in commercial, which aired on national TV for all Tulane televised events because of my community involvement.
tulane.edu/news/newwave/090309_tvspot.cfm

Tulane University Football

New Orleans, LA
2009/2010

- Awarded full scholarship as a walk-on

Nominated for the 2009 National student athlete development conference

April 2009

- One of the four student-athletes nominated; only one can be selected from each NCAA competing school.

Skills

Computer: Microsoft certified in Excel, Word, and Power Point.

Public Speaking: Spoke on several occasions to audiences ranging from 10-400 people on Tulane Athletics behalf.

Leadership & Activities

Student Athlete Advisory Counsel (SAAC)

Fall 2010-Spring 2011

- President

Athletic Shared Governance Committee

Fall 2009- Spring 2011

- Committee formed to engage all parties on Tulane's campus who are involved in the administration of vital processes for the student-athlete population.
- Met with major department leaders on campus; head of Admissions, Provost office, Athletics, etc.

Banneker Elementary

Spring 2008-May 2009

- Tutored Students

Student Athlete Advisory Counsel (SAAC)

Fall 2008-Spring 2010

- Football Team Representative
- Community service Chair

Men of Color

Fall 2007-Spring 2011

- Treasurer

Tulane University Summer Transition Program

Summer 2007, 2008

- *Mentor*
- Directed high school students in transitioning to college, including what to expect, time management, and networking.
- Assisted students with ACT preparation.

Multicultural Executive Board

Fall 2007- Spring 2008

- Board Member, discussed ways to better diversify campus life.

Tulane University Varsity Football Team

Fall 2006-Fall 2010

- Wide Receiver

JENNIFER HANLEY BENJAMIN

PROFESSIONAL EXPERIENCE

Consultant, Self-employed

JHB Consulting Services – Development and Evaluation

Sept 2000 – present

Past Clients:

- **Substance Abuse Services Alliance** - Developed and received funding for a 3 year, 2.1 million dollar BCM grant application for the R.O.Y Program – a collaborative adolescent treatment program involving eight different agencies
- **Audubon Institute/New Orleans Science and Math High School** - Developed Evaluation Plan for a National Science Foundation grant application; **New Orleans Area Literacy Coalition** – conducted and presented federal funding research; **National Conference for Community & Justice** - developed BCM grant, Anytown Initiative; **Council of United Way Agencies Technology Council** – wrote Technology Implementation Plan ; **Center for Nonprofit Resources** – assisted in BCM Grantwriting Training Program; **Jewish Family Service** – developed grant applications for Teen Suicide Prevention Program (GPOA Grant), Children Coping with Divorce (GNOF grant); **New Orleans Center for Science and Math** – served as Development Coordinator

Program Director

Jan 1999 – Sept 2000

Substance Abuse Services Alliance (SASA)

New Orleans, LA

- Developed and administered an 85-member collaborative of service provider agencies, increasing membership fivefold in its first year.
- Wrote grants and successfully obtained over \$270,000 in first year development funding and \$520,00 in first year of operation.
- Facilitated Strategic Planning Retreats to assess community needs and priorities and developed a long range Strategic Plan for needed local services.
- Responsible for day to day operations and management of 3 professional staff; Responsible for Program Outcome Measurement and Evaluation; Facilitated SASA Planning Retreats, Committee and Advisory Council meetings; Responsible for Marketing, including brochure, website and newsletter copy; Coordinated activities of local professional organization, Association of Substance Abuse Providers and Professionals (ASAPP)

Associate Director

Jan 1997 – Dec 1998

Council on Alcohol & Drug Abuse (CADA)

New Orleans, LA

- Successfully obtained over \$325,000 in funding through research and grant writing.
- Responsible for annual direct mail fundraising campaign, netting nearly \$10,000.
- Responsible for public relations activities, including writing press releases, arranging interviews and press conferences. Interviewed on various local news broadcasts; Responsible for publishing quarterly newsletter with a circulation of 4,500; Responsible for program evaluation and outcome measurement and reporting; Re-designed all internal and external evaluation tools for more effective outcome measurement.

Planning and Marketing Manager

Aug 1992 – Dec 1996

Pendleton Memorial Methodist Hospital

New Orleans, LA

- Assisted in development and implementation of an Integrated Delivery System, including physician contracting and office site surveys, pro forma analysis, and per diem rate structuring.
- Responsible for completing annual internal and external Environmental Assessment for Strategic Planning purposes. Assisted in development of marketing plans.
- Developed Community Needs Assessment for a public/private primary care initiative. Used in proposal to acquire funding.
- Developed Business Plan for a Hand Surgery and Rehabilitation Center. Coordinated implementation of marketing plan.
- Completed Total Quality Management training and participated on team to improve operations of the Emergency Department

Assistant Administrator for Special Projects

Mar 1991 – July 1992

Hilton Head Hospital

Hilton Head Island, South Carolina

- Developed Business Plan for an Outpatient Cardiac Rehabilitation Program. Assisted in presenting the program and obtaining Medical Staff and Governing Board approval.
- Completed feasibility studies for a Bone Marrow Transplant Unit and Outpatient Hemodialysis facility. Assisted in obtaining Medical Staff and Certificate of Need approval.

EDUCATIONAL EXPERIENCE

- **Master of Healthcare Administration (M.H.A)**
Tulane School of Public Health & Tropical Medicine 1988 – 1991
- **Bachelor of Science**
Tulane University, Newcomb College 1984 – 1988

ACTIVITIES

- Board Vice-President, Secretary, and Development Chairman, CASA New Orleans, 2005-present
- Board Member, Young Audiences of LA, 2003 - present
- Board Member, Visiting Nurses Association, 2004 - 2007
- Project Evaluation Co-Chair, Junior League of Greater New Orleans, 2005-06 and 2006-07
- Co-Chair, 2004 "Red Cross, Red Carpet" fundraiser