

BOARD OF REGENTS

EASTERN MICHIGAN UNIVERSITY

RECOMMENDATION

APPOINTMENT/REAPPOINTMENT OF CHARTER SCHOOL BOARD MEMBERS

ACTION REQUESTED

It is recommended that the Board of Regents appoint Denne Lawton and Nathaniel Gleeton to three-year terms, appoint Julie Bohl and Christopher Geer to two-year terms, reappoint Clement James Goebel III to a one-year term and reappoint Susan Uvick to a three-year term on the Board of Directors of Ann Arbor Learning Community; reappoint Renee Newman to a three-year term on the Board of Directors of Academy for Business and Technology; reappoint Richard Hamme, IV to a three-year term on the Board of Directors of Commonwealth Community Development Academy; reappoint Kamal Cheeks and Hazel White to three-year terms on the Board of Directors of Detroit Public Safety Academy; reappoint Samy Ali-Khodja, Paula Kauffman and Franci Mooreman to three-year terms on the Board of Directors of Global Tech Academy; reappoint Felicia Carter and Angelo Powell to three year terms on the Board of Directors of Grand Blanc Academy; appoint Lurdes Arambula and Katrin Robertson to two-year terms and reappoint Dr. Lumas Helaire and Soh Suzuki to three-year terms on the Board of Directors of The James and Grace Lee Boggs School.

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.

Ann Arbor Learning Community

Denne Lawton is the Children on Campus Program Coordinator at the University of Michigan in Ann Arbor, Michigan. She worked as the manager of data and information services at the Dr. Joseph F. Pollack Academic Center of Excellence from 2009 to 2019. She earned a Bachelor of Science degree in Management and Organizational Development from Spring Arbor University in Flint, Michigan, and a Master of Business Administration in Human Resources from Capella University in Minneapolis, Minnesota. She is a member of Zeta Phi Beta Sorority. This is a new appointment.

Nathaniel Gleeton is an Enterprise Account Executive at iDashboards in Troy, Michigan. He earned a Bachelor of Arts degree in Marketing from Eastern Michigan University in Ypsilanti, Michigan. He is an Eagle Scout in Boys Scouts of America. This is a new appointment.

Julie Bohl is a Teacher Consultant/Resource Room Teacher at Ann Arbor Public Schools' Burns Park Elementary, Eberwhite Elementary School and Forsythe Middle School in Ann Arbor, Michigan. She earned a Bachelor of Arts degree in Elementary Education from Saint Mary's College in Notre Dame, Indiana and a Master of Arts degree in Special Education from Michigan State University in East Lansing, Michigan. She was the Head Coach for the Girls Soccer in Ann Arbor Recreation and Education. This is a new appointment.

Christopher Geer is a Finance Director for PwC. He earned a Bachelor of Arts degree in Accounting from Michigan State University in East Lansing, Michigan. He is an affiliate of the American Institute of Certified Public Accountants and the Michigan Association of Certified Public Accountants. This is a new appointment.

Clement James Goebel III has been the chief operations officer and owner of Menlo Innovations in Ann Arbor, Michigan since 2001. He is an adjunct faculty and instructional designer at the University of Michigan in Ann Arbor since 2012 and an instructor for Massachusetts Institute of Technology in Cambridge, Massachusetts since 2008. He earned a Master in Business Administration in 2004 and a Bachelor of Computer Science in 1989 both from Eastern Michigan University in Ypsilanti, Michigan. This is a reappointment.

Susan Uvick has been a teacher at South Lyon Community Schools' Sayre Elementary School since 2004. She earned a Master of Science in Education degree from Walden University Minneapolis, Minnesota, a Post Baccalaureate Teaching Certificate in Science from Eastern Michigan University in Ypsilanti, Michigan in 2004, a Master of Science in Chemical Engineering degree from Wayne State University in Detroit, Michigan and a Bachelor of Science in Mechanical Engineering degree from GMI Engineering and Management Institute in Flint, Michigan. She earned a South Lyon Elementary School Teacher of the year award in 2014. She is a member of Michigan Association of Computer Users in Learning and National Council of Teachers of Mathematics. This is a reappointment.

Academy for Business and Technology

Renee Newman has been employed at Dyscalculia.org as the president and educational diagnostician since 1992. She earned a Master of Education in Instructional Design degree from Western Governors University in Salt Lake City, Utah, a Master of Science in Special Education degree from LaSalle University in Los Angeles, California and a Bachelor of Arts in Advertising and Marketing degree from Michigan State University in Lansing, Michigan. This is reappointment.

Commonwealth Community Development Academy

Richard Hamme IV has been employed at the State Farm Mutual Automobile Insurance Company as a claim representative since 1995. He earned a Master of Business Administration degree as well as a Bachelor of Business Administration degree, both from Eastern Michigan University. He has served on the board of Commonwealth Community Development Academy since 2005. This is a reappointment.

Detroit Public Safety Academy

Kamal Cheeks is employed as a retirement systems paymaster at the City of Detroit in Detroit, Michigan since 2007. He earned a Bachelor of Business Administration degree in Computer Information Systems from Ferris State University in Big Rapids, Michigan. He earned a Master of Business Administration degree in Finance from Grand Canyon University in Phoenix, Arizona. He is licensed as a State of Michigan Realtor. He is accountable for submitting annual state of Michigan campaign finance reports as the elected treasurer for the Young Democrats of America, Michigan Chapter and for candidates on state and local levels. He is a Board Member of Brownfield Redevelopment Authority Community Advisory Committee since 2015. He also coached high school basketball for Detroit Country Day High School. This is a reappointment.

Hazel White has been an Instructor for the City of Detroit, Department of Elections in Detroit, Michigan since 2008. Prior to working for the City of Detroit she was an athletic director for Charles R. Drew Middle School in Detroit, Michigan since 1970. She earned a degree in Health and Physical Education from University of Arkansas in Bluff, Arkansas and a degree in Health, Physical Education and Recreation from Indiana University in Bloomington, Indiana. She is the President of Rosedale Park Improvement Association and served on its board of directors for 8 years. She also led a drive for “at risk” children to attend a summer camp on college campus’ including the University of Michigan, Michigan State, Ferris State, Central Michigan University and Michigan Technology University. This is a reappointment.

Global Tech Academy

Samy Ali-Khodja has been employed as a help desk team leader at NSF International in Ann Arbor, Michigan and has worked there since 2003. He earned a Degree in Civil Engineering HVAC from the University of Ain Bey Constantine in Constantine, Algeria, a C4 Certificate in Computer Science from University of Orsay in Essonne, France and a Master of Science degree in Information Systems from Eastern Michigan University in Ypsilanti, Michigan. He is an IACRB’s Certified Data Recovery Professional (Infosec 2011) and a Microsoft Certified Professional. This is a reappointment.

Paula Kauffman worked for OfficeMax in Naperville, Illinois as a district sales manager from 1998-2009. She earned a Bachelor of Art degree in Marketing from Eastern Michigan University in Ypsilanti, Michigan. She is a board member and chair of the Development Committee for The Shelter Association of Washtenaw County in Ann Arbor, Michigan. She also is on the Development Committee of Michigan Ability Partners of Ann Arbor, Michigan. This is a reappointment.

Dr. Franci Moorman is a retired classroom teacher from the Willow Run School System in Ypsilanti, Michigan. She has a Bachelor of Science degree in Elementary Education in English from Virginia State University in Ettrick, Virginia, a Master of Arts degree in Administration and Education Specialist degree both from Eastern Michigan University in Ypsilanti, Michigan and a Ph.D. in Educational Psychology in Curriculum from the University of Michigan in Ann Arbor, Michigan. She is currently the associate pastor of the Community Church of God in Ypsilanti, Michigan. This is a reappointment.

Grand Blanc Academy

Felicia Carter is a checker at General Motors in Pontiac, Michigan since 1979. She attended Wiley College in Marshall Texas. She volunteered at McKinley Center for Senior Citizens, Grand Blanc Academy and UAW Shop Committee Local. She is a parent of a student at Grand Blanc Academy. This is a reappointment.

Angelo Powell is a Department of Health and Human Services partnership analyst at the State of Michigan Department of Community Health in Lansing, Michigan since 2014. He was a client services manager for Livingston County Community Mental Health in Howell, Michigan from 1991-2014. He earned a Bachelor of Arts in Sociology degree from Olivet College in Olivet, Michigan in 1989. He was a member of the Student Concerns Committee and the Treasurer of the Elite Club at Olivet College. He is a parent of a student at Grand Blanc Academy. This is a reappointment.

The James and Grace Lee Boggs School

Lurdes Arambula is a fulltime homemaker. She worked as a Call Center Quality Supervisor for seven years at Total Health Care in Detroit, Michigan. She attended Wayne County Community College, Wayne State University, and University of Detroit-Mercy. She earned a High-School Diploma with honors from Southwestern High School in Detroit, Michigan. She is a parent of a child at The James and Grace Lee Boggs School. This is a new appointment.

Katrin Robertson is a Lecturer IV at University of Michigan School of Education since 2005. She earned a Bachelor of Arts degree in Art History and Studio Art from Oberlin College in Oberlin, Ohio and a Master of Arts degree in Education from Stanford University in Stanford, California. She is a member of the Association for Supervision and Curriculum Development, Michigan Association of Teacher Educators and National Art Education Association. She is a parent of a child at The James and Grace Lee Boggs School. This is a new appointment.

Dr. Lumas Helaire is the assistant director of the Office of Academic and Multicultural Initiatives at the University of Michigan in Ann Arbor, Michigan since 2001. He earned a Bachelors in Psychology from Morehouse College in Atlanta, Georgia. He received a Master of Science degree in Developmental Psychology and a Ph.D. in Education & Psychology both from the University of Michigan in Ann Arbor, Michigan. He received a Certificate of Dopeness from the North Carolina AT&T State University Student Circle of the Association of Black Psychologists' Dialogue on Progressive Enlightenment (DOPE) Conference. This is a reappointment.

Soh Suzuki has been a studio instructor at the Detroit Institute of Arts in Detroit, Michigan since 2011. He received a Bachelor of Arts degree in Interdisciplinary Humanities, a Bachelor of Fine Arts degree in Studio Art and Specialization in Museum Studies all from Michigan State University in Lansing, Michigan. He was introduced to Detroit's grassroots community organizing initiatives through the planning of the twentieth-year remembrance of the Vincent Chin incident, and then working with Detroit Summer to create a community-based mural in Chinatown. He co-founded the Detroit Asian Youth Project and participates in Detroit Future Youth as an adult ally. This is a reappointment.

FISCAL IMPLICATIONS

None.

ADMINISTRATIVE RECOMMENDATION

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



University Executive Officer
Rhonda Longworth, Ph.D.

5/23/19

Date

Denne Lawton

Objective

To utilize my skills, knowledge base, and professional experience to apply innovative and strategic approaches towards implementing the shared vision and mission of my employer.

Work History

- | | | |
|---|---|--|
| 2019-Present | Children On Campus Program Coordinator | University of Michigan
Ann Arbor, Michigan |
| <ul style="list-style-type: none">❖ Responsible for the health, well being, and safety of minors on campus❖ Establish relationships with University departments to ensure compliance❖ Support University policies related to minors on campus❖ Analyze data to develop ways to support organizations and departments who facilitate minors on campus❖ Develop policies and procedures related to minors❖ Review Background Checks of program volunteers and adults supervising children❖ Maintain Children On Campus Website❖ Analyze Sales Force Software/Program to drive decision making related to COC process and procedures | | |
| 2009-2019 | Manager of Data and Information Services | PACE Academy
Southfield, Michigan
(Formerly Edison Oakland) |
| <ul style="list-style-type: none">❖ Responsible for Maintaining/Analyzing Pupil Accounting System-PowerSchool❖ Responsible for student enrollment❖ Maintain student demographic and attendance records❖ Responsible for state reporting utilizing CEPI/MDE applications (EEM, MSDS, SRM, REP, MICR)❖ Create and monitor student schedules❖ Provide data support for pupil assessments (Illuminate, MAPS, ANET)❖ Responsible for marketing and recruitment functions❖ Generate data needed to support Title I, At-Risk, and additional funding sources❖ Provide site level attendance and school code compliance training for teachers and school personnel❖ Provide consultation to school administration regarding legal and government compliance requirements as they relate to pupil accounting and the Pupil Accounting System-Powerschool❖ Coordinate school recruitment and parental events❖ Develop and coordinate school policies related to compliance and regulatory constraints❖ Maintain school website and social media❖ Provide monthly and quarterly benchmarks related to enrollment and programs impacting program enrollment and retention | | |
| 2007-09 | Enrollment Specialist/Data-Owner | Edison Oakland PSA |

Ferndale, Michigan

- ❖ Responsible for enrollment and recruitment
- ❖ Provide customer assistance and service to prospective parents
- ❖ Maintain pupil accounting systems and records-SASI/PowerSchool
- ❖ Provide demographic and analytic reports for accounting systems
- ❖ Maintain student attendance records
- ❖ Responsible for state reporting utilizing CEPI/MDE applications (EEM, MSDS, SRM, REP, MICR)
- ❖ Create and monitor student schedules
- ❖ Maintain pupil accounting system
- ❖ Provide data support for pupil assessment systems (Illuminate, MAPS, ANET)
- ❖ Responsible for marketing and recruitment functions
- ❖ Generate data needed to support Title I, At-Risk, and additional funding sources
- ❖ Provide site level attendance and school code compliance training for teachers and school personnel
- ❖ Provide consultation to school administration regarding legal and government compliance requirements as they relate to pupil accounting

2002-2007

Student Information Specialist

**Edison Schools Corporate
Ferndale, Michigan**

- ❖ Managed SASI(Currently PowerSchool) Student Information Database for New York based corporation
- ❖ Responsible for creating student schedules, report cards and transcripts
- ❖ Provided regional support for all Edison's Michigan Schools
- ❖ Responsible for pupil accounting for Pennsylvania and Illinois school
- ❖ Facilitated quarterly professional development for school personnel
- ❖ Provided consultation for school administration regarding legal and government compliant issues
- ❖ Completed all state and federal reporting necessary to meet and secure all funding factors needed for school operations and student funding
- ❖ Provided site-level regional supervision for employees at each school for which database support was provided.

2001-2002

Medical Librarian Assistant

**Phoebe Putney
Albany, Georgia**

- ❖ Responsible for conducting medical research for hospital staff of over 3,000 employees.
- ❖ Utilized several databases to seek pertinent medical information
- ❖ Worked initially under the supervision of the certified medical librarian
- ❖ Developed the Northwest Library Branch and Collection

1998-2001

Library Media Specialist

**Edison Schools
New York, NY
Flint Office-Garfield Elementary**

- ❖ Coordinated and developed the entire circulation for an elementary library; servicing approximately 500 students.
- ❖ Worked with educational staff to provide technology and curriculum coordinated lesson plans
- ❖ Coordinated and developed an in -school broadcast viewed by the entire staff and student population daily
- ❖ Facilitated library functions; consisting of book fairs, meet and greet, read-a-thons and guest reading services
- ❖ Provided resources and training to parents and students attending the school

Education

January 2019

**Capella University
Doctorate in Public Administration**

Current Student

March 2018

**Capella University
Masters of Business Administration
Concentration: Human Resources**

MBA

June 2015	Spring Arbor University- Flint Campus Management and Organizational Development	BS
August 2013-June 2014	Aspiring Leaders Program MAPSA	
June 1997	Baker College- Flint Campus Legal Office Specialist	AB
April 1993	Ross Medical Center Medical Assisting/Office Admn.	Certificate

Awards and Recognitions

04/1993	Ross Medical Center	Academic A Honor
07/2000	Edison Schools	Outstanding Contribution
11/2010	Michigan Sport Karate Circuit	3 rd Place State Div. Champion
12/2011	Great Lakes Karate Circuit	1 st Place State Div. Champion
06/2016	PACE Staff Oxygen Award	Outstanding Employee
09/2017	PACE Staff Oxygen Award	Outstanding Employee
01/2018	PACE Staff Oxygen Award	Outstanding Employee

Skills

- ❖ Ability to think critically and analytically to provide evidence based business solutions
- ❖ Integrate information across disciplines from a global perspective
- ❖ Ability to collaborate in a virtual, global, and culturally diverse environment
- ❖ Excellent written and verbal communication skills
- ❖ Per Pupil Revenue Billing Experience
- ❖ Problem solving
- ❖ Technical and Analytical Skills
- ❖ Event Coordination
- ❖ System Integration Experience
- ❖ Michigan State Pupil Accounting Reporting
- ❖ Supervision and Leadership skills
- ❖ Operational Office skills
- ❖ 1st Degree Black belt-Certified Martial Arts Teacher

Organizations

Higher Education Protection Network- Jan. 2019
Zeta Phi Beta Sorority, Inc.-April. 2019

Nathanial Gleeton

Client Advocate & Sales Professional

Personal Info



Skills

Solution Selling



Emotional Intelligence



Excellent

Written, Presentation, and Oral communication



Excellent

Problem-solving & Due-Diligence



Excellent

Business & Sales Acumen



Excellent

Collaboration and Initiative



Excellent

Ability to make clear decisions while working under pressure.



Excellent

Sales Professional with 10+ years of experience in exceeding goals and client expectations. I am detail-oriented, high energy, and passionate about people. These attributes coupled with a strong desire to build and maintain professional relationships has allowed me YoY success as an individual contributor and collaborator. I am seeking to leverage my talents at a well-founded company who shares ideals of putting client needs first.

Experience

2018-07 - present

Enterprise Account Executive

iDashboards

- Received Rainmaker award for exceeding quota within my first 5 months of employment.
- Responsible for sustaining client renewal and growth.
- Responsible for prospecting new business across all market verticals, with focus on Manufacturing, healthcare, and financial markets.
- Responsible for organizing and managing technical demonstrations.
- Active subject matter expert and consultant for C-Level executives across SMB and Enterprise markets.

2014-01 - 2018-04

Global Sales & Account Manager

Ministry Brands

- Certificate of Achievement: Top Sale/Account Manager
- YoY top salesman in new customer acquisition (organic growth) averaged over 125% of quota attainment.
- Professionally managed RFP/RFI and multi-stakeholder complex sales processes utilizing a "challenger-sales" and solution-selling approach.
- Developed new on-boarding standards resulting in expedited deliverables, YoY improvement in customer NPS with 99% retention.
- Collaborate with Director of Marketing and Vice President to create ad campaigns and marketing assets for global business development.
- Organized and lead seminars across the nation generating leads for sales development.
- Trained and mentored new hires and top performers within the sales department.

2013-06 - 2014-01

Senior Account Manager & Director of Engagement

FlockTag

- Increased company revenue by 120% in one year through due-diligence consultation and solution selling.
- Demonstrated world class customer service through empathetic listening and innate knowledge of, and passion for, people.
- 100% retention of monthly renewable business.
- Oversee the sustainability, engagement, and growth of over 150 key accounts across 3 states.
- Trained, and lead over 30 employees to be growth advocates for our customers promoting engagement and retention.
- Collaborated/Strategized with, and reported to, CEO and CTO in identifying growth opportunities and new product initiatives to increase market share.
- Analyzed client data to identify growth opportunity, then strategized and implemented tailored advertising solutions within the service industry.

Education

2009-05 - 2012-05

Eastern Michigan University, Ypsilanti, MI

- BA in Marketing - 2012
 - Concentration in Sales Management
- Deans List: College of Business
- Award of Marketing Excellence
- EMU Athletics Captain
- VP American Marketing Association
- Member of Apics (Supply Chain, logistics, and operations management)

Additional Activities

2007 - present

Boy Scouts of America

- Achieved Rank of Eagle Scout

Julie Victoria Bohl

EDUCATION

Masters of Arts Degree, Special Education, SM (Learning Disabilities)
Michigan State University, East Lansing, MI
December 2003; GPA 3.94

Bachelor of Arts Degree, Elementary Education
Saint Mary's College, Notre Dame, IN
May 2000

ACCOMPLISHMENTS

- Michigan Teaching Certification, Special Education SM December 2003
- Michigan Teaching Certification, Elementary Level (K-5 all subjects) June 2001
- MLPP/LIFT Certification June 2002
- Certified/Trainer in F.A.S.T. Reading System; a research-based literacy intervention program August 2011
- Developed, owned, managed, lead teacher of own tutoring business; "Out of the Box Education" September 2011-June 2012
- CR Success Early Literacy Reading Program Certified Trainer for the State of Michigan June 2013
- Member of the Board of Directors for the Learning Disabilities Association of Michigan April 2016
- Technology: IEP Writer (Tienet), Snap and Read, BookShare, Universal Reader, Accelerated Reader, Explore Learning Gizmos, Windows Operating System, Mac Applications, PowerSchool

TEACHING EXPERIENCE

Teacher Consultant/Resource Room Teacher
Ann Arbor Public Schools

August 2016 - Present

Burns Park Elementary, Eberwhite Elementary School, Forsythe Middle School (Present)

- Resource Room Teacher (Highly Qualified in Reading and Math)
- Use norm-referenced and performance based assessments to evaluate students
- Create Individualized Education Plans and Behavior Intervention Plans; responsible for those plans
- Using the IEPs, and working with the general education teachers, develop plans and accommodations to create the least restrictive environment for each student
- Create individual daily lessons based on students' needs and IEP goals, while following benchmarks of that particular grade
- Base lessons on student goals, and follow the standards and benchmarks of that particular grade while keeping close with lessons being taught in the general education classroom
- Accommodated for individual needs in the resource room and in the general education environment

Senior Kindergarten Teacher/Reading Interventionist
Ann Arbor, Michigan

September 2012 - August 2016

- Teacher and Senior Leader of kindergarten program
- Young 5s Senior Leader; developed curriculum with focus on early learning, supporting developmental delays and behavior support
- Supervisor and Mentor for junior kindergarten teacher and teacher's assistant
- Teach all subjects in self-contained classroom: Reading/Early Literacy Methods, Math, Science, Social Studies, Religion
- School Wide Reading Intervention Consultant
- Diocesan consultant for CR Success Learning
- Implement IEPs/504 plans, initiate speech and language program in the classroom for those who did not yet qualify for programs
- Create differentiated lesson plans for those below, at, and above grade level across the curriculum
- Collaborate with staff members and parents regarding student achievement and needs
- Created, implemented, and led lower elementary reading support program to ensure differentiated instruction across Pre K-3rd grade
- Implemented and advised classrooms on the use of The Daily 5
- Created and executed Behavior Support Plans for children with special needs and ensured all supports were in place
- Created a curriculum and culture to boost St. Francis's kindergarten to the largest enrollment in the past ten years

W-A-Y Program Mentor
Washtenaw County

September 2011 - August 2014

- Mentor/Teacher for at-risk high school youth who have been disengaged from the traditional educational process
- Assist student researchers through the learning process and lessons, while communicating their needs to Mentors and W-A-Y Program staff
- Communicate with the researchers in an informal and supportive way

- Offer persistent and encouraging support without being punitive, encouraging success and perseverance
- Effectively communicate researchers' learning needs and support those needs

Special Education Teacher

August 2004 - August 2011

Maltby Middle School, Brighton, MI

- Self-contained classroom and Resource Room
- Used norm-referenced and performance based assessment to evaluate students
- Created Individualized Education Plans and Behavior Intervention Plans, and was responsible for those plans
- Using the IEPs, and working with the general education teachers, developed plans and accommodations to create the least restrictive environment for each student
- Created individual daily lessons based on students' needs and IEP goals, while following benchmarks of that particular grade
- Based lessons on student goals, and followed the standards and benchmarks of that particular grade while keeping close with lessons being taught in the general education classroom
- Accommodated for individual needs in the resource room and in the general education environment
- Provided a organized, calm, and adaptable atmosphere for all students
- Provided a positive behavioral support to assist with physical, sensory, emotional and academic needs of students
- Co-taught and collaborated regarding lesson planning with general education teachers on a daily basis
- Demonstrated commitment to lifelong learning through attendance at seminars, in-services, and relevant training opportunities

Special Education Teacher

January 2004 – May 2004

Hilton Elementary School, Brighton, MI

- Evaluated individuals using norm-referenced and performance based assessments
- Instructed in a self-contained special education classroom of fourth and fifth graders
- Developed and implemented Individualized Education Plans and behavior intervention plans
- Created prescribed objectives and goals for each student in order to be successful

Special Education Teacher

September 2002 - January 2004

Lansing Public Schools, Lansing, MI

- Key member of the Student Support Team
- Developed and implemented Behavioral Intervention Plans
- Developed and implemented Individualized Education Plans
- Created prescribed objectives and goals for each student in the special education classroom and general education classroom

Fifth Grade Teacher

September 2000 – June 2002

St. Gerard School, Lansing, MI

- Taught all subjects (Language Arts, Math, Science, Social Studies, Religion) in a self-contained classroom and shared specialties with other teachers
- Coached sixth and seventh grade girls basketball 2000-2001 seasons
- Destination Imagination Team manager for girls regarding a team oriented academic/developmental competition
- Tutored fifth and sixth grade students in all subjects

Individual and Small Group Tutor

June 2000-Present

- Tutored students of varying grade levels and abilities in the area of mathematics, reading, and writing
- Developed individualized lessons for each student, creating familiarity with the scope and sequence of the mathematics, reading, and writing curriculums across all grade levels

PROFESSIONAL DEVELOPMENT

- CR Success Reading Program Certified Trainer/Instructor for the State of Michigan
- F.A.S.T. Reading System Teacher/Consultant
- Crisis Prevention and Intervention Training
- Sensory Integration Training
- The Daily 5 and The Daily Cafe
- North Central Accreditation Team Planning
- Violence Prevention in Schools
- Anti-Bullying Workshops
- Instructional Strategies for High School Achievement
- How to Handle the Hard to Handle Parent
- Caring for the Mental Health of Your Students
- Co-Teaching in the Classroom
- CPR Certified

Volunteer Experience

- Head Coach, 2011- 2016, Girls Soccer, Ann Arbor Rec and Ed
- Head Coach, 2013-2014 Girls Basketball, Ann Arbor Rec and Ed
- Lunch Coordinator for St. Francis of Assisi Catholic School, 2013- 2016

References

Suzanne Lewis

Teacher Consultant/Resource Room Teacher
Forsythe Elementary School

Charles Hatt

Principal
Burns Park Elementary School

Emily M. Fredericks, PhD

Associate Professor of Pediatrics, Associate Director of Pediatric Psychology Child Health and Research Unit
University of Michigan and C.S. Mott Children's Hospital

Kristi McKenna

Teacher Consultant/Resource Room Teacher at Eberwhite Elementary School

Charlotte Carne

Parent of former student/Special Education Attorney

Finance Executive Profile

Business Insight / Compliance & Control / Efficiency / M&A / Leadership & Mentoring

Over 20 years of finance, accounting, and M&A success. Partners with all stakeholders to drive value creation and better business decision-making. Simplifies data, information, and analysis to drive better insight. Uses data analytics to drive predictive and forward looking-insight. Streamlines and scales end-to-end processes to support business growth and release time for value added activities. Constantly assesses leading edge technology and processes to drive efficiency. Uses transparency with key stakeholders to drive control, awareness and better management of risk. Drives strategic and tactical planning to align finance team performance to strategic objectives of the organization. Respected mentor noted for ability to recruit and manage high-caliber talent to fill a range of positions and foster future leadership. Has led due diligence on over 150 M&A transactions across a variety of sectors globally.

Core competencies include:

- Aligning Stakeholder Priorities
- Budgeting & Forecasting
- Financial Reporting & Analysis
- Mergers / Acquisitions / Divestitures
- Project Management
- Financial Modeling
- Relationship Building
- Team Coaching & Development

PROFESSIONAL EXPERIENCE

PwC

FINANCE DIRECTOR (10/2012 – Present)

Financial oversight of a \$2.0B (revenue) division of PwC. Leads a team of finance and accounting professionals responsible for monthly, quarterly and annual financial reporting, budgeting and forecasting, balance sheet and cash management, ad hoc financial analysis and communication /compliance with finance policies and procedures. Divisional hiring and expense oversight to ensure headcount and spending are in alignment with PwC's financial objectives. Member of the division's leadership team and engages in 5 year strategic planning, annual budgeting and quarterly/monthly leadership meetings to provide operational recommendations and financial insights for improved financial performance. Implements Firm's strategic finance initiatives.

Selected accomplishments:

- Implemented use of new digital automation tools.
- Developed comprehensive management reporting package with KPI's.
- Designed a capital budgeting process to facilitate decision making and significant investment into the Deals business.

Client Service Consultant Prior to 2012

*Professional Experience Continued***DIRECTOR OF TRANSACTION SERVICES (10/2010 – 10/2012)**

Director of Transaction Services (TS) role in the USA overseeing large, complex domestic and international acquisitions, divestitures, and special projects for this top global accounting and consulting firm. Managed client engagements and project teams to ensure on-time, in-budget delivery. Engaged with CFOs, executives, and other decision-makers across all levels to guide engagements. Spearheaded in-depth analysis of historical balance sheets, income statements, and cash flows. Identified, evaluated, and advised on forecast assumption risks, opportunities, and sensitivities, as well as strategic and tactical issues. Approved results, synthesize deal issues, and wrote reports.

Selected engagements & accomplishments:

- Led 15-member team on 10-month, \$2B divestiture for a Fortune 100 client.
- Distinguished as top performer recognized for exceptional team and project leadership abilities, mentoring talents, and high employee satisfaction.

SENIOR MANAGER OF TRANSACTION SERVICES (FRANCE) (10/2007 – 9/2010)

Personally selected by senior US and French executives for strategic assignment leading US Transaction Service Desk handling inbound / outbound deals, proposals, and other high-profile projects at the Firm's 2nd largest European office. Initiated and led significant practice development efforts targeting US and US-related clients, as well as numerous cross-border projects. Developed and presented competitive proposals and executed transactions. Directed analysis of financial information, identified and advised on risks and opportunities, and drove strategic and tactical planning to facilitate close of major deals. Interfaced regularly with high-level executives and key stakeholders.

Selected accomplishments:

- Immediately reached out to 30+ partners across multiple industries to build relationships and establish credibility.
- Served as Deal Cycle course instructor at the annual Advisory University for staff in Europe, Middle East, and Africa.
- Rapidly adapted to new culture and gained excellent ability to communicate with French-speaking colleagues; co-created and taught "Basic English Writing Skills" to international colleagues.
- Leveraged existing relationship with top international client executives to winning 1.1M euro cross border / cross-functional project and secure the Firm's position as primary consultant on European-based deals; received accolades for exceptional relationship building and business development expertise.

DIRECTOR OF TRANSACTION SERVICES (3/2005 – 9/2007)

Held responsibility for directing major domestic and international client engagements focused on divestitures, acquisitions, and other projects to on-time, in-budget completion. Led annual strategic planning efforts. Communicated with client stakeholders, executives, and decision-makers. Analyzed historical balance sheets, income statements, and cash flows; advised on risks and opportunities. Reviewed project team results and performance; prepared detailed reports. Designated HR Director for Detroit TS practice guiding hiring, recruiting, and interviewing. Served as Site Leader for "Going from Good to Great" Committee as well as TS Annual Performance Review Chairman.

Selected engagements & accomplishments:

- Earned early promotion to Director due to outstanding performance and record of results.
- Prepared and presented the Detroit TS Strategic Plan to TS Leadership Team.

Professional Experience Continued

MANAGER OF TRANSACTION SERVICES (9/2002 – 3/2005)

Promoted to management position charged with leveraging leadership abilities and financial consulting expertise to oversee day-to-day operations of project team, project delivery, work assignments, and alignment with objectives. Analyzed forecast assumptions to identify risks, opportunities, and sensitivities.

Selected accomplishment:

- Honed expertise in earlier roles as Transaction Services Senior Associate ('99-'02), Transaction Services Associate ('98-'99), Audit Associate ('98), and Audit Intern ('97).

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Additional experience with United States Marine Corps Reserves.

EDUCATION & CREDENTIALS

UNIVERSITY OF MICHIGAN, ROSS SCHOOL OF BUSINESS, Ann Arbor, MI
MBA in progress (April 2019 completion)

MICHIGAN STATE UNIVERSITY, THE ELI BROAD COLLEGE OF BUSINESS, East Lansing, MI
Bachelor of Arts in Accounting

Certified Public Accountant (CPA), Michigan

Affiliations & Volunteer Experience

American Institute of Certified Public Accountants • Michigan Association of Certified Public Accountants

Technical Skills

Windows, Word, Excel, PowerPoint, Alteryx, Tableau

Clement James Goebel III

I work in a variety of environments including small technology startups-up, public school systems, non-profits, and large public companies. As a coach and change agent, I help organizations achieve dramatic transformations in both process and culture. I enjoy teaching, presenting at conferences, and speaking to small local groups in order to share the lessons I have learned on organizational leadership.

Menlo Innovations:

5/01 – Present COO / Owner

I am a founding partner of Menlo Innovations, an innovative product design firm. Menlo's mission is to end human suffering as it relates to technology. In order to accomplish this lofty goal, Menlo's High-Tech Anthropology® teams study how humans interact with products and determine how products can be designed in order to fit the technology into the human's frame of reference instead of training the humans in how they should use the technology. Menlo has implemented many creative business strategies intended to build stronger relationship with its clients, including the deferral of up to 50% of a project's billing until after the product has succeeded in the market place. Menlo achieves its high level of innovation through a deeply collaborative work style. Representatives from other organizations routinely tour Menlo's Software Factory's environment to study our culture.

Accent Reduction Institute:

6/09 – 12/15 Executive Coach / Board Advisor / Investor

Accent Reduction Institute is a specialized speech pathology practice serving large corporate clients and large government organizations such as Accenture and NATO. I advise the executive team and members of the board on how to make the organization more effective.

Commerce One / AppNet Midwest / Arbor Intelligent Systems:

10/00 – 5/01 Practice Director

Acted in the role of functional manager for a group that grew from 5 to over 100 team members. Responsibilities included management of bench resources, staff training programs, employee reviews, hiring, compensation decisions, management of first-tier managers, and management of key customer accounts.

8/95 – 10/00 Managing Consultant

Interface Systems : I led a consulting team whose primary mission was to redesign and rebuild the processes and organizational culture of Interface Systems' engineering team.

Acuson : I assembled and led the team that redesigned Acuson's FDA approved Ultrasound Image Review Station. Responsibilities included lead negotiator for multi-million dollar contracts and management of a team that included resources from my own organization as well as resources from the client's team.

Addison Wesley : Led the design and implementation of the automated test generation tool, TestGen, that was provided with the majority of Addison Wesley textbooks.

Gene Codes:

8/89 - 9/95 Scientific Software Sculptor

Project manager, chief architect and lead programmer of 'Sequencher,' a molecular biology application used to assemble the human genome. Actively participated in selection of team members, user support, trade show sales, and customer sales.

Insite Computing:

4/87 - 9/88 Software Engineer / Team Lead

Designed and created the course registration systems for the University of Michigan Office of Continuing Medical Education. Responsibilities also included negotiating contracts, managing staff, and technical leadership.

Craig Research:

4/84 - 9/85 Software Engineer

Customer site liaison for company's largest client, Rockwell International.

Menlo Innovations:

- Lead Instructor & Curriculum Designer, 2001 - Present**
 - Two-Day Course on Organizational Effectiveness and Change Management
 - Two-Day Course on Project Management
 - Three-Day Course on Understanding End User and Organizational Needs
- Curriculum Designer, 2010 - Present**
 - Aligning Your Organization with Your Mission, one part of Ascension Health's Enterprising Health Initiative
- Selected Presentations**
 - Effective and engaging brainstorming techniques
 - Using low-tech tools to facilitate effective project management
 - Using the Business Model Canvas as a tool for organizational and strategic planning

Ann Arbor Neutral Zone:

- Volunteer, Fall 2012** (currently in development, to be delivered in August 2012)
 - Lead Curriculum Developer and Instructor Coach for High School Entrepreneurship Immersion

University of Michigan:

- Adjunct Faculty & Instructional Designer, 2012 – Present**
 - Instructor for Entrepreneurship Practicum ENG411
 - Instructor for Multidisciplinary Design II ENG455
 - Mentor coaching the boards of students running startup companies in TechArb
 - Mentor coaching student executive teams pitching to venture capitalists
- Invited Speaker 2012**
 - Teach for America: Innovating in education to improve student motivation (June 27th)
 - Center for Research on Learning and Teaching: Establishing a culture of innovation in the classroom
- Invited Speaker 2005 – Present**
 - Computer science courses
- Invited Speaker 2005 - 2007**
 - Leading Innovation: Putting Creativity to Work, an Executive Education course

Massachusetts Institute of Technology:

- Instructor, 2008 - Present**
 - Undergraduate Practices Opportunities Program, Teaching Agile Engineering Module
- Mentor, 2009 - Present**
 - Undergraduate Practices Opportunities Program, Teaching Leadership Skills to Sophomores
- Invited Speaker 2008**
 - Gordon Leadership Program - Engineer Leadership Lab, Teaching Leadership Skills to Upperclassmen

Eastern Michigan University:

- Department Advisory Board Member 2006 – Present**
 - Business School
- Department Advisory Board Member 2006 – 2015**
 - Computer Science
- Invited Speaker 2005 – Present**
 - Computer science courses

Schoolcraft College:

- Adjunct Faculty, 1995**
 - Instructor for C++ course (3 credit hours)

Brighton Community Schools:

- Instructor for Adult Learning Computer Programming and Courses 1982 - 1985**
- Assistant Instructor for Adult Learning Computer Programming Courses 1980 - 1982**

Education

Master in Business Administration – 2004 Eastern Michigan University

Bachelor of Computer Science with minors in Business and Mathematics – 1989 Eastern Michigan University

Youth Coach

Assistant Coach, Youth Ringette (a form of girls hockey) ages 6 - 14, 2011 – 2013

Assistant Coach, Youth Hockey ages 4 - 8, 2009 - 2010

Coach, Youth Soccer ages 5 - 7, 2008 – 2010

Coach, 5th Grade Basketball, 1985 - 1986

Religious Education, Holy Trinity Student Chapel (EMU)

Member of Religious Education Commission (Board), 2007 - 2010

Religious Education Facilitator for Activity Based Family Learning, 2008 - 2010

Religious Education Instructor for Elementary Grades, 2002 – 2007

Service Activities for the Ann Arbor Learning Community

Board member search committee, 2012 – present

Dean search committee, 2012

Designed and facilitated a community workshop to help educate and gather input for the dean search, 2012

Chaperoned primary level canoeing field trip, 2012

Sponsored middle school field trip to Menlo Innovations, 2012

Engaged Ticheal Jones and Abby Kuhn to explore how Menlo collaborates with Forsythe Middle School, 2011

Chaperoned middle school field trip to Washington DC, 2011

Chaperoned primary level ice skating field trip, 2011 and 2010

Designed and facilitated a brainstorming session for the staff in regards to collaborating with SEMHS, 2010

Chaperoned primary level fishing field trip, 2010

Designed and facilitated a reflective retreat for the school board, 2008

Facilitated a dean fit panel, 2008 & 2007

Designed and facilitated a strategic goal setting session for PTSO, 2007

Designed and facilitated a school-wide workshop for gathering community input on long term vision, 2007

Collaborated with Joe Capuano to recruit new non-parent school board members, 2006

Recruited non-parent volunteers to visit the middle school and explore career choices, 2006

Recruited team of non-AALC volunteers to complete playground construction effort, 2005

Sample Conference Speaking Engagements

Helping Organizations Change

Intentional Interim Ministry Conference – Lutheran Church Missouri Synod Michigan District, 2016

Project Management Institute, Huron Valley Chapter 2016

Creating Progressive Work Environments

Society for Human Resource Management, Michigan Conference 2009

Hiring Team Oriented People By Changing The Way You Interview

Society for Human Resource Management, Michigan Conference 2009

American Society for Training and Development, Ann Arbor Chapter 2006 and 2008

Never Work Weekends Again, Insights Into Creating a Joyful Culture

Society for Human Resource Management, National Conference 2011

Using the Competing Values Framework & Five Dysfunctions to Improve Collaboration

Agile2012 Conference, Dallas Texas – August 2012

Project Management Institute, Great Lakes Chapter 2010

Workplace Democracy

Net Impact Conference, University of Michigan 2010

Associated with AALC

Bill Morgan

Previous Interim Dean AALC



Carol Morton

Previous Board Member AALC



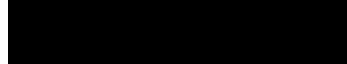
Joe Capuano

Previous Board Member AALC



Janet Adelman

Previous Board Member AALC



Professional/Mentoring Skills

Moses Lee

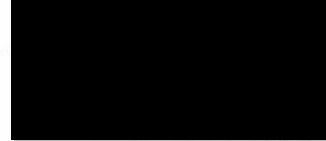
Assistant Director for Student Ventures

School of Engineering Center for Entrepreneurship
University of Michigan



Diana Wong

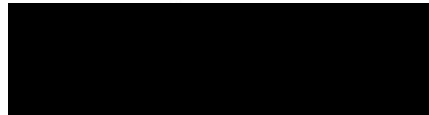
Associate Professor of Management
Eastern Michigan University



Rich Sheridan

CEO

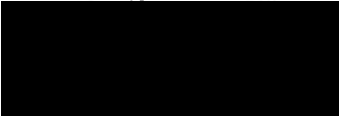
Menlo Innovations



Jennifer Baird

CEO

Accio Energy



Susan Lynn-Sroka Uvick



EDUCATION	Walden University Master of Science in Education Concentration in Reading and Math	2007
	Eastern Michigan University, Ypsilanti, Michigan Post Baccalaureate Teaching Certificate Concentration in Elementary Education Major: Science Minor: Mathematics	2004
	Wayne State University, Detroit, Michigan Master of Science in Chemical Engineering Concentration in Hazardous Waste Management	1994
	GMI Engineering and Management Institute, Flint, Michigan Bachelor of Science in Mechanical Engineering Concentration in Environmental Engineering	1989
TEACHING EXPERIENCE	Sayre Elementary School, South Lyon, Michigan Position: Second, Third, Second/Third Combination Teacher	2004-Present
AWARDS	South Lyon Elementary School Teacher of the Year	2014
EDUCATIONAL COMMITTEE WORK	Math Subject Area Committee Member Responsibilities: Develop and implement common core aligned math curriculum; develop and review district assessments; provide training on new curriculum	
	Technology Subject Area Committee Member Responsibilities: Develop and implement technology curriculum; review and provide Specifications for district technology devices; provide training and support to buildings	
	Technology Building Liaison Responsibilities: Provide building support on educational technology programs and devices; provide training and support Google educational products and devices	
	District Technology Vision Committee Responsibilities: Provide and represent lower elementary educators as district creates and implements a district vision statement; provide input and support for lower elementary educators on technology related to lower elementary curriculum	

**EMPLOYMENT
EXPERIENCE**

ManGuard Systems, Inc., Fenton, Michigan

1995-2004

Position: Sr. Project Engineer

Responsibilities: Design, testing, and installation of ManGuard Environmental Information System computer program; provided training and documentations for computers systems; provided online and telephone support for systems across the country

The Environmental Quality Company, Belleville, Michigan

1992-1995

Position: Project Engineer/Regulatory Specialist

Responsibilities: Environmental regulation research and tracking; compliance program development and environmental education and training programs developed and implemented a Hazardous Waste Environmental Training Program; planned and implemented engineering projects at processing plant

General Motors Corporation, Flint, Michigan

1989-1992

Position: Environmental Engineer

Responsibilities: Environmental reporting activities related to air, water, and waste emission reports; implementation, operation and training activities for General Motors Environmental Information System computer program for plant and division; developed and implement a Waste Minimization Program in cooperation with GMI Engineering & Management Institute.

MEMBERSHIPS

MACUL (Michigan Association of Computers Users in Learning)
NCTM (National Council of Teachers of Mathematics)

Renee M. Hamilton-Newman

Instructional Designer • Director of Education & Communications • Education Technologist • Executive School Board Member
Hospital HIPAA Project Manager & Data Security Specialist • NPO Founder • Business Consultant
College Instructor • Curriculum Developer • Author • Educational Diagnostician & Therapist
Program Analyst • Learning Disorders Specialist • Special Education Coordinator

PROFESSIONAL EXPERIENCE

- Founder / President Dyslexia & Dyscalculia Support Services — Dyscalculia.org 1992-Present
• diagnostician • instructional designer • ed technologist • trainer • strategic planner • researcher
- Owner RM Newman Communications — Dearborn, Michigan 1995-2013
• writing & editing • web hosting & programming • print design & production • marketing & public relations
- Communications Director American Arab Chamber of Commerce — Dearborn, Michigan 2005-2006
• database administrator • intern supervisor • e-news, websites, magazines • board communications
• major event management • publicity—radio/print/broadcast • speech writing • grant writing
- Special Education Coordinator Advanced Technology Academy High School — Dearborn, Michigan 2003-2005
• full inclusion model • case management & reporting • computer applications teacher • 150 students/semester
- Data Security Specialist Memorial (Hospital) Healthcare System — IT Dept. — Owosso, Michigan 2002-2003
• research & analysis • HIPAA Security Officer • HIPAA Project Manager • policies & procedures • Most Wired Award
- Adjunct Faculty Baker College — Owosso, Michigan 1999-2002
• CS, CIS, INF, ENG, WEB • web programming instructor • web curriculum developer • 19 different courses

EDUCATION

- 2015 Master of Education ◊ Instructional Design ◊ Western Governors University ◊ Salt Lake City, Utah
- 2011 Certificate: Detroit Future Media - Teaching Social Justice Project [Spirit of Detroit Award] ◊ Detroit, Michigan
- 2009 Prof. Dev. Certificate ◊ Distance Education ◊ University of Wisconsin-Madison ◊ School of Education ◊ [23 Credits]
- 1999 Master of Science ◊ Special Education ◊ LaSalle University, LA ◊ Suma Cum Laude
- 1988 Bachelor of Arts ◊ Advertising / Marketing ◊ Michigan State University-Communication Arts ◊ East Lansing
- 1985 [40 Credits] University of Wisconsin-Madison ◊ Integrated Liberal Studies Program
- 2005 Certificates: Diagnostician & Therapist ◊ Dyslexia Institutes of America ◊ Champaign, Illinois
- 2005 Certificate ◊ Michigan Special Education Compliance & MIS Reporting ◊ Wayne RESA ◊ Wayne, MI
- 2004 Trainer Certificate ◊ Ford Motor Co. Partnership for Advanced Studies ◊ Univ. of Michigan-Ann Arbor
- 2004 Certificate ◊ Board Governance & Leadership ◊ National Charter Schools Institute ◊ Mt. Pleasant, Michigan
- 2002-2003 Certificates: HIPAA Final Security & Privacy Regulations; IT Security; Instructional Technology
- 2000-2001 Certificates: Assistive Educational Technology; IDEA & Sec. 504; SPED Advocacy; Outcomes; IEP Writing
- 1991-1994 Certificates: Orton-Gillingham Language Therapist & LD Math ◊ Michigan Dyslexia Institute ◊ Flint, Michigan
- 1993 Trainer Certificate: Project Success for Dyslexic College Students ◊ University of Wisconsin ◊ Oshkosh

Ottowai Richard Hamme, IV

Education

Eastern Michigan University, Ypsilanti, Michigan
M.B.A., December 17, 1995

Eastern Michigan University, Ypsilanti, Michigan
B.B.A., Real Estate December 15, 1993

Employment History

State Farm Mutual Automobile Insurance Company, Livonia, Michigan
Claim Representative 1995 - Present

- Investigate and evaluate property damage and personal injury claims
- Negotiate settlements with policyholders, claimants and attorneys
- Analyze medical records and complete reports documenting care and treatment of injured parties
- Review and pay bills from auto body facilities, rental companies and medical providers
- Take recorded statements from policyholders, claimants, injured and witnesses to complete an liability analysis

Volunteer

School Board member of Commonwealth Community Development
Academy Detroit, Michigan
Vice President June 2005 - Present

United Way Coordinator for State Farm Insurance Company
2002 - 2003

KAMAL I. CHEEKS, MBA

PROFESSIONAL SUMMARY

Experienced leadership selected to lead by Realtors®, Government Officials and Eastern Michigan University Board of Regents. Tactical planner of 21st century solutions, producing high performing institutions. Able to provide high-level organizational support, budget and project management.

EDUCATION

Master of Business Administration, Concentration in Finance

Grand Canyon University

December 2006

Bachelor of Business Administration, Concentration in Computer Information Systems

Ferris State University

December 2002

EMPLOYMENT HISTORY

Project Manager Analytics Specialist III

City of Detroit Retirement System, Detroit, MI

June 2017 – Present

- Internal Project Manager working in conjunction with the contractual development team to redesign and institute efficient work processes through Enterprise Resource Planning (ERP).
- Manage process improvement initiatives, including automation, on the processes used to increase the capability and efficiency of resource efforts.
- Create and maintain project schedules, work assignments, report project statuses and provide communication updates to shareholders.
- Provide recommendations for improving business results, operational efficiencies, and system experiences through in-depth analysis.
- Prepare I.T. equipment purchase proposals and oversee the system network and software technicians assignments and labor allocations.

Information Technology Liaison / Project Manager Analytics Specialist II

City of Detroit Retirement System, Detroit, MI

June 2016 – June 2017

- Analyze data from a variety of database sources and formats for research, systems, and report design.
- Assisted stakeholders in understanding generated reports, guidance with the implementation of divisional goals, initiatives and plans.
- Support staff in developing standards, guidelines and procedures for network administration, security access control, and data protection.
- Engages in strategic analysis and evaluation of current network platforms to develop long range proposals and recommendations for enhancements, replacements and/or adjustments to the overall strategic plan.

Payroll Supervisor/ Paymaster

City of Detroit Retirement System, Detroit, MI

November 2011 - June 2016

- Managed the operations of retirement benefit payments
- Oversaw, trained and provide continuous assistance to the payroll section
- Responsible for the internal check replacement process

Human Resource,

I would like to thank you for the opportunity to present my resume for consideration. Below, I have outlined my related leadership, affiliations, knowledge and experience. I hope that you will find that my overall capabilities are exemplary of a qualified match for this job posting. Thank you for your time.

RELATED LEADERSHIP EXPERIENCE

Michigan Realtors 14th District Director, 2019

Elected September 2018

- *Elected to the state board to serve and provide representation to Realtors® and local associations located within the 14th Congressional District*
- *2017 Michigan Realtors Leadership Academy graduate*

Brownfield Redevelopment Authority Community Advisory Committee, Vice Chair -2015 - Present

Appointed by Detroit City Council in 2015

- *Approve multimillion-dollar commercial and residential development projects in Detroit*
- *Knowledgeable of ACT 381, Tax Increment Financing and Tax Increment Revenue*

Detroit Public Safety Academy Charter School, Board President 2013 - Present

Installed by the Eastern Michigan University Board of Regents in 2013

- *Responsible for DPSA, launch, sustainability and advancement as a publicly funded academic institution*
- *Organize board activities and oversee contracted management company of the school*

MBC Real Estate Company 2007 - Present

Principal Broker

- *Co-Founder, strategy planner and fiduciary*
- *Maintain a diverse cliental of investors, sellers, buyers and renters*

Detroit Association of Realtors, President - 2016

Elected Board Member in 2011

- *Developed organizational strategy, participated in National Realtor Leadership Training*
- *Served as Co-Treasurer, responsible for procurement, investments and fiduciary obligations*

AFFILIATIONS

Project Management Institute

Young Professionals Network

Congressional Black Caucus

National Association of Realtors®

Michigan Realtors®

Detroit Association of Realtors®

KNOWLEDGE AND EXPERIENCE HIGHLIGHTS

-
- Tax Increment Revenue Capture Report
- Real estate development proposals
- Auditing & Negotiation experience
- Instructor and public speaking
- Manage multiple organizational divisions
- Board Chair leadership experience
- Over ten years of experience in accounting
- Accustomed to working in political environments
- Review, evaluation, and development of policy
- and procedures
- Knowledge and experience of City of Detroit Compliance Rules and Regulations
- Executive Project Plan

Hazel H. White



Education: University of Arkansas, Pine Bluff, Arkansas
Formerly AM&N College Class of 1965
Major: Health and Physical Education
Indiana University, Bloomington, Indiana
Class of 1969
Major: Health, Physical Education and Recreation

Employment

Experience: Health & Physical Education Instructor, Louisville Public Schools
Duvall Junior High School, Louisville, KY 1965-1970

Physical Education Instructor, Detroit Public Schools
Charles R. Drew Middle School, Detroit, MI 1970-2006
-Mentor of 1st yr teachers
-Chair School Improvement team
-Det. Fed of Teachers Committee Member

Athletic Director, Detroit Public Schools
Charles R. Drew Middle School, Detroit, MI 1992-2006

National Youth Sports Program, NCAA
University of Detroit Mercy, Detroit, MI 1982-2006
-Administrative Staff/Educational Specialist
-Direct and Supervise Staff/Students

Election Poll Worker Trainer, City of Detroit,
Department of Elections, Detroit MI 2008-Present

**Community
Service:**

President, Rosedale Park Improvement Association
-Initiated the Historical District Movement
-Redevelopment of Flintstone Park
-Delegated responsibilities of several committees
-Served on Board of Directors 8 years

Detroit Chamber of Commerce

-Spearheaded a drive for at risk children to attend a summer camp on a college campus. Funding was obtained by writing grants, by soliciting from corporations, and the community. Participating schools were U of M, State, Ferris State, CSU, and Mich. Tech.

SAMY ALI-KHODJA

IT Manager and Administrator with more than 15 years of experience leading and providing global support to business enterprise networks and user populations. Multi-disciplinary expertise includes leading global initiatives in network design, implementation, and technical support. Improves the performance of technical support operations through effective leadership of strategic initiatives, technical teams, and support programs. Holds a Master of Science in Information Systems. Fluent speaker of French, Arabic, and English. Notable achievements in technical support leadership include:

- Established standard operating procedures for global help desk operations, Budgeting for IT needs, providing new tracking and reporting of all technical support issues; centralized the management of technical support operations, allowing better oversight of the global enterprise.
- Analyzed and revamped global technical support operations to implement new processes that improved helpdesk response times, enhanced the network, and reduced employee turnover.
- Procured, designed, and implemented laptops, desktops, printing and all IT needs, for all locations, local and remote.
- Participated in the testing and deployment of Polycom video conferencing to facilitate better communications between international teams.
- Implemented a new Citrix remote desktop platform to provide international connectivity to remote technical support personnel, allowing central management of global support processes.

PROFESSIONAL EXPERIENCE

NSF INTERNATIONAL, Ann Arbor, Michigan

2003 - Present

Helpdesk Team Leader (2005 - Present)

- Manage helpdesk projects and programs, Global IT budgeting, technical support operations, and personnel working in California, Michigan, and Brussels Belgium.
- Establish and direct comprehensive global support of 2,000 network users; provide support on hardware and software deployments, updates, upgrades, and user account management.
- Evaluate and approve RFPs for new support management platforms and solutions; procure all hardware, software, and peripherals required to implement new systems.
- Propose and recommend new technology platforms to senior management to gain consensus for new project initiatives.

Helpdesk Technician (2003 - 2005)

- Led the migration of user operating systems from Win ME to Windows 2000, a solution that reduced calls to the helpdesk by up to 90%.
- Optimized network operating efficiency and integrity through the creative use of technical platforms and support procedures.
- Ensured optimum system uptimes by providing end-to-end support of global users' hardware and software platforms.
- Implemented new support processes for new office expansions; translated business requirements into comprehensive, stable, helpdesk solutions.

SAMY ALI-KHODJA PAGE TWO

PROFESSIONAL EXPERIENCE *(Continued)*

AON, SERVICES CORP., Mount Clemens, Michigan

1998 - 2003

Support System Administrator Level II (1998 - 2003)

Network & Citrix Administrator (1998 - 2003)

- Supported more than 500 users working across six states, providing on-site, remote, and telephone support for desktops, laptops, servers, workstations, and operating systems.
- Conducted complete network design, implementation, and maintenance for new office locations; developed topologies, installed servers, desktop workstations, and peripheral devices.
- Serviced hardware and software platforms with ghosting, testing, and troubleshooting processes; documented standard procedures for technical support.
- Performed user account management, establishing permissions and access to hardware and software in alignment with network security and operating policies.

Operations Support Technician (1997 - 1998)

- Administered P390 and AS400 systems used to print checks; configured and supported hardware and software systems, maintaining high integrity and security for sensitive financial operations.
- Oversaw system activities through on-site and remote monitoring of hardware and software, and implemented backup media for disaster recovery.

TECHNICAL SKILLS

IACRB's Certified Data Recovery Professional (Infosec 2011)

Microsoft Certified Professional (MCP)

TRAINING experience with NSF new hires, company and computer policies

OPERATING SYSTEMS: Microsoft Windows family OS, Sun UNIX, Linux, Cisco IOS, DOS, OS/2 Warp

HARDWARE: Mobile computing, Desktops, Laptops, Servers, Mainframe IBM AS400, P390, Sun Microsystems, PDA devices, Network printers and copiers, Switches, Routers, E-devices

PROGRAMMING LANGUAGES: Visual basic, C#, PASCAL, FORTRAN, Sun ASSEMBLY, MS Visual Studio.

NETWORK MANAGEMENT & SOFTWARE SUPPORT: Call management Ecast, Matrix42, BMC (Formell remedy), MS Project, Visio, Active Directory, SQL, Exchange, Group Policy, TIVOLI, and various backup and security utilities

NETWORK COMMUNICATION PROTOCOLS: SMTP, POP3, FTP, DNS, DHCP BGP, OSPF, Frame Relay, VLAN, Quality of Service). TCP/IP, IPX/SPX, Fluke tools and network monitoring/protocols.

EDUCATION

Master of Science, Information Systems Graduated with Honors, 06/2009

EASTERN MICHIGAN UNIVERSITY, Ypsilanti, Michigan

C4 Certificate Computer Science, 06/1994

UNIVERSITY OF ORSAY, Essonne, France

Degree In Civil Engineering HVAC, 12/1991

UNIVERSITY OF AIN BEY CONSTANTINE, Constantine, Algeria

PAULA KAUFFMAN

MARKETING EXECUTIVE

Highly effective marketing executive with proven leadership skills and sales results. Extensive background in strategic sales planning and negotiations that results in profitable revenue growth. Outstanding presentation and communication skills. Adept at building strong collaborative relationships with both clients and business units.

PROFESSIONAL EXPERIENCE

OFFICEMAX-NAPERVILLE, ILLINOIS

JANUARY 2006-MAY 2009

District Sales Manager-Contract Furniture

Recruited to build sales teams in MI, IN, and KY to cultivate new contract furniture clients and build strong customer relationships. Responsible for profit & loss, sales forecasting, budgets and maintaining preferred vendor relationships.

- Initiated a selling strategy with a focus on Healthcare and Higher Education.
- Awarded \$1m project from Allied Health, Louisville, KY.
- Created a competitive market analysis to aggressively target accounts by collaborating with internal business units. Synergy resulted in \$1m of new business at Bellarmine University, Semonin Realtors, Westin, and Lawrence Technology University.

OFFICEMAX - NAPERVILLE, ILLINOIS

OCTOBER 1998-DECEMBER 2005

District Sales Manager-Office Products

Managed 30 sales and support associates to drive sales growth in all channels of business-to-business distribution.

- Worked with General Motors to secure a national contract for \$20m. Responsible for implementing and hiring on-site personnel to manage common process. Implemented EDI and integrated online ordering systems. Presented cost saving measurements quarterly to client while maintaining profitability in account.
- Negotiated new contracts with The University of Michigan, Borders, Masco, State of Michigan, Domino's, Michigan State University and Eastern Michigan University that increased sales from \$20m to \$36m annually.
- Provided sales training and developed role-play modules.
- Developed and coordinated marketing events that included the Michigan Minority Business Development Council golf outings and client specific events.
- Facilitated Total Quality training and participated in Steering committee to identify cost savings.
- Presidents Club winner in 2002 for ranking top 10 nationally.

BOISE CASCADE OFFICE PRODUCTS- WARREN, MICHIGAN

JUNE 1987-OCTOBER 1998

Account Executive

Responsible for increasing market share in a national expansion through acquisition of national and key accounts.

- Awarded \$1m contract with The University of Michigan to launch a new single source purchasing strategy.
- Built account base that included key account wins at Borders, Masco, and Eastern Michigan University by building strong relationships.
- Prepared presentations and business reviews to increase sales opportunities within accounts.
- Awarded Inner Circle and Sales Executive Club for exceeding corporate goals 1992-1998.

EDUCATION

EASTERN MICHIGAN UNIVERSITY - YPSILANTI, MICHIGAN B.A. MARKETING

PROFESSIONAL AFFILIATIONS

The Shelter Association of Washtenaw County, Ann Arbor, MI - Chair of Development Committee, Global Tech Academy, Treasurer

CERTIFIED TRAINING - OFFICE MAX

Coaching & Development, Professional Sales Negotiations, ROI-Financial, Activity Based Costing and Total Quality

FRANCI HELM MOORMAN



Experience

- | | | |
|---------------------------------------|--|---------------|
| | Franklin County Schools | Penhook, VA |
| <i>Classroom Teacher</i> | | |
| | ▪ Kindergarten through seventh grade -- 2 years | |
| | | |
| | Willow Run School System | Ypsilanti, MI |
| <i>Classroom Teacher</i> | | |
| | ▪ Fifth grade -- 1 year | |
| | ▪ First through Third grades -- 2 years | |
| | ▪ Reading Teacher/Title One Coordinator -- 4 years | |
| | ▪ Principal/Central Administrator -- 15 years | |
| | | |
| | Washtenaw Community College | Ann Arbor, MI |
| <i>Coordinator/Program Specialist</i> | | |
| | | |
| | Open Door Childcare Center | Ypsilanti, MI |
| <i>Childcare Director</i> | | |

Education

- | | | |
|--|--|---------------|
| | Virginia State University | Richmond, VA |
| | ▪ B.S., Elementary Education/English | |
| | | |
| | Eastern Michigan University | Ypsilanti, MI |
| | ▪ M.A., Administration | |
| | ▪ SP.ED Degree, Reading | |
| | | |
| | University of Michigan | Ann Arbor, MI |
| | ▪ Ph.D., Educational Psychology/Curriculum | |

Honors

Magna Cum Laude, Summa Cum Laude

Organizations

Community Collaborative Outreach, African American Cultural and Historical Museum, MTA, Trends in Higher Education

Felicia Faye Carter



Qualifications

- Commitment to achieving goals and highly driven; key player.
- Outstanding time manager; consistently meet deliverable on-time without sacrificing quality.
- Solid ability to manage and complete projects independently or as part of a team.
- Strong, team player with proactive approach to solutions development.

Education

Wiley College
Marshall, Texas
1977-1978

~ Relevant Courses ~

English, Algebra, Psychology, Sociology, Music Appreciation, Social Science, History 101,
Biology, Speech, etc.

~Member of the Alpha Angels (Campus Sorority)~

Work History & Volunteer Work

GENERAL MOTORS CHECKER PONTIAC, MI	1979-PRESENT
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Arbys Cashier Flint, MI	1978-1979
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~ Volunteer Work ~

McKinley Center for Senior Citizens/ Grand Blanc Academy/ UAW Shop Committee Local
653

Angelo Powell



OBJECTIVE

To assist families in reaching their full potential individually, in the community and family by utilizing my professional skill.

EMPLOYMENT

Client Service Manager 1991-Present
Livingston County Community Mental Health Howell, Michigan

Responsibilities include conducting assessments, developing and implementing individualized treatment plans for seriously emotionally disturbed kids at risk of being placed out of home. Responsible for providing situational counseling, advocating, linking, and coordinating with community agencies including D.S.S., school, Public Health and court.

Substance Abuse Therapist 1991-1995
Insight Recovery Centers Saginaw, Michigan

Provide individual and family substance abuse counseling on a contractual basis. Responsibilities included completing intake evaluations, developing treatment plans, conducting weekly treatment sessions, liaison to community agencies and employers, and developing aftercare plans.

Mental Health Counselor (Chemical Dependency Unit) 1989-1991
St. Luke's Health Center Saginaw, Michigan

Responsibilities include member of a multi-disciplinary team providing problem solving treatment plans for various clients. Complete initial bio-psychosocial assessments. Provide individual, group and family counseling modalities, as well as psycho-educational didactic groups. Facilitate the development of discharge/aftercare plans.

Part-time experience on Children's, Adolescent and Adult Mental Health Open and Closed Observation Units. Physical Rehabilitation, Inpatient and Outpatient setting.

Adolescent Mental Health Counselor 1990
McLaren General Hospital Flint, Michigan

Provide evaluations for young people aged 12-17 years. Assist in developing treatment plans as a member of a clinical treatment team. Conduct individual and group counseling to help young people solve problems and improve coping skills. Direct patient care including physical interventions. Also experience on Adult and Adult Intensive Mental Health Units.

EDUCATION

Bachelor of Arts June 1989
OLIVET COLLEGE OLIVET, MICHIGAN

Major: Sociology

Activities: Member of the Student Concerns Committee/ selected by Dean of Students. Member of Elite Club/ Treasurer

Lurdes Arambula

Education:

Wayne County Community College 2019

Wayne State University 2003-2004

University of Detroit Mercy 2000-2002

Southwestern High School– Detroit

- National Honor Society
- Graduated 2000

Employment:

Homemaker fulltime- June 2016 to present

- Manage a household of six

Total Health Care – Detroit, MI Sept. 2009- June 2016

- Call Center Quality Supervisor – 2013-2016
- Call Center Customer Service Representative – 2009-2012

DFCU Financial Credit Union – Dearborn, MI 2001-2009

- Call Center Customer Service/Interpreter (international/local) Representative 2003-2009
- Teller 2001-2003

RadioShack – Lincoln Park, MI 1999-2001

- Sales Associate 2000-2001
- Stock room personal 1999

Skills:

- Microsoft Office proficient – including creating and maintaining Excel Spreadsheets
- Excellent written and oral communication skills
- Experience in leadership as well as working as a member of a group
- Extensive Customer Service/Training experience
- Bilingual
- Mother of 4 awesome girls

Katrin Oddleifson Robertson

Education

Stanford University (1987)

Stanford, CA

Masters of Arts in Education

- Academic work in curriculum design, thinking strategies, learning in-and-through-the-arts
- Scholarly emphasis on the work of Howard Gardner, Rudolph Arnhem, John Dewey, and Elliot Eisner

Oberlin College (1984)

Oberlin, OH

Bachelor of Arts in Art History and Studio Art

- Other liberal arts studies emphasized literature, written expression, and psychology

San Francisco State University (1988)

San Francisco, CA

Multiple Subjects Teaching Credential for grades K-8

Single Subject Teaching Credential in Art for grades K-12

Teaching Experience at the University of Michigan: Ann Arbor

Campus (fall 2005 – present)

Field Instructor – Undergraduate Elementary and Secondary, and Elementary ELMAC (2005 - present)

- Served as mentor and instructor to secondary language arts and social studies, and elementary teaching interns during student teaching
- Facilitated weekly seminar meetings
- Designed and presented program-wide seminars on classroom management and instructional design for all secondary and elementary student teacher interns

Instructor – EDUC 416 Working it with Curriculum Materials (fall, 2012-present)

- Co-designed and taught a course for undergraduate elementary teaching interns to learn how to be critical users of published curriculum in all content areas
- Instructed teaching interns how to apply the University of Michigan Teacher Education anchor documents, "Instructional Planning Considerations", and "Instructional Planning Template" to plan and analyze effective lessons for elementary instruction in all content areas

Instructor – EDUC 427 Creating Cultures of Thinking Through Art and Design (spring 2008 - present)

- Constructed learning experiences via lectures, readings, discussions and application opportunities, designed to develop students' understanding of the value of teaching in-and-through the arts as a way of creating a culture of thinking in one's classroom.

Instructor – EDUC 510 Designing a Just and Equitable Teaching Practice (fall 2009, 2010, 2012 - present)

- Designed course to include content related to managing to teach, and instructional design for lessons and units
- Aligned course to the undergraduate ELUG program including use of the Instructional Planning Considerations anchor document and the High Leverage Practices
- Created center experiences around differentiation strategies
- Offered optional seminars related to teaching in-and-through-the-arts
- Offered optional seminars related to classroom management

Instructor – EDUC 604 Curriculum and Evaluation (spring, 2014)

- Redesigned long-standing course to include field experiences, exploration of the Common Core State Standards, and principles and pedagogies of teaching and learning, methods of evaluation

- Made connections content from EDUC 510

Instructor – EDUC 406 Facilitating Classroom discussions (winter, 2012)

- Co-designed and taught an embedded course at Scarlett Middle School intended to develop teaching interns' ability to engage students in meaningful discussions
- Instructed teaching interns how to support their students' conceptual development, text comprehension and content-area learning through discussion

Instructor – EDUC 406 Managing to Teach (fall 2011, 2012, 2017, winter 2018)

- Co-designed and taught an embedded course at Scarlett Middle School with School of Education Dean Deborah Ball, to address endemic problems of classroom management
- Instructed teaching interns how to create a classroom culture for learning, build individual relationships with students, establish management routines, and develop an individual identity as a teacher

Instructor – EDUC 440 Teaching of English (fall, 2008 - 2009)

- Constructed learning experiences to develop students' understanding of what it means to teach English in a secondary setting
- Presented a variety of pedagogical approaches for how to teach composition, literature, and grammar in a secondary setting
- Instructed students how to create cohesive lessons and units of study using the Backwards Design model

Instructor – EDUC 307 English Methods Practicum I (winter 2008)

- Conducted bi-weekly seminars designed to connect content of EDUC 402 and EDUC 392 to teaching practice in a secondary setting
- Instructed students how to construct lesson plans that embody and articulate literacy strategies
- Observed students teach a lesson and provided constructive feedback on their performance

Other Positions Held at the University of Michigan School of Education

Field Coordinator – ELMAC (fall 2010 – spring 2011)

- Trained and supported new field instructors, and created and enacted protocols for problem solving related to interns' experience in their placements
- Developed tools and processes designed to educate mentor teachers about School of Education programming and expectations

Research Associate – Elementary Curriculum and Design Group (summer 2010 – present)

- Participated in the redesign of the undergraduate elementary program, pilot phase I and II
- Serving as design team leader for development and implementation of performance and baseline assessments related to giving directions

Teaching and Other Positions Held at Eastern Michigan University, Ypsilanti, MI (spring 1999 –fall 2007)

Student Teacher Supervisor

- Supervised student teachers in both elementary and secondary student teaching placements
- Designed and taught seminars intended to enhance the student teachers' skills as educators
- Created an on-line companion to support the students' development as teachers
- Participated in University meetings and development teams to improve the quality of student teacher supervising
- Co-designed the Student Teaching Handbook used by all EMU student teaching field programs

Instructor - Curriculum and Methods 304 (spring 2000, 2001, 2003, 2004, fall, 2005)

- Designed and taught course on teaching methods including direct, indirect and cooperative strategies
- Implemented the Understanding by Design framework to instruct students how to create units of study
- Wrote guide to serve as course companion

Instructor - Enriching the Elementary Classroom 512 (winter, 2007)

- Taught graduate level course for practicing teachers with focus on differentiated teaching strategies

**Founder and Director of Non-Profit Organization,
Wholemindesign Studio for Teaching and Learning, Ann Arbor,
Michigan (2009 – present)**

- Established for the purpose of supporting educators to do their best work for children
- Professional development opportunities related to curriculum and instruction, and well-being of educators
- Consulting and custom design available for clients at a reduced or pro-bono rate
- wholemindesign.com

Elementary and Middle School Teaching Experience

Emerson School (1992-1993)

Ann Arbor, MI

Teacher

- Wrote and taught units in social studies and writing for fourth and fifth grade students

Greenhills School (1989-1992)

Ann Arbor, MI

Teacher

- Planned and implemented a new sixth grade program to coordinate with the existing middle and high school programs
- Designed and taught curricula in all content areas in a self-contained sixth grade classroom
- Coordinated grade-wide interdisciplinary units in the sixth grade

Ann Arbor Public Schools (1988-1989)

Ann Arbor, MI

Teacher

- Taught art at Clague Middle School and Dicken Elementary School
- Served on the district's Middle School Curriculum Committee for Visual Art
- Collaborated with grade-level teachers to integrate the arts into the core curriculum

Consulting and Presenting

MACUL, (March 2018)

- Co-designer and co-presenter for MACUL session, "Cultivating a Design Mindset for Problem Based Learning"

Brighton Area Schools (August 2016 – March 2018)

- Educators as Designers: Introduction to Cultures of thinking: Designed and facilitated ongoing professional development for district administration related to creating cultures of thinking in school communities.

Bright Futures (June 2017, February 2018)

- Co-designed and co-facilitated day long sessions for Bright Futures site coordinators called Thinking Like a Designer Around Brave Spaces

Educators as Designers: Why Wait to Innovate? (summers 2013 – present)

- Co-designed and co-facilitated three-day summer institutes for K – 12 educators intended to teach them the Design Thinking process and how to apply it to their work in the classroom.

Institute for Continuing Legal Education (July 2012 – November 2015)

- Provided ongoing consulting in instructional design
- Led professional retreats for 45 people

Ross School of Business (September – December, 2014)

- Created and conducted a Design Thinking professional learning experience for 25 program administrators

Association for Continuing Legal Education (August 2015, October 2015, August 2016)

- Key note speaker and breakout session leader

Henry Ford Learning Academy Design Thinking Professional Development Series (summer, 2012, 2014)

- Group leader for participating teachers and administrators during three day training institute
- Assisted in the assessment of the effectiveness of the institute
- Designed graduate level course for teachers, administrators, and parents related to the integration of art and design into the regular curriculum in multiple contexts

Publications

PBS Parents: 2012

<http://www.pbs.org/parents/search/results.html?restrict=parents&q=katrin+Oddleifson+robertson>

- *How the Arts Can Help Struggling Learners*, 2012
- *The Arts and Creative Problem Solving*, 2012
- *Read Illustrations to Improve Literacy Skills*, 2012

Art Education July, 1988

- "Silent Pedagogy: How Museums Help Visitors Get in Touch With Exhibitions", Dobbs, Eisner, Freund, Oddleifson

Welcome Home

- Poem, "Expectation", March, 1999 – volume 16, No. 3
- Poem, "Toddler Time", May, 1998 – volume 15, No. 5
- Poem, "Last Drop", September, 1998 – volume 15, No. 9
- Essay, "Views from a Backpack", February, 1997 – volume 13, No. 2

Awards and Grants

- Outstanding Field Instructor for the state of Michigan, 2018
- CLRT Course Resources Grant, 2012
- Arts and Michigan's Course Connections Grant, 2012

Continued Education

- *Designing for Deep Thinking*, Wholemindesign Studio for Teaching and Learning, 2014, 2015
- *Design Thinking Training* – Henry Ford Learning Institute, Summer 2012
- *Picturing Writing: Fostering Literacy Through Art and Image Making Within the Writing Process* – University of New Hampshire Center for the Advancement of Art Based Literacy, summer 2009

- *Teaching with Documents and Works of Art: An Integrated Approach* – Smithsonian American Art Museum, summer 2009
- *Reading and Writing Workshop* – Teacher's College, Columbia University, August 2006
- *Understanding by Design* – ASCD conference, March 2006
- *Designing on-line Courses*, Eastern Michigan University, 2005
- *Teaching for Understanding Summer Institute*, Harvard University, 2003

Professional Memberships

- Association for Supervision and Curriculum Development (ASCD)
- Journal of Higher Education
- Michigan Association of Teacher Educators (MATE)
- National Art Education Association (NAEA)

References available upon request

LUMAS J. HELAIRE, PH.D.

EDUCATION

Doctorate of Philosophy: Education and Psychology University of Michigan, Ann Arbor, MI	2006
Master of Science: Developmental Psychology University of Michigan, Ann Arbor, MI	2004
Bachelor of Science: Psychology (Magna Cum Laude) Morehouse College, Atlanta, GA	2000

EXPERIENCE

Associate Director Office of Academic and Multicultural Initiatives (OAMI), University of Michigan, Ann Arbor, MI Implementation Lead for Diversity, Equity and Inclusion Strategic Plan	2016 - present
<ul style="list-style-type: none">• Provide strategic direction, lead, monitor, evaluate and update the implementation of initiatives to increase diversity, equity, and inclusion across Office of Diversity, Equity and Inclusion (ODEI)• Collaborate with leadership across units to establish policies and procedures that promote transparency and equity in recruitment, hiring, training, development and promotion of staff• Collaborate with leadership, staff, and constituents to ensure programs and services are inclusive of all groups• Design and lead the development of innovative marketing strategies for the strategic plan• Manage or monitor the coordination of a staff equity review; standardization of administrative processes and professional development; development of protocols for conflict resolution; education and training in diversity; and the creation of structures to ensure voices of undergraduate and graduate students are included	
Operations and Programming	2014 – present
<ul style="list-style-type: none">• Support the Director to implement overall operations of the office by planning, developing, and implementing short and long-term objectives while managing 13 full-time and more than 20 part-time staff members to execute programs impacting nearly 1,000 high school students and 700 college students annually• Identify and fill service gaps of programming for underrepresented and first-generation students and students from low-income backgrounds• Manage \$1.2 million general fund by projecting, developing, and implementing annual budget aligned with program and department needs• Lead the development of OAMI intercultural programs to foster an intellectually and culturally diverse campus community• Hire, supervise and evaluate program directors, coordinators and professional staff and prepare staffing projections• Manage partner relationships on and off-campus• Direct the Men of Color Leading in the Classroom (M-CLIC) grant program designed to increase the number of African America, Latino and Native American males who teach in K12 education	
Chair of University of Michigan Reverend Dr. Martin Luther King, Jr. Symposium	2011 – present
<ul style="list-style-type: none">• Manage \$60,000 budget and provide guidance for the University of Michigan's Annual Reverend Dr. Martin Luther King Jr. Symposium, the largest celebration of the life and work of Rev. Dr. King on a college campus, encompassing over 30 events between January and February, including the keynote lecture attended by more than 2,500 people• Chair Symposium Committee composed of more than 50 representatives from various units on campus to develop a brand identity that establishes an overall theme, theme-statement, graphics, and keynote lecture• Implement a general targeted marketing and advertising plan, including program booklets, posters and multimedia advertising for the promotion and execution of the overall symposium	

LUMAS J. HELAIRE, PH.D.

www.linkedin.com/in/lumasjhelaire

Director of Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) 2006 – present

- Oversee \$500,000 annual budget while reconciling program expenses and submitting expense reports to the state and federal government and senior university administrators, adhering to Department of Education guidelines and regulations
- Manage program coordinators, graduate student assistants, undergraduate student leaders, and support staff to manage a cohort of over 1000 middle and high school students
- Chair GEAR UP Task Force by leading a group of faculty and staff to develop, design and improve GEAR UP programming for the 3rd cycle to ensure the success and sustainability of the program and meet grant requirements
- Create curricula to teach families in low-income schools about the college admission and financial aid process, course selection and scholarship opportunities while leading GEAR UP's college awareness and access program and services by developing and maintaining relationships with community partners, schools, and college access programs
- Design strategic planning around policies and procedures to align activities with vision and mission of GEAR UP and OAMI while supervising professional and support staff, developing and coordinating programs, analyzing data, building strategic partnerships, and supporting evaluation activities
- Establish and oversee Gibbs-Ellis Translational Research Graduate Student Fellowship designed to bridge research with practice in education; resulted in two dissertations demonstrating value of the program

Consultant – National Science Foundation Grant

2015 - present

How Urban Adolescents Come to Think of Themselves as Mathematicians, Montclair, NJ

- Provide recommendations on design, implementation, and direction of program to ensure project goals are met
- Deliver feedback on curricula and training materials and protocol; and participate in project site visits and trainings

Research Associate

2006 – 2016

Michigan Community Scholars Program, University of Michigan, Ann Arbor, MI

- Produce yearly report on participants' retention and graduation statistics for all cohorts
- Develop charts comparing Michigan Community Scholars Program retention and graduation rates to the universities to determine effectiveness of program and make suggestions on program and evaluation improvements

Program Manager of Truth Honor Respect Education And Development of Self (THREADS)

2001 – 2008

Office of Academic and Multicultural Initiatives (OAMI), University of Michigan, Ann Arbor, MI

- Design curriculum and direct a 10-week educational program that 1) enhanced academic identity, 2) broadened understanding of transitions into manhood and, 3) provided undergraduate male mentors as models
- Supervise THREADS coordinator and facilitators and led curriculum development team in servicing approximately 200 participants over five years, while designing training for over 50 undergraduate males as mentors

Lecturer/Instructor

2002 – 2007

Combined Program in Education and Psychology, and Department of Psychology, University of Michigan, Ann Arbor, MI

- Coordinate all aspects of Educational Psychology and Human Development course for pre-service teachers
- Deliver class lectures, facilitated workshops and discussions for Introduction to Psychology course

Co-Coordinator of POSSE/LAB

2005 – 2006

Office of Academic and Multicultural Initiatives (OAMI), University of Michigan, Ann Arbor, MI

- Supervise 8-15 undergraduate staff members as they mentored freshmen and sophomore students
- Created informative and interactive workshops, seminars and events for freshmen and sophomore student groups (ranging in size from 10-300) to promote academic success, professional development and social integration

Coordinator of King Chavez Parks (KCP) Pre-College Program Graduate Student

2001 – 2004

Office of Academic and Multicultural Initiatives (OAMI), University of Michigan, Ann Arbor, MI

- Coordinate curriculum development and delivery of workshops for fall campus visits and summer institute
- Train and supervise undergraduate students in delivering pre-college concepts to middle school students
- Conduct professional development and teamwork skill workshops for undergraduate student leaders

LUMAS J. HELAIRE, PH.D.

www.linkedin.com/in/lumasjhelaire

PEER-REVIEWED PUBLICATIONS

- Ellis, J. M., & Helaire, L. J. (2018). **The effects of adolescent self-regulated learning on engagement in a college access program: An exploratory study.** AERA Open
- Rowley, S. J., Helaire, L. J., & Banerjee, M. (2010). **Reflecting upon Racism: School Involvement as a Function of Recent and Remembered Discrimination in African American Mothers,** *Journal of Applied Development Psychology*, 31(1), 83-92
- Chavous, T.M., Harris, A., Rivas, D., Helaire, L. J., & Green L. (2004). **Racial Stereotypes and Gender in Context: African Americans at Predominantly Black and Predominantly White Colleges, Sex Roles**, 51(1-1) 1-16
- Chavous, T.M., Rivas, D., Green, L., & Helaire, L. J., (2002). **The roles of student social and economic background, perceptions of ethnic fit, and racial identification in the academic adjustment of African American college students.** *Journal of Black Psychology*, 28(3), 234 – 260

PROFESSIONAL PRESENTATIONS

- Cunningham, L., Helaire, L. J., Landeros, M., Ransom, C.G., Reuben, J. S., Sellers, R., & Willis, D. "Developing Your Campus Strategic Plan for Diversity and Inclusion." Presented at NCORE Annual Conference, New Orleans, LA, 2018
- Helaire, L. J., Galvan, H., Thorpe, K. "Men of Color Leading in the Classroom (MCLIC) Model of MHED." Presented at Equity in the Classroom Conference, Southfield, MI 2018
- Helaire, L. J., Howard III, L., Kamimura-Jimenez, M., Ransom, C.G., Reuben, J. S., Sellers, R., & Wade-Golden, K. "The University of Michigan's Diversity, Equity, and Inclusion Strategic Planning Initiative." Presented at NCORE Annual Conference, Forth Worth, TX, 2017
- Helaire, L.J., & Ellis, J., "A Process for Increasing Rigor and Appropriate Levels of Analysis in Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)." Roundtable presentation at the annual meeting of the American Educational Research Association (AERA), April 2014.
- Helaire, L. J. "Building Schools Capacity to Use Data to Build a College Going Culture." Presented at NCCEP/GEAR UP Annual Conference, Washington, DC, 2014
- Helaire, L. J. "Holistic Leadership of GEAR UP Staff: How to Promote a Culture of Servant Leadership." Presented at NCCEP/GEAR UP Annual Conference, San Francisco, CA, 2011
- Helaire, L. J., "Reinventing Education, Reshaping Our Communities." Presented at the 16th Annual Governor's Education Summit, Lansing, MI, 2011
- Olwell, R., Baldwin, A., & Helaire, L. J., Michigan Pre-College & Youth Outreach Conference. Roundtable at the University of Michigan, Ann Arbor, MI 2009
- Helaire, L. J., "My Future My Present: Exploring General and Domain Specific Future Orientation Impact on Classroom Engagement and Grades for Middle School Students." Paper presentation at the Combined Program in Education & Psychology Departmental Brown Bag, Ann Arbor, MI 2006
- Matlock, J., Helaire, L. J., Sims, B., Gibbs, T., & Lapidus, C., "It's great to be a girl & THREADS program: An innovative approach to college students mentoring middle school students and learning from each other." Presented at the National Conference on Race and Ethnicity, New York, NY, June 2005
- Helaire, L. J., "Impact of racial socialization on African American children's perceptions of schooling and classroom engagement." Paper presentation at the Annual Meeting of the American Educational Research Association, San Diego, CA, April 2004
- Helaire, L. J., Rowley, S. J., & Clinton, Y., "The effects of support for achievement and punishment for failure on the academic identities of African American adolescents." Paper presentation at the Biennial Meeting of the Society for Research on Adolescence, Baltimore, MD, April 2004
- Helaire, L. J., "African-American education-specific roles and academic socialization." Poster presentation at the Biennial Meeting of the Society for Research in Child Development, Tampa, FL, 2003
- Helaire, L. J., "African-American parental role construction and the factors beyond control: Interactions of race/ethnicity, gender, and social class." Poster presentation at the Annual Meeting of the American Educational Research Association, Chicago, IL, 2003
- Helaire, L. J., & Cooper, S. M., "Communication: Teaching your children to be advocates of their own learning." Presented at the First Annual Parent Conference of the King-Chavez-Parks College Day Programs, Michigan State University, Lansing, MI, 2002
- Helaire, L. J., "African-American Parental Role Construction by Class and Gender." Poster presentation at the Black Graduate Conference in Psychology, Ann Arbor, MI, June 2002

LUMAS J. HELAIRE, PH.D.

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SELECTED INVITED SPEECHES, WORKSHOPS, AND GUEST LECTURES

- Helaire, L. J., Anderson, R. E., Parks, J., Waters, H., & Scott, C. L. Moderator for "Plight of the Black Academic." University of Michigan Detroit Center Speakers Series "Eye on Detroit", Detroit, MI, 2019
- Helaire, L. J. "How to Stay Woke." Guest Speaker at Lansing Alumnac Chapter of Delta Sigma Theta Sorority, Incorporated 4th Annual Delta Teen Summit, Lansing, MI 2017
- Helaire, L. J. "Inside Your DNA." Keynote at 38th Annual Senior Salute and Scholarship Luncheon, hosted by Alpha Kappa Alpha Sorority, Inc. Lansing, MI 2017
- Helaire, L. J., "Follow Your Path to Unlock Your Greatness." Keynote speech delivered at Harper Woods High School Commencement Ceremony, Harper Woods, MI, 2013
- Helaire, L. J., "Remember." Keynote speech delivered at Highland Park High School Graduation Ceremony, Highland Park, MI, 2012
- Helaire, L. J., "The Letter." Keynote speech delivered at University of Michigan School of Social Work Graduation Ceremony, Ann Arbor, MI, 2012
- Helaire L. J., Panelist at We The People: Creating a Grassroots Movement to Transform Public Education. Washtenaw Community College, Ypsilanti, MI, 2011
- Helaire, L. J., "The Purpose of a Thing." Workshop conducted with high school students from Dudley High School and conference attendees at Dialogue On Professional Enlightenment (DOPE) Conference, Greensboro, NC, 2010
- Helaire, L. J., "The Leap From College Preparation to College." Workshop conducted at University Preparatory Academies Senior Summit, Detroit, MI, 2010
- Helaire, L. J., "Living Equals Responsibility, Scholarship Equals Ability." Speech delivered at National Honor Society Induction Highland Park High School, Highland Park, MI, 2010
- Gibbs, T. G., & Helaire, L. J., "Using Your Dreams and Education to Change the World." Workshop conducted at Crary Elementary, Detroit, MI, 2010
- Helaire, L. J., "DOPE Moving Forward." Closing Speaker at the Dialogue On Progressive Enlightenment (DOPE) Conference, Greensboro, NC, 2010
- Helaire, L. J., "Black & Boy." Workshop conducted at Romulus Subcommittee on African American Boys, Romulus, MI, 2009
- Helaire, L. J., "Mentoring Versus Coaching." Leadership development workshop conducted for City Year training for senior core members, Detroit, MI, 2009

COMMUNITY SERVICE

School Board President

2013 – present

The James and Grace Lee Boggs School, Detroit, MI

- Lead board meetings to ensure the school is following the vision while serving on multiple committees to oversee budget, personnel, and planning process, meeting all state, federal and charter authorizer regulations
- Build and maintain relationships with school stakeholders and staff while liaising with the management team and school chartering body to ensure administration is held accountable for executing organizational goals
- Oversee \$1,000,000+ annual operating budget for school to ensure its financial stability while maximizing ROI
- Serve as an ambassador for fundraisers and contribute time to development initiatives

ADDITIONAL

University Service

- Member - Trotter Multicultural Center Advisory Committee 2018 - present
- Member - Trotter Multicultural Center Director Search Committee 2018
- Liaison – University of Michigan Bicentennial Planning Committee 2015 – 2017
- Member – Michigan Community Scholars Advisory Board 2013 – 2016

Honors and Awards

- Diversity Leadership Award, University of Michigan 2016
- Certificate of Dopeness, Dialogue on Progressive Enlightenment (DOPE) Conference, North Carolina A&T University Student-Circle Chapter of the Association of Black Psychologist 2010

Certifications: Intercultural Development Inventory Qualifying Administrator (2nd phase in progress)

Skills: Writing/editing, public speaking, SPSS (statistical analysis software), various project management software, marketing

Interest: Billiards, film/videography, marketing, ninjitsu, health and fitness, fictional/creative writing, African history, ethnic-based curricula design and development (particularly for African/African-American and Chicano students)

Soh Suzuki

Education

Michigan State University; East Lansing, Michigan

Bachelor of Arts with Honors, Interdisciplinary Humanities: August 2002

Bachelor of Fine Arts with Honors, Studio Art: May 2002

Skills

- Extensive experience organizing programs and facilitating workshops for diverse groups
- Ability to think creatively and logistically
- Skilled at data management and information processing
- Adept at handling multiple tasks and initiating new projects
- Fluent in Japanese

Work Experience

- **Allied Media Projects**; Detroit, Michigan
Office Manager: March 2019 - present
Administrative Contractor: October 2018 - February 2019
- **Lagniappe Consulting, LLC**; Detroit, Michigan
Partner: February 2019 - present
- **Rashida Tlaib for Congress**; Detroit, Michigan
Campaign Treasurer: May 2018 - present
- **Stephanie Chang for Senate**; Detroit, Michigan
Campaign Treasurer: July 2017 - present
- **Friends of Raquel Castaneda-Lopez**; Detroit, Michigan
Campaign Treasurer: November 2016 - present
- **Friends of Stephanie Chang**; Detroit, Michigan
Campaign Treasurer: June 2013 - present
- **Avalon International Breads**; Detroit, Michigan
Administrative Consultant Staff, Administration: May 2018 – present
Manager, Inventory Control & Production, Administration: August 2016 – May 2018
Administrative Consultant, Administration: November 2015 – August 2016
Administrative Assistant, Administration: April 2007 - September 2012
Production Manager, Sweets Production Department: May 2005 - December 2006
Wholesale Assistant, Wholesale Department: September 2004 - May 2005
- **Detroit Institute of Arts**; Detroit, Michigan
Studio Coordinator, Education Studio, Division of Learning & Interpretation: July 2013 – August 2016
Studio Instructor, Education Studio, Department of Learning & Interpretation: October 2011 – July 2013
Studio Assistant, Education Studio, Dept. of Learning & Interpretation: March 2007 - October 2011
Studio Assistant – Drop-In Workshop, Dept. of Learning & Interpretation: August 2005 - June 2011
Assistant to Museum Technician, Collections Management Department: Summer 2007
- **Detroit Asian Youth Project**; Detroit, Michigan
Founding Coordinator: April 2004 – January 2017

Work Experience (continued)

- **Pewabic Pottery**; Detroit, Michigan
Instructor, Community and Youth Programs: September 2009 – April 2013
- **Eastern Michigan University**; Ypsilanti, Michigan
Educational Program Coordinator, Residence Education, University Housing: August - December 2003
- **The College of Wooster**; Wooster, Ohio
Residence Director, Wagner Hall, Department of Residential Life & Housing: August 2002 - June 2003
Administrative Intern, Office of Multi-ethnic Student Affairs: August 2002 - May 2003
- **Michigan State University Museum**; East Lansing, Michigan
Programming Assistant, Folk Arts Division: December 2000 - August 2001 & January 2002 - July 2002

Related Experience and Activities

- **Co-Coordinator**: January 2015 – July 2015
Igniting Model Minority Mutiny Network Gathering, Allied Media Conference; Detroit, Michigan
- **Lead Artist**: May 2008 - September 2008
Osborn Mural Project, Community Arts Partnership, College for Creative Studies; Detroit, Michigan
- **Teaching Assistant**: Spring 2004
"Asians and Blacks in Detroit," American Culture, University of Michigan; Ann Arbor, Michigan
- **Office Assistant**: February 2004 - July 2004
Detroit Summer; Detroit, Michigan
- **Resident Associate**: January 2004 - May 2005
James and Grace Lee Boggs Center to Nurture Community Leadership; Detroit, Michigan
- **Project Coordinator**: Summer 2003
Chinatown Mural Project, Detroit Summer; Detroit, Michigan
- **Racial Ethnic Student Aide (Minority Aide)**: August 1999 - May 2001 & January 2002 - May 2002
Office of Racial Ethnic Student Affairs, Michigan State University; East Lansing, Michigan

Memberships/Leaderships/Awards

- **Board Member (Treasurer)**, Asian Pacific Islander American Vote Michigan: Feb. 2016 – March 2018
- **Member**, Young Professional Committee, Japan Business Society of Detroit: August 2015 - present
- **Board Member (Treasurer)**, The James & Grace Lee Boggs School: June 2013 – present
- **Board Member (Treasurer)**, Boggs Educational Center Project Team: April 2012 - present
- **Board Member (Treasurer)**, Ladybug Studios, Allied Media Projects: October 2011 – present
- **Board Member**, Detroit Chapter, Japanese American Citizens League: September 2003 – present
- **Recipient**, Community Art Grant, Kresge Foundation: December 2009 - June 2010
- **Recipient**, Community+Public : DETROIT, College for Creative Studies: Summer 2008
- **Planning Committee**, Bridging for the Future (Detroit APIA Forum): Spring 2004
- **Steering Committee**, Detroit Chinatown Revitalization Workgroup: Summer 2003 – Summer 2004
- **Planning Committee**, Vincent Chin 20th Year Remembrance; Detroit, Michigan: Summer 2002