



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
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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

- 2002- 2007 **Dillard University** **New Orleans, LA**
- Bachelor of Arts degree, May 2007
 - Major: Economics and Finance

EXPERIENCE

- 9/2014 – Present **Urban League of Greater New Orleans** **New Orleans, LA**
Adult Education Coordinator
- Cast the vision for the Adult Learning Program (ALP) and build program content accordingly
 - Develop and lead trainings for the Office of Workforce Development (OWD)
 - Guide a team of ALP instructors, tutors, and staff
 - Design Curriculum aligned to College and Career Readiness Standards (CCR) for adult learners seeking to earn a high school equivalency certification and/or to build academic skills
 - Facilitate skills testing and for OWD clients including the Test of Adult Basic Education TABE® and ACT Workkeys®
- 4/2013 – 9/2014 **Project REACH NOLA** **New Orleans, LA**
Program Director
- Developed program guidelines and objectives
 - Guided curriculum development
 - Evaluated program efficiency and monitor progress
 - Maintained program budget, managed job site and program operations
- 6/2010- 12/2012 **Miller-McCoy Academy for Mathematics and Business** **New Orleans, LA**
Director of Information Technology
- Developed and implement school's technology plan and budget
 - Created and monitored school wide technology policies and procedures
 - Maintained security and privacy of the school's information systems
 - Managed school's E-rate application, vendors, and program compliance
 - Delivered instructional training and development for school staff and IT team
 - Taught Graphic Design as an elective for high school students
 - Oversaw day-to-day operations of school technology department
- 2/2008-11/2009 **Murray Yacht Sales, Inc.** **New Orleans, LA**
Accounting Manager (Louisiana and Florida)
- Established, modified, documented, and coordinated implementation of accounting and accounting control procedures
 - Analyzed financial information detailing assets, liabilities, and capital, and prepared balance sheet, profit and loss statement, and other reports to accurately summarize current and projected company financial position for both internal and external use
 - Administered company payroll, accounts receivables and accounts payables
 - Directed activities of other employees performing accounting and bookkeeping tasks
- 2007 - 2008 **Regions Financial Corporation** **Metairie, LA**
Financial Service Specialist II
- Achieved applicable weekly and monthly sales goals
 - Identified and maximized cross-sales opportunities through customer profiling and sold appropriate bank products and/or services

- Acted as knowledge specialist for CD's, IRA's, Loans, Deposit Accounts and other bank products
- Resolved customers problems through direct action or referral to alternative solutions

Spring 2007	Research Study Tour in Africa <i>Student Researcher</i>	Republic of Ghana
	<ul style="list-style-type: none"> ▪ Conducted a series of analysis on growth and productivity within Ghana's economy ▪ Evaluated Ghana's 2007 Budget and Economic Policy Statement with the Minister of Finance ▪ Toured Ghana's industry leading companies and discussed their method of operations and their success strategy ▪ Presented research to Dillard University's Division of Business 	
2005- 2006	Regions Financial Corporation <i>Senior Teller</i>	Memphis, TN
	<ul style="list-style-type: none"> ▪ Received and dispersed money to customers and recorded transactions in accordance with well defined policies and procedures ▪ Performed credit and debit transactions while assisting customer's accounts ▪ Verified cash drawer, balanced and prepared daily proof work (credit/debit slips, etc.) 	
	<i>Financial Sale Representative</i> Same job description as Financial Service Specialist II	
Summer 2003	Actuarial Science Program <i>Student Researcher</i>	Dillard University
	<ul style="list-style-type: none"> ▪ Researched the annuities market and the demographical growth of annuities ▪ Analyzed the growth of annuities among African Americans ▪ Presented findings to Dillard University's Division of Business 	

CIVIC ENGAGEMENT

2013-Present	Black Alliance for Educational Options Member	USA
2013-Present	Christian Community Development Association - CCDA Member – 2013 Conf. Host Team	USA
2012-Present	Pathways in Education - Louisiana Charter School <i>Board Member</i>	Louisiana
2004-Present	Phi Gamma Nu National Professional Business Fraternity, Inc. <i>Beta Delta Chapter – Member</i>	Louisiana
2002- 2007	Melton (Global) Foundation <i>Dillard University Fellow</i>	USA, China, Chile, Germany, Bangalore

PROFICIENCIES

- **Finance & Accounting:** QuickBooks Accounting Software (all versions, Courses Completed), Certified Payroll, Church Bookkeeping, Financial, and Tax Law (Church Management Tax Conference)
- **Communication Skills:** writes clearly and concisely, speaks effectively, listens attentively, openly express ideas, leads group discussions or presentations, provides feedback and well-thought out solutions, and confidently speaks in public
- **Information Technology:** Windows Server 2003 & 2008R2, E-Rate Application and Funding, Microsoft Office (Word, Excel, PowerPoint, Publisher & Outlook), Graphic Design and Web Design (Taught for 2yrs grades 7-12)

REFERENCES

Available upon request

EDUCATIONAL BACKGROUND

Master of Liberal Arts Degree, Management (Candidate)

HARVARD UNIVERSITY, EXTENSION SCHOOL, Cambridge, Massachusetts

Graduate Certificate, Strategic Management

HARVARD UNIVERSITY, EXTENSION SCHOOL, Cambridge, Massachusetts (2016)

Bachelor of Arts Degree, Political Science

Second Major in Philosophy with a Concentration in Law, Morality & Society

TULANE UNIVERSITY, New Orleans, Louisiana (2007)

QUALIFICATIONS SUMMARY

- ▶ **Business Management:** Skilled in strategic growth planning, leadership development, training program design and implementation, and process improvement; 10+ years in the restaurant industry; start-up and non-profit management experience.
- ▶ **Program Development and Implementation:** Success in program & project design, execution and management; Ability to implement, evaluate, and act on Balanced Scorecard metrics; Experience managing a multi-cultural and multi-lingual staff in for-profit and non-profit sectors; Talent for identifying and engaging new partners, investors, and donors; Talent for analyzing and improving sustainability footprints.
- ▶ **Research and Analysis:** Experience conducting in-depth research on a broad range of topics, documenting findings into detailed reports, analyzing data based on established criteria, and delivering dynamic presentations to relate information to key decision-makers.
- ▶ **Communication:** Proven success facilitating effective communication with multilingual and multicultural workgroups; Talent for concise and articulate written and verbal communication; Demonstrated highest levels of diplomacy and professionalism in assisting foreign dignitaries; Strong negotiation and consensus-building skills in multi-stakeholder partnerships; Fluent in English and French.
- ▶ **Key Strengths:** Excellent organization and time-management skills with strong aptitude for balancing and prioritizing competing tasks in fast-paced work environments; Self-motivated, creative problem-solver with drive to optimize efficiencies through implementation of organizational system enhancements; Successful working autonomously and collaboratively.

EXPERIENCE HIGHLIGHTS

ENFANTS D'ABORD, Boston, Massachusetts & Thiès, Senegal

Founder, Chairman of the Board (2016-Present)

Enfants d'Abord is a 501(c)(3) tax-exempt charitable organization based in Boston, Massachusetts, which provides early-childhood education and parental skills courses in developing countries based on UNICEF standards. Additionally, it assists partner organizations with fundraising and strategic assistance.

- Filed all paperwork for the establishment of a tax-exempt organization with the ability to fundraise in Massachusetts and continue to file required tax and regulatory forms
- Created a Board of Directors to advise the organization
- Hired management staff in Senegal and oversaw the creation of classroom and office space in Thiès
- Established partnerships with other organizations focused on youth education
- Continue to establish new partnerships with the private sector and NGOs

OPTIONS FOR LIFE, LLC, New York, New York & Thiès, Senegal

Director of Business Development & Program Office (2012-2013)

Business Development Officer (2011)

Designed sustainable programs for entrepreneurial training and development in developing countries that emphasize the empowerment of women and young adults and environmental stewardship; Acted as the main contact person for existing partners and investors; Led outreach efforts for potential new partners and investors; Created and presented research-based reports on program progress; Met with government officials and other interested parties to present the project; Provided project and business management support; Assisted in training programs and provided additional staff training as needed;

- Established a partnership with ChildFund to launch a pilot program for entrepreneurial training and development for 1,500 women and young adults in Senegal called Options Senegal
- Conceptualized, developed, and executed an educational program designed to educate young children about the importance of recycling, taught by program participants in schools associated with our partner organizations
- Managed communications and coordination among the 35 different offices involved with the project, including NGOs, community associations, and microfinance institutions
- Evaluated program results to improve future program efforts
- Hired, trained, and managed a local French-speaking staff in Senegal

UNITED STATES MISSION TO THE UNITED NATIONS IN GENEVA, US DEPT. OF STATE, Geneva, Switzerland

Political Officer Intern (2008)

Performed research on country-specific and UN-related topics and composed reports analyzing and recording findings; Provided administrative support for political office, processing official correspondence and diplomatic notes and maintaining electronic filing system for all office documents; Attended meetings for the Office of the High Commissioner for Human Rights (OHCHR) and Human Rights Council (HRC); Wrote reports summarizing meeting agenda / discussion; Assisted with organizational support for special meetings and visiting delegates.

- Took the initiative to develop and implement an improved system for electronic records management in response to suboptimal system previously in place
- Rapidly adopted proper format of diplomatic notes / records and achieved full responsibility for preparation and handling of official correspondence
- Demonstrated solid professionalism interacting with all levels of government, including ambassadors

LE JARDIN DU ROI FRENCH BISTRO, Chappaqua, New York

Manager (2007-2010)

Directed daily operations for fast-paced, fine-dining restaurant; Hired and trained a multilingual waitstaff; Managed a team of 15-20 employees; Handled administrative duties including payroll and employee paperwork; Maintained licenses and corporate documents; Tracked, reported, and analyzed sales and inventory, applying data to menu selection and pricing; Responded to all media inquiries; Created and maintained advertising and community programs and portfolios; Managed the company website.

- Proactively identified opportunities to streamline restaurant operations, successfully boosting sales and optimizing productivity
- Designed and implemented required training programs for new employees on menu / wine selection
- Expanded local advertising and community involvement programs for the restaurant
- Developed and executed delivery service designed for corporate clients
- Forged strong relationships with customers to foster repeat business



EDUCATION

**Master of Justice Administration
Norwich University**

Graduated: 2009

**Bachelor of Science, Criminal Justice
Southern University at New Orleans**

Graduated: 2001

TEACHING EXPERIENCE

**Full-Time Assistant Professor, Criminal Justice
Delgado Community College**

**2012 - Present
New Orleans, LA**

- Design and teach various online, hybrid, and face-to-face Criminal Justice courses including: Introduction to Criminal Justice, Criminology, Judicial Processes, Policing, Corrections and Independent Studies, Juvenile Justice.
- Advise approximately 125 students per semester
- Provide educational guidance and assistance for students by recommending courses.
- Plan and attend recruitment events.
- Advise students on academics and career possibilities.
- Maintain student advisement curriculum worksheets.
- Developed three hybrid courses and implemented on-line instructional components.

**Adjunct Instructor, Homeland Security
Delgado Community College**

**2011
New Orleans, La**

- Taught Maritime and Border Security courses to approximately 50 Homeland Security-Transportation Security Administration personnel.

**Adjunct Instructor, Criminal Justice
ITT Technical Institute**

**2009-2010
Baton Rouge, La**

- Taught Essentials of Security to approximately 60 undergraduate students.
- Advise students on academics and career possibilities.
- Maintain student advisement curriculum worksheets

PROFESSIONAL EXPERIENCE

Director, Safety, Risk Management
Interim- Assistant Vice Chancellor of Administration
Southern University at New Orleans

2010 - 2012
2012
New Orleans, LA

- Supervised the operations of Safety, Risk Management and Transportation for the university.
- Within 5 months of hire, was appointed to Interim-Assistant Vice Chancellor of Administration, whereas I oversaw facility operations, building projects, campus repairs and maintenance.
- Managed a staff of 20 including 4 supervisors.
- Developed professional contracts and worked in conjunction with the Louisiana Governor's Office, Federal Emergency Management Agency and community partners on special developmental projects.
- Developed, implemented, and organized campus-wide safety programs; prepared reports of hazardous conditions and took corrective actions; negotiated follow-up actions as needed on all reports filed.
- Created budget recommendations for personnel, equipment and materials.
- Analyzed accident reports; summarized and determined preventive methods. Stimulated safety awareness through seminars and training programs.
- Served as Fleet Maintenance Director for the University - planned, implemented, organized and directed operational responsibilities to ensure sufficient availability of University vehicles.

Homeland Security Investigator
Omniplex World Services Corporation

2007 - 2008
New Orleans, La.

- Conducted federal background investigations in compliance with all laws and other required federal agency regulations.
- Collaborated with managers and representatives at contractor facilities, various U.S. Government organizations, and law enforcement agencies to develop and maintain effective and cooperative working relationships.

Deputy Sheriff
Jefferson Parish Sheriff's Office

2008 - 2010
Metairie, La.

- Patrolled assigned areas conducting proactive patrols.
- Located criminals, maintained public order, prevented, and detected crimes.
- Responded to felonies, misdemeanors, fires, accidents, and medical emergencies with a thorough knowledge of state laws applicable to criminal justice, enforcement and operations.
- Skilled at accurate documentation of criminal violations and providing testimony in court.

Special Investigator

2007 - 2009

EDUCATION

Master of Business Administration, 2007
Nicholls State University, Thibodaux, LA

Bachelor of Government, 2004
Minor in Criminal Justice
Nicholls State University, Thibodaux, LA

EXPERIENCE

WWNO RADIO STATION, New Orleans, LA

Business Manager

2016- Present

Assist General Manager with preparation of financial reports and contracts; grant administration; maintenance of leave tracking system; manage all accounts payable and receivable activities; prepare payroll documents for part-time staff; schedule and supervise student workers and who handle routine administrative duties.

2008-2016

Office/Traffic Manager

Manage scheduling of corporate and nonprofit underwriters; process underwriting representative's monthly commission payments; schedule and supervise student workers who handle routine administrative duties.

CIVIC INVOLVMENT

GIRL SCOUTS LOUISIANA EAST, New Orleans, LA

Board Member

2015-Present

- 2016-Present Board Secretary
- 2015-2016 Board Member At Large

URBAN LEAGUE OF GREATER NEW ORLEANS YOUNG PROFESSIONALS, New Orleans, LA

2009- Present

- 2018 Ex-Officio
- 2016-2017 President
- 2015 Vice President
- 2013-2014 Parliamentarian
- 2010-2011 Corresponding Secretary
- 2011 Public Relations Committee Member
- 2009-2011 Community Outreach Committee Member
- 2009-2011 Membership Committee Member
- Team captain for the 2009 Relay for Life Team

URBAN LEAGUE OF LOUISIANA

Board of Directors

2016-2017

- 2016-2017 Gala Committee Member

AMERICAN CANCER SOCIETY RELAY FOR LIFE, New Orleans, LA

2009 – 2013

- 2012 and 2013 Event Co-Chair
- 2012 Online Chair
- 2010-2011 Logistics Chair
- 2009-2012 Team captain

ENGAGENOLA, New Orleans, LA

Board Member

2010 - 2012

- 2012 At-Large Board Member
- 2011 Director of Membership
- 2010-2011 Co-Chair for the Sassy Political Education Series Task Force
- 2010 Primary organizer for October educational series

NEW ORLEANS WOMEN'S SHELTER, New Orleans, LA

Board Member

2010-2015



KEY ACCOMPLISHMENTS

Consistently exceeded monthly sales goals, while streamlining transaction procedures and trained new employees on new process.

Created a financial budgetary format designed to enhance money management strategies for clients financial success.

PROFESSIONAL EXPERIENCE

LIFTFUND

New Orleans, Louisiana

November 2016- Present *Business Development Officer*

- Evaluate, monitor and control overall quality of loan portfolio.
- Generate quality business loan production to meet organizational loan production goals.
- Provide lending information to potential customers.
- Serve as key relationship manager of loan applicants.
- Administer and manage lending process by serving as a conduit between client and underwriting team.
- Initiate loans through multiple avenues and conduct presentations to referral sources/borrowers

HERZING UNIVERSITY

New Orleans, Louisiana

January 2016- Present *Adjunct Professor (part-time)*

- Conduct course lectures, labs or other instructional activities at the scheduled times.
- Participate when needed in local university curriculum development activities.
- Counsel students regarding academic coursework within the regulations of the university.
- Effectively use creative instructional techniques to interest and motivate students.

CAMPUS FEDERAL CREDIT UNION

New Orleans, Louisiana

November 2014 – March 2016 *Loan Officer*

- Knowledgeable of business account documentation and business lending applications.
- Actively cross-sells additional products and services by identifying the financial needs of current and prospective members and offers appropriate credit union solutions.
- Assist members with complex retail mortgage lending request.
- Promotes and market business, while obtaining new affiliates for services as a business development liaison.
- Handle complex member inquires and problem resolution in an accurate and timely manner.

■■■■■ MANAGEMENT FIRM, LLC

New Orleans, Louisiana

February 2014- Present *Credit Consultant*

- Develop and provide clients with financial management curriculum.
- Analyze delinquent accounts and prepare report on highest risk accounts, including recommendations for resolutions.
- Review credit reports to suggest corrective actions to improve credit score.
- Create monthly financial planning for clients to aid in repayment and avoiding future debt with an 80% success rate.
- Negotiate payment programs with creditors and provide information to clients.
- Teach financial literacy educational classes, business planning, and consulting to clients and potential clients.
- Provide financial counseling to individuals in debt, while conferring with clients to ascertain available monthly income and expenses.

SCHOOLS FIRST FEDERAL CREDIT UNION

Redlands, California

July 2012 – Feb. 2014 **Member Service Representative (part-time)**

- Provided consultative services to members regarding credit union products and services by assessing member's needs and addressing their concerns.
- Processed new memberships, certificate accounts, IRA accounts, consumer lending requests and general closing funding of loans as requested by the member.
- Identified and corrected member account issues by performing thorough research on accounts.
- Performed member file maintenance, including change of address requests, check orders, and instant issue debit cards.
- Served as vault teller, including order cash orders and maintaining balancing vault cash daily.
- Managed and recommended purchases of equipment and supplies for credit union.

JEFFERSON FINANCIAL CREDIT UNION

Metairie, Louisiana

March 2011 – Oct 2011 **Branch Manager**

- Established and maintained an effective management, employee and member relations.
- Developed end of the month written reports expenses, staff audits, processed and approved loans, and opened new accounts.
- Direct all of the credit union's operations, planning, implementing policies and procedures and providing leadership direction.
- Ensured all office operations were performed in accordance with established bank policies.
- Maintained working knowledge of federal and state regulations pertinent to branch operations.
- Worked with management in establishing growth, sales, and profit objectives for the branch, bank reconciliations and handled journal entries.
- Directed and monitored the centralized processing of the approval of all consumer, credit, and indirect lending application loans.

E FEDERAL CREDIT UNION

Baton Rouge, Louisiana

May 2009 – March 2011 **Collector**

- Provided members with loan and payment consultation services.
- Performed outsourcing requests aligned with auctioning vehicle for collateral towards deficiency balance, and processed small claims actions on remaining balance.
- Monitored repossession inventory to ensure accuracy of legal and regulatory guidelines.
- Managed delinquent accounts by recommending charge-offs, repossessions, foreclosures, liquidations, and collecting deficiency balances.
- Comply with collections regulatory rules ensuring integrity appropriate to the Bank Secrecy Act.
- Arranged personalized financial solutions to support members in need of loan repayment extensions while balancing accounts receivables.

EDUCATION/ SOCIAL ACTIVITIES

Master of Arts in Management

University of Redlands, 2014

Bachelor of Arts in Business Administration

Southeastern Louisiana University, 2010

Participated in business study abroad program in Costa Rica

Certifications / Licenses:

Financial Advisor, Financial Peace University, 2013

IRA Specialist, Ascensus University, 2011

Business Technology, BRCC, 2010

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