

BOARD OF REGENTS
EASTERN MICHIGAN UNIVERSITY

SECTION: 11

DATE:

November 18, 2008

RECOMMENDATION

APPOINTMENT OF CHARTER SCHOOLS BOARD MEMBERS

ACTION REQUESTED

It is recommended that the Board of Regents appoint Robert Daniels and Mariam Mroue to three-year terms on the Board of Directors of the Academy for Business and Technology; Madelia Buford to a three-year term on the Board of Directors of Edison Oakland Academy; Clifford Lamberg to a three-year term on the Board of Directors of Gaudior Academy; and Daisy Davis and Jeffery Hill to three-year terms on the Board of Directors of Great Lakes 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

Robert Daniels is a retired professor from the University of Detroit Mercy having served the university as a professor of social work and a coordinator of student placements in social work. He earned a Bachelor of Arts degree and a Master of Social Work degree from Wayne State University, Detroit. Daniels has authored several publications and presented papers at numerous conferences and workshops. He is active in prison fellowship in the Wayne County and Jackson prisons. Daniels is a member of the National Association of Social Workers and the National Association of Black Social Workers.

Mariam Mroue is a senior accountant for the Arab Community Center for Economic and Social Services in Dearborn where she has been employed since 1995. Mroue is currently attending classes at the University of Michigan-Dearborn to fulfill requirements for a Bachelor's degree. She is a member of the Accounting Aid Society and has two children attending the Academy.

Edison Oakland Academy

Madelia Buford is a consultant for AAA Michigan where she has been employed since 2006. She was employed with Sears Holding Company (formerly Kmart Corp.) for 18 years in various management positions. Buford earned a Bachelor of Arts degree in communication from Oakland University and a Master of Education degree from Wayne State University in instructional technology. She is a member of the Society for Human Resource Management and the American Society for Training and Development.

Gaudior Academy

Clifford Lamberg is a credit and accounting manager at Allen Electric Supply Company in Livonia. He has been employed with the Teamsters Welfare Fund and Federal Pipe and Steel Corporation. Lamberg received a Bachelor of Science degree in communications in 1979 from Eastern Michigan University. He previously served on the Gaudior Board of Directors from 2004-07.

Great Lakes Academy

Daisy Davis is the supervisor of sales incentive audits with the General Motors Corporation where she has been employed for the past 35 years in different positions. She earned a Bachelor of Science degree in business administration from the Johnson C. Smith University in Charlotte, North Carolina and an MBA from the University of Phoenix in 2006. Davis is a member of Zeta Phi Beta Sorority and the American Institute of Parliamentarians.

Jeffery Hill is the chief financial officer for Habitat for Humanity Detroit where he prepares and monitors a \$5-\$10 million budget. His previous work experience includes employment with Mayor's Time, a program for the City of Detroit, and the Office of the Wayne County Auditor General. Davis earned a Master of Science degree in finance from Walsh College and a Bachelor of Business Administration degree from the University of Michigan-Dearborn. He is a member of the American Institute of Certified Public Accountants, the National Association of Black Accountants-Detroit Chapter, and the Bloomfield Lions Club.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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

November 18, 2008

University Executive Officer

Date

Vitae'

NAME: Robert Daniels

ADDRESS: 17555 Oak Drive
Detroit, MI 48221

TELEPHONE: 863-7921

MARITAL STATUS: Married

EDUCATION: B.A. and M.S.W. Wayne State University, Detroit, Michigan.
Completed doctoral course work, Columbia University, New York City.

WORK AND PROFESSIONAL EXPERIENCE:

Professor and Coordinator of Student Placements and Professor,
Social Work Program. University of Detroit Mercy. 1991 to present.

In this position I have taught courses in the following areas: social work research, social welfare policy, child welfare, family issues, drugs and social work practice. In addition to teaching, I coordinate the field placement program for the Social Work Department. This includes finding, maintaining and creating new field internships for our students. Additionally, I participate in the advisement of Social Work Majors.

Director, Undergraduate Social Work Program. University of Detroit,
August, 1980 to September, 1991.

Duties included administering the program and making sure its curriculum content meet the standards of the Council of Social Work Education. I guided the program successfully through reaccreditation in 1981, and in 1989. During my tenure I doubled the size of the program and developed two new courses; one dealing with child neglect and the other on the aged. Other duties included recruitment of students, teaching three courses per semester, and advisement of social work majors. Teaching was in the areas of research, social work practice, social welfare policy and drug addiction. .

Assistant Professor Wayne State University, School of Social Work,
August 1976 to July, 1980.

Duties included the following: Supervision of 20 student unit at D.S.S. in Child Neglect and Abuse, teaching of second year casework courses including development of a specialized methods course in working with children and families at-risk, teaching of Child Welfare courses, directing student research groups and the teaching of a Social Work Research Seminar.

Director, Michigan Children's Aid of Oakland County. December 1971 to March, 1972.

This was an adoption agency that had specialized in the placement of healthy white infants. When I took over as director, the agency was searching frantically for new directions and programs. The adoption field had changed drastically with far fewer babies available for adoption since most young women began keeping their babies. In order to save the agency, I led it into a merger with a large family service agency - Family Service of Oakland County. The combined agency Family and Children Services then offered a broader range of services to both children and families. I became associate director of the new agency.

Associate Director, Family and Children Services of Oakland.
March 1972 to September 1974.

Family and Children Services, Oakland is a large private agency, with three branch offices in Oakland County. Our services included family counseling, marriage counseling, adoption, foster home placement and services to single parents. We also had an alcoholism program and a program to help ex-mental patients to become re-integrated into their communities.

In this position I served as director of personnel and was involved in program planning and development, budget preparation, proposal writing, community relations, research and staff development.

Social Work Supervisor, Catholic Social Services, Wayne County
January 1966 to December 1971.

In this position I supervised a foster home unit of 350 children, participated in a national foster parents group and supervised a mixed staff of MSW's and B.A. workers. My duties also included staff development.

OTHER PROFESSIONAL POSITIONS

Part-time instructor, Marygrove College, Detroit, Michigan
September 1965 to December 1970.

From September, 1965 to December, 1970 I taught an undergraduate course in social work at Marygrove College. It was a course designed primarily for juniors and seniors and covered the history of social welfare in the United States, the history and development of social work and the arranging of field experiences for the students in various community agencies.

Social Work Consultant, Barton Nursing Home, Detroit, Michigan 1967 to 1968

In addition to counseling some of the residents and their families, I coordinated referrals to such programs as Medicare, Medicaid, Aid to the Disabled and Old Age Assistance.

Social Work Consultant, Heartline, Inc., June 1966 to present

Heartline, Inc. (Originally Santa Maria Homes), is a group home program for young women, age seventeen and older, in Detroit. Young women with no homes, and those not serviced by other agencies, are considered for admission. Those admitted included drug addicts, battered women, prostitutes and young women on parole from prisons and training schools. I also serve as director of the agency's drug program.

Clinical Social Work Supervisor, Michigan Mental Health Department,
December, 1962 to January 1966

When I was with the Michigan Mental Health Department, I worked at the Plymouth State Home and Training School. The institution had a family oriented casework program and heavy emphasis was placed on working with other community agencies and moving as many patients back to the community as possible.

My duties included the supervision of graduate caseworkers and graduate students who were involved in offering casework services to retarded individuals and their families. In addition, I was also responsible for administering the institution's family care and work placement program.

Social Caseworker, Detroit, Michigan, Wayne County Juvenile Court Foster Homes Project,
September 1961 to December 1962

This project was sponsored by the Wayne County Juvenile Court's Clinic for Child Study. The project's aim was to explore means by which severely disturbed boys who had histories of frequent foster home placements could be maintained in specialized foster homes. Previous research conducted at the clinic indicated that frequent uprooting had contributed significantly to the youngsters' aggressiveness and impulsivity and made it impossible for them to be maintained in "normal" foster homes, and yet they were not considered proper candidates for admission to psychiatric hospitals.

We recruited some specialized foster homes and attempted to train foster parents in the techniques to handle the behavior problems these youngsters presented in order to prevent them from going through the damaging experiences of frequent foster home placements. There were training sessions with the foster parents before and after placements.

In addition, they received intensive casework services. After a youngster was placed, intensive services were offered to him and his family. When necessary, we also worked closely with school and police officials.

U.S. Army Psychiatric Social Worker, William Beaumont Army Hospital El Paso, Texas
August 1959 to August 1961

During my tour of duty, I was assigned to a large neuro-psychiatric out-patient clinic which served as a center for the evaluation and treatment of soldiers who were experiencing adjustment problems. The clinic also offered services to the dependents of the army personnel it served. These services included such things as family counseling, marriage counseling, and help with parent-child problems.

Besides serving as an intake worker, I also carried a short-term therapy caseload and supervised short-term therapy caseload and supervised para-professional personnel assigned to the clinic.

PUBLICATIONS

Robert Daniels, "*Voluntary Placement of Children*," Catholic Social Services Bulletin, Volume VII, July - August 1966.

John A. Brown and Robert Daniels, "*Some Observations on Abusive Parents*," Child Welfare, February, 1968.

John A., Brown and Robert Daniels, "*Intake a Differential Approach*," The Catholic Charities Review, November, 1968.

Robert Daniels and John A. Brown, "*Foster Parents and the Agency*," Children Today, May - June 1973.

John A., Brown and Robert Daniels. Book Chapter, "*Child Endangerment: Social and Police Functions*," in Law Enforcement and Social Work. 1990.

Presently submitted for publication:

"*Social Work, In Search of Its Lost Legacy*."

PAPERS PRESENTED AT CONFERENCES AND WORKSHOPS

"*The Use of Authority With Neglected and Abusive Parents*" presented at Child Welfare League Conference, March 1979, Louisville, KY.

"Volunteers: Providing Support to Discharged Mental Patients," presented at National Conference on Social Welfare, May 14, 1979, Philadelphia, PA.

"The American Social Welfare System," Canadian Civil Service Commission, October 8, 1982, Toronto, Canada.

"Helping Families Deal With the Stress of Unemployment," Butzel Family Center, Detroit Organization of Black Agencies, November 1983, Detroit, MI.

"Social Reform in a Period of Budget Cuts, and Community Indifference," Inter-City Learning Center, Wayne State University, February, 1984.

"The Impact of Block Grants on Social Welfare Programs," Detroit Chapter of the National Association of Social Workers, March, 1985.

"The Issue of Race in Social Work Practice," April 3, 1987, Memphis Tennessee National Conference, Church of God.

"Techniques For Racial Healing," Cobo Hall, June 5, 1994. National Coalition for Racial Justice.

"Inter-racial Communication in Social Work Agencies," Lutheran Social Services of Michigan, May, 1994, Lansing MI.

"A Program to Stem the Growth of Black Single Parent Families" Presented to DABO, November 17, 1995.

"Dealing With Diversity," Week long workshop, Lutheran Social Services, Michigan, June, 1997.

SERVICES TO THE UNIVERSITY COMMUNITY

I am a longstanding member of the Institutional Review Board which reviews research conducted by members of the faculty.

I also serve on the Valedictory Committee that meets annually to choose the valedictorian for the yearly commencement exercise.

In addition to these committees, I serve on the Scholarship Committee, and have served on numerous search and grievances committees.

COMMUNITY SERVICES

These services include the following:

Oral appraiser for the Michigan Civil Service Commission

Member of the Evaluation Committee, United Foundation.

Active in the prison fellowship where I work with prisoners in the Wayne County and Jackson prisons.

Social Work consultant to Heartline, Inc., where I counsel street prostitutes, battered women, women coming out of the Federal Prisons, and direct the agency's drug program.

Working with Nigerian Priests from the Archdiocese of Detroit. I have helped launch a new social service agency to help African immigrants in Metropolitan Detroit the African Center for Economic, Cultural and Social advancement.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

National Association of Social Workers
National Association of Black Social Workers
National Conference on Social Welfare
Council on Social Work Education

Mariam Mroue
17190 Michigan Heights Drive
Brownstown Township, MI 48174
734.955.2945

OBJECTIVE

To obtain a meaningful and challenging accounting position that will permit the use of current accounting skills to their maximum potential while developing additional knowledge and abilities with opportunities for organizational advancement.

EDUCATION

University of Michigan-Dearborn
Davenport University, Dearborn, MI 48126
Wayne State University, Detroit, MI 48210
Fordson High School, Dearborn, MI 48126

Presently Attending
January 2008 - May 2008
September 1990 - March 1996
September 1986 - June 1990

EMPLOYMENT

Senior Accountant

Dec. 1995 - present

Arab Community Center for Economic & Social Services, Dearborn

Responsible for the bookkeeping of ACCESS' two major departments. Oversees payroll year end reports and quarterly reports. Handles the agency audit. Prepares, analyze, and verifies financial reports. Records, provides, and summaries financial information. Also the tracking of inventory for all five buildings of ACCESS and handles all major purchases for those buildings.

Office Manager/Accountant

June 1993 - Dec. 1995

Armada Oil and Gas, Inc., Dearborn

Responsible for any and all personnel issues. Handled all of the duties of reporting to the State of Michigan and the Federal Government in regards with gasoline and diesel purchases that was acquired by company. Also was responsible for accounts receivable, accounts payable, and payroll of the company. Examined and evaluated financial and information systems, management procedures and internal controls. Recommended controls for computer systems, system reliability and data integrity. Purchased necessary equipment and supplies. Hired and trained employees.

Bookkeeper

Feb. 1991 - June 1993

Omnex Accounting and Tax Services, Dearborn

Responsible for over 40 accounts, did all the bookkeeping, the sales tax and payroll reports. Verified that revenues and expenditures are made in accordance with laws and regulations. Prepared, analyzed and verified financial reports. Recorded, provided and summarized financial information. Prepared income tax for clients during the tax season. Helped train co-workers with new software program.

Administrative Assistant

June 1989 - Feb. 1991

Arab Community Center for Economic and Social Services, Dearborn

Scheduled appointments for the Executive Director and Deputy Director, gave information to callers, organized and maintained files, filled out forms, and took dictation. Greeted visitors, arranged conference calls and answered letters and telephone calls. Coordinated office activities. Worked on grants of the organization and help with the organizing of the Annual Telethon and Dinner.

AFFILIATIONS

Accounting Aid Society

Volunteers every year during the tax season, filing out tax forms for low-income clients.

Madelia Buford
34592 Fontana Drive
Sterling Heights, MI 48312
586.662.1812
E-mail – mbuford2003@yahoo.com

Summary Qualifications

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- | | |
|--|---|
| <ul style="list-style-type: none">• Human Resource Management• Multi-Level Project Management• Executive Development Programs• Diversity Initiatives• Organizational Development | <ul style="list-style-type: none">● Process Design/Mapping● Budget Management● Interactive Distance Learning Instruction● Computer-Based/Online Design● Instructional Systems/HPI |
|--|---|

Work Experience

2006 – Present 2006	AAA of Michigan (The Auto Club Group) <i>Consultant</i>	Dearborn, Michigan
1998 – 2006 2001-2006 1999-2001 1999-2001 1998-1999	Sears Holding Company (formerly Kmart Corporation) <i>Leadership Development Manager/HR Management</i> <i>Interactive Distance Learning and Communication (IDLC) Manager</i> <i>Instructional Design Shared Services Manager</i> <i>Computer-Based Training (CBT) Manager</i>	Troy, Michigan
1988 – 1998 1988-1998	Electronic Data Systems <i>Computer-based Training (CBT) /Instructional Designer Project Manager</i>	Troy, Michigan

Organizational Development

- Designed processes to support the on-boarding (interviewing and selection) and development programs for executive management; employed a consistent process for all divisions within the organization.
- Administered competency assessments to executive management, analyzed results, and championed development programs that supported gap analysis determined from assessments. Implemented Financial Simulation program that focused on basic analytical skills required for retail management, resulting in 40% gain in knowledge.
- Designed calibration process to use with performance reviews, as well to determine bench strength for the purposes of succession planning and diversity management. Successfully implemented this process to field management.
- Assisted senior management in driving organizational change with regards to culture, work processes, communication, and structure. Participated in organizing and implementing leadership programs focusing on high-potential employees where CEO presented leadership expectations on operational and interpersonal behaviors. 90% of high potentials were promoted with 12 months.
- Working with CEO and team, defined organizational values (core competencies) and their behaviorally anchored ratings (BARS) to support the new expectations for every associate in the organization. Successfully implemented new BARS with rollout of performance review tool in 2005, and are currently in use.

Curriculum Development, Instructional Design, E-Learning

- Conduct organizational scans and needs analysis to develop a sound understanding of the organization's goals, vision, mission, internal/external barriers, cultural issues, systems, and processes. Recommended/designed and developed appropriate learning options (e.g., competency models, learning systems, learning maps), piloted, taught, revised, and managed logistics of rollouts. Designed and implemented Retail Learning curricula for key business functions in corporate and field organizations. Worked with university to design MBA Essentials and Executive MBA programs for executive management.
- Determine appropriate instructional delivery method (or media) and grouping strategies. Experience designing, developing, and implementing soft skills, systems-based, and technical learning solutions to meet customers' need.

- Use standardized assessment tools to research and conduct performance analyses and evaluations. Monitor, assess, and evaluate programs and their impact on the organization to ensure programs provide value. Evaluate generic "off-the-shelf" programs for instructional soundness and fit with identified business goal.
- Use learning methodology to analyze, design, develop, implement and evaluate training programs. Experienced with writing design documents, scripts, instructor and participant guide templates, and facilitating the entire project management process.
- Was of one of three people who established, marketed, and implemented corporate-wide Computer-Based Training technology at Kmart Corporation. Managed development, as well as designed and authored computer programs during first year of implementation.
- Was one of two people who implemented the interactive distance-learning technology (live satellite-based web learning) at Kmart Corporation. Oversaw curricula design, and managed implementation of classes at headquarters, stores, and distribution centers.
- Managed multiple and multi-level projects using various project management tools. Project management experience includes developing technical and softskills training simultaneously for broadly scoped and small projects, as well as oversight over team-based projects that required planning, identifying resource needs, budgeting, scheduling, and terminating projects.
- Developed requests for proposals, evaluated vendor bids, made vendor selections, and negotiated contracts for outsourced projects. Act as primary contact in vendor relationships including coordinating vendor payment and resolving scope issues.

Leadership/Management

- Managed teams of employees consisting of project managers, instructional designers, and writers. Analyzed staffing patterns and allocated employees to various business areas as determined by business needs. Zero head turnover over two-year period.
- Established individual development plans with employees to facilitate succession planning and career aspirations.
- Established and communicated organizational goals to ensure team's awareness of the goal and departmental strategy for achieving the goal.
- Communicated in an open manner; encourage open and honest communication from direct reports. Listen and respect differences in opinions.
- Shared leadership and decision-making responsibilities and built high performing management teams.

Education

Wayne State University
M.Ed. Instructional Technology/HPI, College of Education

Detroit, Michigan
June 2000

Oakland University
B.A. Communication

Rochester Hills, Michigan

Certifications & Professional Affiliations

- Certified to administer Myers-Briggs Type Indicator (American Management Association)
- Certified to teach all ELI Civil Treatment and Value Ethics courses
- Certified to teach Talent Management (American Management Association)
- Certified to administer the Learning From Experience (LFE) talent selection tool
- Certificate of completion – Michigan Computer Institute
- International Society for Performance Improvement (ISPI)
- Society for Human Resource Management (SHRM)
- American Society for Training & Development (ASTD)
- Centers for Creative Leadership (CCL)
- Faculty for University of Phoenix—Teach the following Business courses
 - Foundations of Business
 - Human Resource Management
 - Critical Thinking
 - Skills for Learning in an Information Age
 - Supervision and Leadership
 - Organizational Theory and Behavior
 - Political, Legal, and Ethical Environments of Business
 - Introduction to Marketing

Clifford Lamberg
14339 Hubbard Drive
Livonia, Michigan 48154

Home (734) 261-0439

EDUCATION

Eastern Michigan University; Bachelor of Science 1979. Major: Communications. Minor(s): Management, Broadcasting, Geography Oakland County Community College; 1981. Coursework in Computer Science, Human Resources and Statistics.

RELATED STUDIES
AND ACTIVITIES

NACM Great Lakes Board of Directors. 1999 - 2002
Bureau of Credits Lien Protection Seminar. 1998
NACM Company Workout Seminar. 1997
NACM Retail Collection Seminar. 1996
Kellerman: Collection and Financial Analysis Seminar. 1985
Dun & Bradstreet, Financial Analysis. 1983

EMPLOYMENT
EXPERIENCE

Credit and Accounting Manager. 6/04 – present. Allen Electric Supply Company 31570 Plymouth Rd Livonia, MI 48150. Norman Horowitz, President. Responsible for the management of all credit and accounting functions. Oversee all vendor billings and payments. Monitoring of all Receivables and management of collection and cash application activity. Responsible for the development of an on-line control ledger system which has assisted in daily and monthly account and ledger balancing. Oversee all cash drawer and credit card activity from over the counter sales. Supervision of two account specialists and one switchboard operator.

Director of Contribution Control. 3/03 – 2/04. Michigan Conference Of Teamsters Welfare Fund 4750 Trumbull Ave. Detroit, MI 48224. (313) 961-6300. Sandra Bowman, Director of Operations. Direction and management of all billing and cash application pertaining to employer healthcare and retiree benefits and COBRA participants. Developed and streamlined lockbox operations as well as implemented paperless billing program. Executed delinquency program, which reduced employer delinquency 25% within a 6 month period. Responsible for the formal development and implementation of numerous policies and procedures. This included several programming changes, which help identify oversights in the collection, and billing process. Instrumental in the development of draft and EFT payment systems. Supervision of eight associates and one department manager.

Regional Credit Manager. 8/99 – 12/02. Federal Pipe & Steel Corporation 41580 Joy Road Plymouth, Michigan 48170. (734) 455-4000. Randy May, Corporate Credit Manager. Responsible for all credit and A/R functions for the Midwestern Region. Secured accounts with lien control, letters of credit and joint check agreements. Utilized deduction control system reducing outstanding delinquencies and credit issues. Maintained relationships with three trade groups in Michigan, Wisconsin and Illinois. Cash application supervision. Supervised 1 credit clerk. Advised Billing and Order Entry regarding credit issues. Average A/R \$4M (Midwestern Region).

Credit Manager. 5/97 – 8/99. Virginia Tile Company 24404 Indoplex Circle Farmington Hills, Michigan 48335. (248) 476-7850. Mark Ott General Manager. Responsibilities included the evaluation and maintenance of credit functions centrally located at the administrative office and all warehouse locations. Managed all cash and credit card transactions. Maintained contracts with credit card, check guarantee and credit reporting companies. Reported credit issues such as delinquency trends and DSO to President, Marketing and General Manager. Utilized lien control to secure larger accounts. Supervised 1 credit associate and advised Customer Service, Marketing, Billing and Cash Application when necessary. Average A/R \$ 3M.

Credit Manager. 5/94 – 5/97. Leo Frank & Sons, Inc. 1158 East Big Beaver Road Troy, Michigan 48083. (248) 689-7700. Ben Frank, Owner. Established formal credit function by the consolidation of various responsibilities from other individuals. Developed on-line credit reporting system that decreased credit approvals by 30%. Generated monthly statistical report submitted to President and Marketing, which incorporated trends of DSO, percentages of delinquencies credit issues and cash flow. Promoted freer exchange of credit information with other suppliers in the trade fostering a more positive relationship between company and other competitors. Supervised 2 billing clerks. Average A/R \$2M.

Assistant Credit Manager. 7/93 – 4/94. Federal Pipe & Steel Corporation 41870 Joy Road Plymouth, Michigan 48170 (734) 455-4000. Randy May, Corporate Credit Manager. Worked with Corporate Credit Manager to maintain A/R. Responsible for credit evaluation and collections using new on-line D&B system. Set up spread sheets to trace balances and payments of distressed accounts. Helped to establish lien control system. Supervised 1 credit clerk. Average A/R, \$3M.

Credit Administrator. 2/85 – 4/93. BASF Corporation 1255 Broad Street Clifton, NJ. 07225 (201) 366-3000. Tom Turner, Corporate, Credit Manager. Responsible for establishing the credit function for the Automotive Coatings Group in Detroit. Duties included the set up and maintenance of all automotive and second tier suppliers. Utilized credit matrix to evaluate risk. Worked with Sales and accounting to initiate deduction control system that reduced A/R delinquencies by 25%. Monthly reporting of DSO and credit issues to Group Vice-President, Marketing and Accounting Group. Supervised 2 credit associates and 1 secretary. Average A/R \$35M.

DAISY L. DAVIS

191 Gage
Pontiac, Michigan 48342-1638
(313) 667-2654 (Work)
(248) 334-7466 (Home)

VITA

Objective: To fully utilize my Accounting /Financial Background and 35 years of experience in General Motors Corporation to be a major asset to my family, to GM, and to my Community

Experience:
1973-Current

April, 1999 - Current VSSM - Incentive Review Group Detroit, MI

Supervisor - Sales Incentive Audits

Responsible for the review of dealership documentation supporting incentive claims and processing debits of those paid in error.

1996 - 1999 GM Dealer Audit Services Detroit, MI

Field Supervisor

Responsible for the supervising and conducting dealership sales incentive, and GMAC Lease audits.

1992 - 1996 GM Dealer Audit Services Detroit, MI

Senior Corporate Auditor

Responsible for conducting dealership sales incentive, warranty, GMAC Lease, and MIC Audits.

1991 - 1992 GM Truck-Product Cost Department Pontiac, MI

Cost Statistician and/or Analyst

Responsible for cost analysis for the Detroit Assembly Plant

1984 - 1991 GM Truck & Bus Group-Payroll Dept. Pontiac, MI

Payroll Statistician and/or Analyst

Responsible for Truck & Bus Group Reporting and Payment of Supplemental Unemployment Benefits (SUB) and Income Security Plan (ISP).

1981 - 1984 GM Truck & Bus Group-Accounts Payable Dept. Pontiac, MI

Supervisor

Supervise the activities of Eight Accounting Clerks, and four Junior Accountants who process the payment of invoices to outside vendors.

1976 - 1981 Truck & Bus Group-Budget & Forecast Dept. Pontiac, MI

Statistician and/or Analyst

Prepared expense journals. Prepared and analyzed Truck & Bus Expense Budgets for Benefits, Powerhouse, Engineering, and Manufacturing.

1975 - 1976 GM Truck & Coach Division-Accounts Payable Pontiac, MI

Accountant/Analyst

Responsible for auditing, paying and journalizing Expense Reports for the Division.

Experience:

**1973 -1976 GM Truck & Coach Division-Central Accounting Pontiac, MI
Accountant/Analyst**

Responsible for all aspects of credit and collections from dealerships in the Washington, Cincinnati, Portland, and Oakland Zones.

**6/72 - 8/72 Summer Charlotte News - Editing Department Charlotte, NC
Copy Desk Editor**

Responsible for editing news stories, writing headlines, and lining up stories for print.

**6/71 - 8/71 Summer US Department of Agriculture Mobile, AL
General Office Clerk - Farmers Home Administration**

Responsible for general office work.

**Education: 1969 - 1973 Johnson C. Smith University Charlotte, North Carolina
Bachelor of Science Degree - Business Administration, Concentration: Accounting**

**2003-2006 University of Phoneix Detroit, Michigan
Master of Business Administration**

**Organizations: Johnson C, Smith University, Detroit Alumni Chapter
American Business Women Association
American Institute of Parliamentarians
Zeta Phi Beta Sorority, Inc.
St. Stephen Missionary Baptist Church**

Interest: Community Service, Traveling, & Reading

**Personal: Health - Good
References - Upon Request**

JEFFERY L. HILL, CPA, MSF

285 E. Highland Ave., • Bloomfield Hills, Michigan 48302 • (248) 334-5703 • email address: jhill5001@aol.com

Objective: To obtain an executive/managerial position within a flexible, dynamic, growth-oriented organization that allows me to utilize my auditing, accounting, finance and other professional business skill sets.

CURRENT EXPERIENCE

CHIEF FINANCIAL OFFICER

FEBRUARY 2008 - Present

Habitat for Humanity Detroit

Detroit, Michigan, 48226

Duties

- Prepare and monitor \$5-\$10 million annual budget.
- Prepare financial reports for Board of Directors and Finance Committee.
- Evaluate and support budgetary and financial needs of management and staff.
- Establish and monitor accounting control procedures.
- Manage all financing issues.
- Establish and maintain adequate cash-flow monitoring procedures.
- Ensure departmental financial and operational needs are met.

Accomplishments

- Established procedures to prepare and input data into the accounting system.

Previous Experience

CHIEF FINANCIAL OFFICER

MARCH 2005 – February 2008

Mayor's Time

Detroit, Michigan, 48226

Duties

- Prepare and monitor \$1.5 - \$2 million annual budget.
- Prepare financial reports for Board of Directors, Finance Committee, and Grantors.
- Evaluate and support budgetary and financial needs of management and staff.
- Establish and monitor accounting control procedures.
- Handle all banking activity.
- Establish and maintain adequate cash-flow monitoring procedures.

Accomplishments

- Established operating procedures for monthly reporting of operational results.
- Obtained unqualified audit opinions in FY2005 and FY2006.
- Successfully brought costs under budget in FY2005 and FY2006.
- Established banking relationship that resulted in acquisition of a \$175,000 line of credit.
- Developed timesheet system to record and track employee bi-weekly work activity.
- Established methodology and procedures to allocate indirect costs to various grants.

Audit Supervisor

1994 – 2005

Office of the Wayne County Auditor General

Detroit, Michigan, 48226

Duties

- Report findings of audits with recommendations for corrective action to the Wayne County Board of Commissioners, various sub-committees and Management
- Supervise and evaluate the work efforts of Principal Senior, Senior and Staff Auditors

Accomplishments

- Audited operations in various departments over the last eleven years, including Department of Environment-Finance, Sheriff Department, Treasury, Community Justice, Economic Development, Airport, Department of Public Services, Health & Community Services, and Management & Budget which includes the accounting, purchasing, risk management and budget functions
- Provided analysis of the County's Care Management Organization program before it was implemented and identified over \$500,000 in overcharges in subsequent audits
- Obtained the Certified Government Financial Managers designation.

Adjunct Accounting Instructor

1992 - 1999

OAKLAND COMMUNITY COLLEGE

AUBURN HILLS, MI 48326

Taught beginning and fundamentals of accounting.

Accounting Manager**1989 - 1994**

CRANBROOK EDUCATIONAL COMMUNITY

BLOOMFIELD HILLS, MI 48303

Duties

- Provide accounting support services to three divisions: Cranbrook Schools, Institute of Art, and Art Academy.
- Provide cash management and sales tax assistance to various fundraising units
- Supervise accounts receivable, student receivables, accounts payable, and the cashier functions
- Coordinate budget preparation, monitor expenditures, and revise monthly budget projections for Cranbrook schools
- Serve as liaison between the teachers and Cranbrook management in resolving operational and/or contract issues
- Process, issue, and administer teachers' annual contracts

Accomplishments

- Established an accounting system for a new marketing unit
- Developed and implemented School Bookstore inventory and operational procedures
- Developed accounting and administrative policies and procedures for all divisions

Accounting Manager**1988 – 1989**

WKBD, Inc.

Southfield, Michigan, 48034

Duties

- Oversee all financial operations, including billing/accounts receivables, accounts payable, payroll processing, as well as general ledger activities
- Prepare and submit electronic monthly reports to the home office
- Supervise 6 staff members

Internal Audit Supervisor**1986 – 1988**

The Budd Company

Troy, Michigan, 48084

Duties

- Audit various company operations across the United States
- Conduct intensive inventory audits and recommend improvements to control policies
- Prepare audit reports for use by management

In-Charge Auditor**1984 – 1986**

Arthur Young & Company

Detroit, Michigan, 48226

Duties

- Perform external audits in industries such as manufacturing, steel, education, and non-profits
- Supervise 2-3 staff auditors
- Valuate client accounting and administrative controls, prepare financial reports in accordance with GAAP, and research accounting issues and financial matters.

EDUCATION**Masters of Science in Finance**

WALSH COLLEGE

TROY, MI

Bachelor of Business Administration

UNIVERSITY OF MICHIGAN - DEARBORN

DEARBORN, MI

Associate of Business Administration

OAKLAND COMMUNITY COLLEGE

AUBURN HILLS, MI

COMPUTER SKILLS

Word, Excel, WordPerfect, QuatroPro, Sage MIP Software, PowerPoint, ACL and J.D. Edwards Accounting System, QuickBooks and Quicken Accounting software.

AFFILIATIONS

American Institute of Certified Public Accountants, Michigan Association of CPAs, National Association of Black Accountants-Detroit Chapter, and the Bloomfield Lions Club.

REFERENCES FURNISHED UPON REQUEST