

**BOARD OF REGENTS**  
EASTERN MICHIGAN UNIVERSITY

SECTION: 16

DATE:

March 21, 2006

**RECOMMENDATION**

**APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS**

**ACTION REQUESTED**

It is recommended that the Board of Regents appoint Michael Haftel to a three-year term on the Board of Directors of the Academy for Business and Technology; Joseph Capuano to a three-year term on the Board of Directors of Ann Arbor Learning Community; Karen Lee and Rumell McDowell to three-year terms on the Board of Directors of Edison Oakland Academy; Monica Evans and Kecia Harper-Edmond to three-year terms on the Board of Directors of Gaudior Academy; and Thomas Riutta to a three-year term on the Board of Directors of Grand Blanc Academy.

**STAFF SUMMARY**

According to the resolutions which establish these public school academies (charter schools), vacancies on the Boards of Directors shall be filled by the Eastern Michigan University Board of Regents.

**Academy for Business and Technology**

Michael Haftel is a respiratory therapist at St. Joseph Medical Center in Ann Arbor. He also has worked for the University of Phoenix as chair of networking and telecommunications, and the AAA Auto Club Group as a systems analyst. He earned associate's degrees in natural science and allied health (respiratory therapy) from Delaware County Community College in Pennsylvania in 1982 and 1983; a Bachelor of Arts degree in business and health care administration from Ottawa University in Kansas in 1986; and a Master in Business Administration degree from City University, Washington, in 2003. Haftel serves as the co-chair for the Dearborn Youth Symphony and is a member of the St. Mary Magdalen Parish Council in Melvindale.

**Ann Arbor Learning Community**

Joseph Capuano is a quality assurance manager for the Borders Group, Inc., Ann Arbor, where he has been employed since 1997. He is co-president of the Stone School Cooperative Nursery in Ann Arbor as well as co-president of the Normal Park Neighborhood Association in Ypsilanti. Capuano attended Pennsylvania State University. He has a child attending Ann Arbor Learning Community.

### **Edison Oakland Academy**

Karen Lee is the assistant director and school improvement coordinator for Flint Community Schools. She has worked for Edison Schools as vice president of achievement, discipline and design and was an assessment and evaluation consultant for Wayne RESA from 1998-2001. Lee earned a Ph.D. in educational assessment, evaluation, and research in 2003 from Wayne State University in Detroit. She is a member of the American Educational Research Association and serves as treasurer for Phi Delta Kappa, Wayne State Chapter.

Rumell McDowell is the senior loan officer and realtor for Optima Mortgage and Help U Sell Real Estate in Royal Oak. Previously, he was owner and president of Best Maintenance Building Services, Inc. He has taken classes in math, science and pre-med at St. Clair County Community College and Wayne State University. McDowell has a child attending Edison Oakland Academy.

### **Gaudior Academy**

Monica Evans worked as a preschool teacher from 1992 through 2004, and was a police officer for the City of Detroit in 2004/05. She has earned certificates from the Kellogg Foundation and the Detroit Metropolitan Police Academy. Evans is the parent of two children attending Gaudior Academy.

Kecia Harper-Edmond is a CAD technician with TEC in Troy. Her previous experience includes working as a CAD operator at Atwell-Hicks in Ann Arbor, and as a lab test technician for Ford Motor Company, Dearborn. She currently attends classes in engineering technology at Schoolcraft College, Livonia. Harper-Edmond received certification in electronic repair from the Electronic Servicing Institute in Taylor.

### **Grand Blanc Academy**

Thomas Riutta was regional vice president of operations and curriculum for Mosaica Education Inc., from 2002-06. Prior to this, he was superintendent of schools for Linden Community Schools, Linden, Michigan. He earned a Bachelor of Science in education from Ball State University, Indiana in 1962 and a Master of Arts in community school education from Eastern Michigan University in 1968. Riutta serves as the secretary to the South Lakes Community Arts Council. He is retired and lives in Brighton.

### **FISCAL IMPLICATIONS**

None.

### **ADMINISTRATIVE RECOMMENDATION**

The proposed Board action has been reviewed and is recommended for Board approval.

University Executive Officer 

\_\_\_\_\_  
Date

# Michael Eric Haftel

## SUMMARY

Ten years Network Engineering, Network Integration and Technical Project Management experience with Sixteen years as a technical instructor and Six years as a Microsoft Certified Trainer, teaching the MCSE NT 4 and 2000 and CompTIA A+ programs, Member of Project Management International (PMI).

## EXPERIENCE

**St Joseph Medical Center – Ann Arbor**  
Department of Pulmonary and Cardiovascular Services

December, 2005 - Present

Registered Respiratory Therapist, RRT

- Critical care management of adult Medical / Surgical patient
- Specialization in Cardiovascular Services

**University of Phoenix – Detroit & Cincinnati**

September, 2001 - Present

Chair, Networking and Telecommunications

- Program Administrator, College of Information Systems and Technology (Graduate and Undergraduate)
- Instructor, Microsoft Academy ( NT 2000 Operating System)
- Certified in online and on ground education
- Curriculum development, new program updates, new campus computer systems integration
- Quality Assurance Auditor for the department of Academic Affairs
- Other duties: marketing; faculty recruitment and development; instructor for undergraduate and graduate programs; coordinated and administrated instructor credentialing; curriculum development for the College of information technology; scheduling of faculty; advertising

**AAA Auto Club Group**

April 2003 - December 2003

Enterprise Applications Architect/Business Systems Analyst

- Established the first Enterprise Information Technology Governance Program within an environment previously lacking a structured approach to information technology process and improvement
- Defined and executed the strategic plan, Developed and maintained policy, Project Manager for infrastructure and strategic business improvement. Coordinated audit/risk assessment and policy monitoring initiatives, Developed security, infrastructure and hardware architecture, Managed budgets, Initiatives were accomplished through collaboration and teamwork with business and technology colleagues
- Significantly improved process management controls through design flow diagrams and employee communications announcements and participation on business technology projects (e.g., sales channel, claims, insurance regulatory initiatives, process improvement boards – linking technology to business initiatives; Used Visio for flow-charting
- Performed the analysis and evaluation of the AAA map system to determine cost effectiveness and usability of migrating to a new system

**Executive Officer, Commander**

*Military Service obligation is complete*

- Executive Management – with 35 direct reports, supporting a military population of 500 Navy personnel, Project Director for the successful implementation of a Wide Area Network for 26 centers over a five state region; Centrally managed the firewall architecture, managed intrusion detection, remote access solution, standardized global virus protection, information security training, business information and technology platform risk assessment programs, and business continuity planning
- Developed and implemented a network administrator-training program consisting of over 300 hours of Microsoft Systems Administration and Security training
- TOP SECRET CLEARANCE granted in April 2003 (Basis – Single Scope Background Investigation)

**CDI Information Systems**

**February 1999 - June 2001**

**Project Manager /Technical Installer (Software Integration) Ford Motor Company**

- Performed software development and testing of the production monitoring system (POSMON). The system used an Oracle database on a UNIX o/s
- Lead the project from conception through implementation, used MS Project
- Conducted meeting with the customer and development team to determine best practices, cost analysis, and budget/timelines
- Managed the multi-tier production monitoring system implementations including production line constraint analysis at over twenty-five Ford Motor Company Production Facilities in North and South America
- Successfully completed software implementations in Ford's Chihuahua Engine Plant in Mexico
- Authored several training manuals for support of production monitoring system

**IKON Office Solutions**

**January 1998 – February 1999**

**Field Engineer and Oce Printing Systems Programmer**

- Programmed SPARC 5 Front End Interface for Oce Printers.
- Network configuration and installation of all connected Black and White and Color Graphics Equipment for IKON Accounts
- Provided pre-sales support for the entire line of IKON Products
- Provided customer training on IKON Equipment placed at the client site

**Deloitte & Touché, LLP**

**June 1997 – January 1998**

**Technical Trainer and Tier 2 Network Support Analyst**

- Developed and implemented a technical training program for 1500 professionals in five offices for the Michigan Tax and Audit Practice Created training materials using MS Office Suite.
- Provided an internal training and support program for IT Helpdesk personnel, Novell 3.X and NT 4 OS
- Provided technical support of industry specific Tax and Audit software packages
- Developed and implemented a technical training program for 1500 Tax and Audit professionals
- Provided an internal training and support program for IT Helpdesk personnel
- Project Manager of a Corporate Wide Audit Knowledge Base using the Lotus Notes Software Suite
- Authored several technical training manuals for support of support staff and professionals

**John D. Dingell, Veterans Administration Medical Center – Detroit**

**1993 - February 1997**

**Network/Hardware Support Team**

- Team member for several project and support teams for network integration
- Configured and deployed a 1000-node local area network for the New Veterans Administration Medical Center.
- Provided Tier I and II helpdesk support for hardware and applications.
- Provide technical training and support of the medical center staff

## **EDUCATION / CERTIFICATIONS**

City University, Bellevue, Washington, 2003  
M.B.A. - Business & Emphasis in Information Systems Management

Ottawa University, Kansas City, Kansas, 1986  
B.A. - Business & Health Care Administration

Delaware County Community College, Media Pennsylvania, 1982 & 1983  
A.S. Degree(s) Natural Science and Allied Health, Respiratory Therapy

Knowledge Alliance, Certified Technical Education Center, 1999  
Microsoft Systems Engineering and Technical Trainer Program

Microsoft Systems Engineer, MCSE NT4 and 2000, Microsoft Certified Trainer, MCT  
CompTia A+ Certified, Océ Certified Programming and Support Specialist

## **COMMUNITY SERVICE**

Member of the Parish Counsel – St. Mary Magdalen Church, Melvindale, 2005 - Present  
Co-Char, Dearborn Youth Symphony 2004 – Present  
Secretary, St. Mary Magdalen Elementary School Board, 2002 – 2005  
St. Mary Magdalen Dad's Club, supporting CYO and other activities for children in the community 2004-2005  
Softball / T- Ball Coach – CYO

## JOSEPH V CAPUANO, JR.

### WORK EXPERIENCE:

January 2000 to April 2003

#### **QUALITY ASSURANCE MANAGER, BORDERS GROUP INC., ANN ARBOR, MI**

Quality Assurance:

- Advocate for quality assurance and process improvement within all of Borders Group Inc.
- Assess projects on adherence to standards and quality activities.
- Collect metrics to identify and quantify improvements to projects.
- Advise project teams of quality assurance activities and report status to management.
- Consulting to project teams in project management practices and methodology.
- Develop training classes used to deploy new and improved practices and methodology.
- Customize methodology with Borders Group specific information including the development of an iterative OO route.

Project Coordinator:

- Central point of contact for project work, create and update project plans, and report status of projects to management.

September 1997 to January 2000

#### **PROJECT LEAD, BORDERS GROUP INC., RETAIL OPERATIONS, ANN ARBOR, MI**

Project lead:

- Create and maintain project plans, facilitate requirements gathering, design, and build meetings, and report status to management.

IT Liaison:

- Represent the Borders stores on IT projects as Business Analyst.
- Liaison between the Borders Stores' domestic and international retail operations and BGI IT group in resolving application issues.
- Subject matter expert on Borders Stores' application and inventory practices.

November 1994 to September 1997

#### **INVENTORY MANAGER, BORDERS BOOKS & MUSIC, BORDERS STORES, ANN ARBOR, MI**

Manage the timely processing of incoming stock to the sales floor.

Train store and BGI corporate employees in inventory procedures and applications.

Oversee the processing of buyer generated returns and markdowns.

Investigate and correct inventory issues.

Communicate with buyers about special inventory needs and issues.

November 1991 to August 1994

#### **NATIONAL ACCOUNTS MANAGER, KOEN BOOK DISTRIBUTORS, INC., NJ**

Manage the Borders, Waldenbooks, Barnes & Noble, and Costco accounts.

Manage the distribution of small press and vendor of record titles from over 100 publishers.

New title buyer for the Waterstones/W. H. Smith airport stores.

Select and buy store inventory for customers opening new stores.

Created and edited yearly Regional & Travel catalog.

Prepare daily sales information for salesroom highlighting new and hot titles.

Co-editor of employee newsletter.

### EDUCATION:

1985-1989      Pennsylvania State University, University Park, PA. General Arts & Science

### COMMUNITY:

2003 - currently      Co-President, Editor - Newsletter, Webmaster – Normal Park Neighborhood Association, Ypsilanti, MI

2004 - currently      Board Co-President – Stone School Cooperative Nursery, Ann Arbor, MI



Joseph V. Capuano

Government or Non-Profit Experience – List on a separate sheet any experience in, or association with, local, state or federal government (exclusive of elective public office but including advisory, consultative, honorary, or other part-time service or positions), with dates of service.

Stone School Co-operative Nursery, Ann Arbor MI  
June 2005-present: Co-President  
June 2004-June 2005: Board member, Room Group Parent

Normal Park Neighborhood Association, Ypsilanti MI  
April 2005-present: Co-president, web site, quarterly newsletter  
April 2003-April 2005: Board member, website, quarterly newsletter

Qualifications – List on a separate sheet any factors, other than the information provided above, which particularly qualify you or are relevant to the position to which you have been appointed. Include any special skills.

I currently serve as co-president on the boards Stone School Cooperative Nursery School and the Normal Park Neighborhood Association.

Stone School Cooperative Nursery School is currently made up of over 80 families and has a 20 member board. The board oversees the financial budget (with over \$50,000 in annual income and expenditures), the maintenance of the historic 100 year old building, the hiring and reviewing of the teaching staff, the coordination of parent volunteers and an annual fundraising goal of over \$25,000. Most families and board members are involved with SSCN for only 1-3 years, so my special project this year has been the development of a 5 year strategic plan. In the next 2-5 years, SSCN will be facing potential staff turnover, significant repair needs and rising energy costs. By planning for these needs future boards will have the resources to fulfill them. We are also implementing changes in our tuition structure and fundraising goals and developing teacher and board succession plans in order to be able to successfully handle these upcoming challenges.

The Normal Park Neighborhood Association (NPNA) in Ypsilanti is the oldest neighborhood association in Ypsilanti and is comprised of over 700 homes. The mission of the NPNA is to have a positive, lasting impact on the quality of life in the Normal Park neighborhood, and the City of Ypsilanti. The current board is actively involved in advocating for recreation and safety needs of our neighborhood and the entire city. I designed and maintain the NPNA website ([www.normalpark.org](http://www.normalpark.org)) and edit the quarterly newsletter. Several of the activities that I have personally developed are the annual Halloween Parade and Yard and Garden Tour.

# KAREN LEE, Ph.D.

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## EDUCATION

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WAYNE STATE UNIVERSITY, DETROIT, MI

*Ph.D. - December, 2003*

*Educational Assessment, Evaluation, and Research*

**Dissertation Topic: Using Nonparametric IRT Models to Assess the Psychometric Properties of MEAP Test Items**

*Ed. Specialist - December, 1998*

Educational Administration

*Masters of Art and Teaching*

Elementary Education - *December, 1992*

EASTERN MICHIGAN UNIVERSITY, YPSILANTI, MI

*Bachelor of Science*

Psychology/Criminal Justice - *December, 1977*

## SPECIAL LICENSE & CERTIFICATES

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- Michigan Teaching Certification for Grades K through 9.
- Michigan School and Central Office Administrator Certification
- MDEs ABC Coaches Technical Assistance Training

## AWARDS

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Recipient of the 1994 Pioneering Partners Great Lakes Governors Award for Outstanding Achievement in Educational Technology.

## PROFESSIONAL COMMITTEES

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- MDE's Office of Educational Assessment & Accountability Advisory Committee
- MDE's High School Reform Assessment Task Force
- MDE's High School Reform "Best Instructional Practices" Task Force
- MDE's NCLB Supplemental Educational Services Advisory Committee
- MDE's Partnership for Success Technical Assistance Program
- Michigan Department of Education's Special Education State Improvement Grant
- Michigan Department of Education's CSRD Grant Application Review

## PROFESSIONAL ORGANIZATIONS

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- American Educational Research Association
- Michigan Educational Research Association – Past President
- National Staff Development Council
- Michigan Coalition for Staff Development/School Improvement
- Michigan Association of State and Federal Programs - District Rep.
- Association for Supervision and Curriculum Development
- Phi Delta Kappa Wayne State Chapter - Treasurer
- Wayne State University Alumni - Treasurer



## EXPERIENCE

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### FLINT COMMUNITY SCHOOLS

#### ***Assistant Director/School Improvement Coordinator***, 2004 to present

Assist high priority schools in developing school improvement plans that are data-driven and incorporate scientifically research-based strategies that address the academic needs of all students and ensure that they make adequate yearly progress; administer the supplemental services program as required by NCLB; monitor high priority schools' professional development budgets to ensure budget requirements are met and high yield staff development occurs; assist in the preparation of grant applications for Title I, School Improvement funds, Comprehensive School Reform grants; Gifted and Talented, Bilingual Education, Section 31A, and other programs implemented by the State, Federal and Local Programs; dissemination of program information and public relations relating to state, federal and local programs; supervises the office in the absence of the director.

### DATA DRIVEN SYSTEMS

#### ***President and School Improvement Specialist***, 2002 to 2004

Coach and mentor principals and the school improvement teams of "priority schools" in their efforts to increase student achievement. Assist with the development of school-wide classroom assessment plans that focus on increased student literacy and mathematics. Assist instructional teams in the alignment of the "taught curriculum" and the development of an aligned plan for professional development. Assist with teacher evaluation plans; design and facilitate professional development opportunities for teachers and administrators.

### EDISON SCHOOLS

#### ***Vice President of Achievement, Discipline and Design***, 2001-2002

Coached and mentored principals and school leadership teams in the implementation of the Edison Schools curriculum, developed and monitored Title I & other federal and state grant budgets; monitored the testing administration process for the region; in-service training on effective test administration procedures; assisted in the development of the company's online monthly assessment program; insured that school staffs adhered to appropriate and ethical testing protocol methods; conducted staff training in data analysis; curriculum mapping and alignment; instructional strategies that work; classroom management strategies and test administration and ethics practices; supported the development of a school-wide student management plan; conducted teacher appraisals and evaluations.

### WAYNE RESA (REGIONAL EDUCATION SERVICE AGENCY)

#### ***Assessment and Evaluation Consultant***, 1998 to 2001

Evaluation of The Achievement Group Project, a \$3,000,000 state funded technical assistant grant; assisted with the design, development and implementation of a stated funded technical support program for school improvement; developed and implemented a district-wide plan for school improvement planning and implementation that included a cross district peer coaching component; assisted RESA clients with needs assessment; survey development; data collection and analysis; coordinated Title I consortium; provided School-wide Title I training; conducted data analysis workshops for MEAP and other standardized assessment data; teacher training on how to write and score constructed and extended response test items; contributor to project newsletter; action research staff training.

DETROIT PUBLIC SCHOOLS OFFICE OF RESEARCH, EVALUATION AND ASSESSMENT

***Central Office Administrator-Program Associate I/ 1995 to 1998***

Designed, implemented, analyzed and reported on the activities of research studies and program evaluations including the district's graduate follow-up study. Collaborated and shared findings with school personnel regarding strategies to improve curriculum and instruction. Developed and/or selected appropriate research designs, data collection instruments and population samples. Conducted appropriate computer-assisted statistical analyzes of data. Made recommendations, based on findings for effective decision making.

DETROIT PUBLIC SCHOOLS/STARK SCHOOL OF TECHNOLOGY/MASON ELEMENTARY

***Mathematics Specialist/ Computer Lab Teacher/Testing Coordinator, 1991 to 1995***

Developed, implemented and operated a computer assisted, research and activity-based learning center for students identified as academically low achieving. Responsibilities also included coordinating state and national achievement testing programs, facilitating parent and staff workshops, directing the Academic Games and Math Pentathlon teams, and maintaining, routing and operating media equipment.

COMMUNITY TRAINING AND DEVELOPMENT CORP OF NEW DETROIT.

***Program Manager, 1987 to 1991.***

Coordinated and supervised program services and staff. Developed complete admissions, evaluation and assessment program for service applicants. Developed unit personnel policies and procedures. Developed program goals and objectives for career counseling and employability training sessions. Provided staff in-service training on delivery of services. Designed and compiled statistical program reports.

COMMUNITY TRAINING AND DEVELOPMENT CORP OF NEW DETROIT.

***Educational Services Coordinator, 1983 to 1987.***

Developed, implemented and operated an alternative education program for juvenile delinquents. Administered academic assessments to determine the most appropriate educational setting for the youth. Represented the program to school administrators, participants and the community. Identified and requisitioned materials, books and instructional equipment.

## REFERENCES

Available Upon Request

## **RUMELL MCDOWELL: PERSONAL PROFILE AND RESUME**

### **ACADEMIC & BUSINESS BACKGROUND:**

1979: Graduated from Michigan's Memphis High School

80-82: Attended St. Clair County Community College – Math & Science

83-85: Attended Wayne State University – Pre Med / Liberal Arts

86-88: Attended College for Creative Studies (CCS) – Graphic Communications / Creative Writing

89-94: Store and Property Manager for Delmar Meats, Inc. (Grocery Store) & McDowell Urban Redevelopment (Investment Properties Rental)

94-98: Owner & President of McDowell Housing Management & Redevelopment (Investment Properties Rehabilitation, Resale, and Rental)

99-2003: Owner & President of Best Maintenance Building Services, Inc. (BMB Services – Commercial Janitorial Company)

2003 – Present: Senior Loan Officer & Realtor for Optima Mortgage & Help U Sell Real Estate, subsidiaries of Optima Financial Group, LLC, located at 25595 S. Woodward Royal Oak MI. 48067

### **PERSONAL BACKGROUND:**

1997- Present: Married to my beautiful, awesome and incredible wife and partner, Michelle McDowell. Two children: Brandon Adriel McDowell (5), and Brielle Ayress-Savoy McDowell (3). Brandon presently a kindergartener at Oakland Edison. Brielle to follow.

1997 – Present: Christian disciples of the Detroit Church of Christ. One time Married Family Group Leaders and Church Regional Deacon and Deaconess.

2000-2002: Michigan Regional Board Member of HOPE worldwide.

### **PARENTAL CONVICTIONS:**

My wife and I believe and are instilling in our children the importance and necessity of not only having a quality education, but also a quality life—one that is selflessly and wholly God centered and of a benefited not only to themselves but also to their family, friends, and community.

### **PERSONAL CONVICTIONS:**

I believe strongly in the fundamental values and necessities of uncompromising personal and professional integrity and accountability. And if I am elected to become a member of the Board, it's with these core convictions I promise to effectively and responsibly serve.

# Monica A. Evans

## Objective:

My job objective is to have a more solid career in law enforcement ,lower elementary education or community services. My life and job experiences have helped develop me into a very well rounded person. I believe that by allowing me to become part of your work place, will assist in enhancing the environment and add exactly what your looking for!

## Employment History:

**Joy Of Jesus**  
**Detroit, MI**  
1992 - 1993

### Preschool Teacher

I creatively coaxed children in the inner-city, to hunger for learning, who lived in a challenging environment.

**Evangel Christian**  
**Academy**  
**Detroit, MI**  
1994 - 1995

### Physical Ed./Kindergarten Teacher

Working with inner-city children, molding them in their primary years towards excellence; spiritually, mentally and physically.

**Kindercare Learning**  
**Centers**  
**Dearborn, MI**  
1995 - 2001

### Kindergarten Teacher

Taught children in a Whole language , Multi-cultural environment, training them to develop the necessary skills to grow and flourish academically.

**Detroit World Outreach**  
**Dearborn, MI**  
2001 - 2002

### Kindergarten/Girls Basketball Coach

I brought new techniques in teaching and ideas to the children and peers I worked with. Creating a wonderful example to my students, parents and co-workers to enhance the learning environment.

**Westside Christian**  
**Academy**  
**Detroit, MI**  
2002 - 2004

### 5th/6th and 2nd grade teacher

Taught children from various family backgrounds a advanced curriculum , helping them to exceed the states requirements in their primary years.

**City of Detroit**  
**Detroit, MI**  
2004 - 2005

**Police Officer**

To serve the community , safe guard lives and property. Protect the innocent against deception the weak against oppression or intimidation and the peaceful against violence or disorder.To protect the constitutional rights of all.

**Education:**

Highschool diploma  
Major: college prep  
Evangel Christian Academy  
MI

### Certificates and Licenses:

Highscope curriculum, Kellog Foundation, MI  
Whole language curriculum, B.E.R, MI  
Multi-cultural Teaching Teaching, KIndercare learning center, MI  
M.C.O.L.E.S certification, Detroit Metropolitan Police Academy, MI

### Skills and Abilities:

I have the ability to communicate on various levels , with the ability to adapt to any surrounding. I have had the opportunity to teach in environments which cater to the wealthy as well as the less fortunate. I've had the opportunity to police in one of the largest cities in America giving me insight into various types of lifestyles. I also have seen and dealt with many crimes and domestic issues.

**Honors and Activities:**

I graduated Cum Laude , and 5th in my class from High school. I have gotten many certificates for excellent job performance, including the honor of employee of the year and employee of the quarter. I have spent many hours volunteering: Tutoring 5th and 6th graders in reading, giving hundreds of less fortunate young men haircuts to prepare them for the 1st day of school, worked with battered and abused women from various shelters prepare for the workplace with make-overs, and worked in a volunteer capacity in many other ways.

**Notes and Other Information:**

I am a very dependable and hard working employee, with the desire to always learn. I have a excellent track record with superior references. I will be glad to provide references upon request.



# **Kecia Harper-Edmond**

## **BACKGROUND SUMMARY**

Ten-years of **Electronic Repair** background that includes:

- Component Level Repair
- Schematic Reading and Design
- Blueprint Reading
- Soldering & Wiring
- PC Repair
- Equipment Installation & Calibration
- Mechanical Maintenance & Repair
- Troubleshooting

**Computer:** Skilled in Microsoft Office Suite, WordPerfect, Adobe and AutoCad software.

## **PROFESSIONAL EXPERIENCE**

### **ATWELL-HICKS**

Ann Arbor, Michigan

#### **CAD Operator**

June 2003-March 2005

- Assisted in the design of Commercial Properties Site Layouts and Utility designs using AutoCAD 2006. Also performed Wetland Mitigation Studies.

### **CITY OF DEARBORN**

Dearborn, Michigan

#### **City Assessor Assistant**

June 2003-August 2002

- Assisted in all aspects of Commercial property appraisal for property tax roll information.

### **DAVID C. ADAMS & SON**

Redford, Michigan

#### **Senior Draftsperson**

November 1999-December 2000

- Assisted in all aspects of preparation of Topographic, Boundary, Architectural, and ALTA/ACSM survey's using AutoCAD LLD

### **SPX-VALLEY FORGE (Provides wiring diagrams for Big Three)**

Southfield, Michigan

#### **Electronic CAD Operator (Assignment through Manpower)**

June 1999-November 1999

- Translated complex engineering data to create new wiring diagrams and connector pin-outs utilizing AutoCad for use in vehicle repair.
- Illustrated all components for the Chrysler Prowler and many other vehicles.

### **FORD MOTOR COMPANY**

Dearborn, Michigan

#### **Certification Lab Test Technician**

1991-1999

- Set up and monitored environmental test chambers at -20-104 degrees using Horiba and AVL testing equipment for the testing of prototype vehicles.
- Repaired emissions testing equipment and repaired robot drivers for Ultra Low emissions testing.
- Assisted in writing Powertrain ISO procedures for emissions testing, and participated in successful ISO audits.

## **EDUCATION**

### **SCHOOLCRAFT COLLEGE, Livonia, Michigan**

Present

#### **Studying Toward Associate Degree in Engineering Technology**

### **ELECTRONIC SERVICING INSTITUTE, Taylor, Michigan**

1987

#### **Certification in Electronic Repair**

**Other Training:** Courses in AutoCad v. 14 - 2006, Word, Excel, Access, WordPerfect, Time Management, Quality, Diversity Awareness, Effective Listening & Feedback, Network+, and ISO 9000.



# Thomas W. Riutta

## Work history

- 2002 – 2006 Regional Vice President of Operations and Curriculum,  
Mosaica Education Incorporated
- 1992 – 2001 Superintendent of Schools, Linden Community Schools; Linden, Michigan  
(\$20 million budget)
- 1990 – 1992 Superintendent of Schools, Almont Community Schools; Almont, Michigan  
(\$5 million budget)
- 1981 – 1990 Superintendent of Schools, Allen Park Public Schools; Allen Park, Michigan  
(\$11 million budget)
- 1976 – 1980 Superintendent of Schools, Mt. Morris Public Schools; Mt. Morris, Michigan  
(\$4 – 5 million budget)
- 1974 – 1976 Coordinator of Community Education/Assistant Superintendent,  
Lapeer Community Schools; Lapeer, Michigan
- 1972 – 1974 Assistant Principal, Beecher High School; Flint, Michigan
- 1962 – 1972 Various teaching, coaching and Community Education assignments,  
Flint Community Schools; Flint, Michigan

## Education

- 1976 – 1996 Additional graduate work at Michigan State University; East Lansing, Michigan
- 1968 Master of Arts in Community School Education, Eastern Michigan University;  
Ypsilanti, Michigan
- 1962 Bachelor of Science in Education, Ball State University; Muncie, Indiana

## Professional Activities

- 2000 – 2001 President of the Superintendents Association; Genesee County, Michigan
- 1999 – 2000 Chairperson, GenNET Committee; Genesee County, Michigan
- 1997 – Present Secretary, South Lakes Community Arts Council
- 1992 Member, Linden (Michigan) United Way
- 1990 – 1992 Member, Almont (Michigan) D.D.A.
- 1981 – 1991 Chairman, Almont (Michigan) United Way
- 1990 Keynote Speaker, Arkansas State University, Summer Administrative Academy
- 1982 – 1989 Member, Special Education Catchment Area Study Committee;  
Flint, Michigan
- 1976 – 1980 Resource Person, National Community Education Center; Flint, Michigan
- 1976 Secretary, Flint Chapter of Phi Delta Kappa
- 1976 Chairman, MAPACE-MCSEA Fall Conference
- 1975 – 1976 Vice President, Genesee Area Community Education Association
- 1972 Chairman, High School Directors (Chairman, Junior High School Directors, 1970)
- 1971 Chairman, Flint Olympian and CANUSA Games (Assistant Chairman, 1970)

## **Thomas W. Riutta**, page 2

**References** John A. Carlo, Former Vice President  
Linden Board of Education

Mary Kim King, Former President  
Linden Board of Education

Paul Bowman, Almont Board of Education

Steven Spencer, Owner  
S & S Diesel, Inc.

Charles D. Ross, UAW Local 659 Apprentice Committee Chairman  
GM-MFD Flint Metal Center

Dr. Dan L. King, Dean, Faculty of Applied Science and Education  
Buffalo State University