**CAREER SNAPSHOT:** Strategic human resources and organizational development leader with 18 years of experience in guiding organizations to align critical talent performance to business objectives and building effective organizations in a variety of sectors.

**AGGREGATOR AND STRATEGIST OF HUMAN RESOURCE & ORGANIZATIONAL DEVELOPMENT**

Public & Private Sectors: Academia|Government|Corporate

28+ Years Coaching, Designing Learning & Curriculum Framework, Managing Learning Organizations, Facilitation of Leadership Development Initiatives

**Human Resources**

**Leadership Development**

**Succession Management**

**Staff & Faculty Development**

**Coaching- Executive, Career & Performance**

**Strategic Planning**

**Organizational Design**

**Team Development**

**Program Evaluation**

**Budgetary Tracking & Reporting**

**Talent Development/Professional Development-** Oversight of design, development and implementation of learning strategies including face to face and virtual learning initiatives for workforce from 500-10,000.

**Organization Development & Human Resources**- Partnered with various organizational units working consultatively to build talent capacity within organizations through a variety of human resources, organizational development methodologies.

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**EDUCATION**

CAPELLA UNIVERSITY, MINNEAPOLIS, MN

**Doctor of Philosophy, Business Administration, 2010 |Specialization: General Organization & Management**

*Dissertation: “Factors That Affect Organizational Commitment Within an Professional African-American Population: A Delphi Study”*

WAYNE STATE UNIVERSITY, DETROIT, MI

**Master of Education, Instructional Design & Technology, 1991|Specialization: Instructional Design**

*Thesis: Instructional Video Production*

OAKLAND UNIVERSITY, ROCHESTER, MI

**Bachelor of Science, Education, 1988|Specialization: Human Resources Development, Concentration: Labor Relations**

**CERTIFICATIONS & PROFESSIONAL DEVELOPMENT**

Kirkpatrick Partners, LLC.|**Kirkpatrick Certified Evaluation Professional-Bronze Level**

Linkage, Inc. |**Organizational Development Certification**

Ohio State University| **Develop A Curriculum (DACUM) Certification**

College of Executive Coaching**| Intensive Coaching Training Program (44 hours towards International Coaches Federation accreditation)**

Discovery Learning, Inc.| **Change Management Simulation Certification**

Tracom Group, Inc.**| Emotional Intelligence Certification**

CPP, Inc.|**Meyers-Briggs Type Indicator Certification, FIRO-B, Thomas-Kilman Conflict Mode**

The Leadership Challenge| **Leadership Practices Inventory**

Franklin-Covey|**The 7 Habits of Highly Effective People**

Ken Blanchard Companies| **Situational Leadership II Certification**

Development Dimensions International| **Interaction Management**

**PROFESSIONAL EXPEREINCE**

**Prince George’s Community College, Largo, MD| Center for Professional Development, 2013-Present**

Promoted to Associate Vice President/CHRO of Human Resources and Organizational Development. Redesigned the institution’s Center for Professional Development to align with the organizational strategy. Strategic oversight of organizational development initiatives, faculty development (teaching learning center), leadership development programs and employee engagement programs. Additionally serve on various committees to support organizational development and change management initiatives (see institutional committees). Programs support 3000 employees county-wide that work with or support over 40,000 students.

Institutional Committees: Succession Management (Co-Chair), Pay for Performance, Women Against Violence (Curriculum Chair), Title IX Advisory Committee (Training Chair), College Professional Development & Engagement Day (Chair), Professional Development Advisory Committee (Co-Chair), Faculty Innovation Center, Employee Engagement (Co-Chair), Grants Resources, and Adjunct Hiring Process.

**Associate Vice President of Human Resources & Organizational Development, *2017 to Present***

Serve as the Chief Human Resources officer for the College with responsibility for directing the activities of a comprehensive Human Resources and Organizational Development department. Responsible for providing leadership in developing and executing human resources strategy in support of the overall plan and strategic direction of the College, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, benefits, and compensation.

* Establish and implement HR efforts that effectively communicate and support the College’s mission and strategic goals.
* Participate as a member on the College’s senior management team.
* Serve as a strategic advisor to the executive/senior management of each area of the College regarding key organizational and management issues and provide leadership and direction to employees through the development of College policies and procedures.
* Develop comprehensive strategic recruiting and retention plans.
* Lead the development and implementation of comprehensive compensation and benefit plans that are competitive and cost effective for the College.
* Provide overall leadership and guidance to HR function by overseeing talent acquisition, career development, succession planning, retention, training and leadership development, compensation and benefits.
* Ensure the College meets its commitment to Equal Access/Equal Opportunity and maintains a work environment free of discrimination and supportive of a diverse, multi-cultural workforce and student body.
* Plan, develop and implement the division’s budget within fiscal guidelines.
* Provides appropriate support to the College’s labor management negotiation team.
* Serve as the responsible agent for enforcing adherence to the College’s policies and procedures as well as applicable federal and state employment laws.

**Director of the Center for Professional Development (including Teaching Learning Center), *2013 to 2016***

* + Mentor staff on the development of instructional concepts for institution-wide professional development and training programs for faculty, staff, and administrators’ college-wide across campuses.
  + Leads the data collection for learning and organizational development initiatives college wide.
  + Directs and evaluates the performance of employees under direct supervision.
  + Collaborates with senior leadership team on strategic institution-wide learning initiatives to support institutional strategic plan.
  + Oversight of Learning Management System procurement and implementation.
  + Created competency model for learning programs to align with technical and instructional design development criteria based on evaluation of research in the field and ensures standards are met and implemented.
  + Champion the design, development, and implementation of synchronous and asynchronous distance learning courses.
  + Assess the ongoing maintenance of courses yearly, focusing on one or more of the following: usability, appropriate technology, interactivities, and results set by the department.

**Adjunct Faculty, 2014 to present**

Teach curriculum that blends traditional and online courses for Learning Development Continuing education in leadership, management and general business administration. Teaching following courses –PAS 1000 Planning for Academic Success, SPH 1090-Internersonal Communications, LDP Leadership Institute, LDP Supervisor’s Academy, LDP Emerging Leaders Academy.

**Trident University International, Cypress, CA (Online)|Glenn R. Jones College of Business- Masters Human Resources Management/masters of Science Leadership**

**Adjunct Faculty,** *2016*

Instructor for masters level business courses (online) in leadership, human resources, management and general business administration. Taught the following graduate courses- LED599-MSL Integrative project, MGT501-Management and Organizational Behavior, MGT508 Leadership of Teams, LED514-Mentoring and Developing Employees, and BUS502 Principles of Business.

**Shorter University, Atlanta, GA (North, Riverdale, & Gwinnett Campuses)|College of Adult and Professional Programs- Masters in Management**

**Adjunct Faculty,** *2010 to 2012*

Instructor for business courses (on ground) in leadership, management and general business administration. Taught or approved to teach the following undergraduate and graduate courses- BUSA3310 Management & Leadership\*, LDSP5010 Preparing for Professional Progress, LDSP5200 Leadership and Theory Practice\*, LDSP5430 Organizational Behavior and Management, LDSP6220 Organizational Culture and Politics\*, MGNT3000 Management Research and Analysis\*, MGNT3440 Understanding Human Behavior in Business Environments, MGNT4600 Strategic Management\*, MGNT4610 Change Strategies Management, MGNT4640 Critical Analysis & Decision Making, MGNT5015 Organizational Behavior.

**Technical College System of Georgia, Atlanta, GA (State of Georgia Agency)|Adult Education**

**Statewide Professional Development Director,** *2010 to 2012*

* State lead for professional development initiatives initiated by federal organizations.
* Developed professional development strategy for statewide implementation in support of state objectives.
* Oversight of contract implementation once awarded.
* Utilize data analysis system (GALIS) to identify programmatic challenges to support programs.
* Consulted with state and local Adult Education Directors, faculty and staff on professional development needs.
* Managed state curriculum standards and provide technical assistance to programs to ensure compliance for 1800 instructors teaching Adult Basic Education, Adult Secondary Education, and English as a Second Language throughout state.
* Lead and facilitated training programs specific to instructional strategies for faculty.
* Conducted teacher observations and provide feedback for professional development.
* Contracted with vendors and serve as project manager for the design and implementation of instructional design projects.

**Georgia Student Finance Commission, Tucker, GA (State of Georgia Agency)|Learning Resources**

**Associate Vice President of Learning Resources,** *2006 to 2010*

### Developed strategic plan to program to build bench strength within agency.

* Designed and managed Onboarding program for new employees.

### Managed the work of training staff throughout the state of Georgia.

* Lead the production of training and web-based video learning, webinars, e-learning, and tutorial projects and self-paced print materials.

### Provided workforce development consulting to state and local offices and post-secondary institutions on training and organizational development needs.

### Consulted with leadership in districts and at schools to identify development strategy.

### Contracted with vendors and served as project manager for the design and implementation of instructional design, succession management, and leadership development program.

### Led the development of tools and processes to help state and local staff trainers manage the development needs of over 7000 post-secondary institute employees.

**Department of Human Resources, Division of Public Health, Atlanta, GA (State of Georgia Agency) |Office of Training and Workforce Development**

**Program Director of The Leadership Institute/Curriculum Officer,** *2004 to 2006*

### Developed training specific RFPs (request for proposals) and contracts for the Office of Training & Workforce Development and oversee the selection process.

* Led the design, development and implementation of the leadership institute.
* Lead and facilitated training programs specific to leadership development.
* Contracted with vendors and serve as project manager for the design and implementation of instructional design, succession management, and leadership development program.
* Developed tools and processes to help 22 state and local staff trainers manage the development needs of over 7000 employees.
* Managed the production of training videos for state and local projects.
* Oversee the course certification, accreditation, and credentialing processes.

**Big Brothers Big Sisters of Metro Atlanta, Atlanta, GA,| Community Outreach & Education**

**Associate Vice President,** *2001 to 2004*

* Oversaw strategic recruitment of executives from solicitation to hire.
* Developed recruitment strategy for agency human resources staff.
* Conducted exit interviews for executives within the agency.
* Designed, developed, and lead the development of all curricula as it relates to youth development.
* Managed all roll out of training and conference programs agency and statewide.
* Established key processes and follow-up programs to monitor key volunteer retention strategies and initiatives.
* Implemented comprehensive marketing strategy to solicit clients from community organizations to attend training sessions.
* Consulted with community organizations on strategic plans for program development.
* Established fee for service model and implemented program-strengthening initiatives statewide.
* Directed 5 annual conferences, speaker series, and a certificate program averaging over 2400 attendees annually.
* Managed the design and construction of the physical space the “Mentoring Institute”.

**Information Resources Incorporated, Chicago, IL,| Learning Resources**

**Manager of Human & Learning Resources,** *1998 to 2001*

* Managed all roll out of training programs corporate-wide, which included five different states.
* Selected key vendors for corporate-wide training.
* Managed corporate training team of 5.
* Lead the corporate competency design team for critical organization positions.
* Revamped job descriptions based on competency initiative.
* Established key processes and follow-up programs to monitor retention of training initiatives.
* Coached managers on employee development issues.
* Engaged in various training and OD interventions.
* Provided organizational development interventions with departments around team building, conflict resolution, change management, and re-engineering processes.
* Assisted with the recruitment process design and established the company's interviewing process.
* Provided coaching on utilizing key leadership skills to managers.
* Established new employee orientation and performance management process.

**University of Illinois @ Chicago, Chicago, IL, |Human Resources**

**Director of Human Resources Development,** *1996 to 1998*

* Oversaw campus performance appraisal system for employees managing the process.
* Lead the design of career development program for civil service staff.
* Managed the quality management program.
* Collaborated with senior campus leaders to design and implement programs and processes to drive employee development.
* Responsible for design, development, and selection of training programs for employees campus-wide (including faculty, support staff and professionals).
* Coordinated campus-wide conferences with attendance as large as 7,000.
* Established training center and computer training program.

**PROFESSIONAL AFFILITATIONS**

**Member,** College & University Professional Association for HR- 2010-present

**President Elect & Program Chair,** MD Chapter College & University Professional Association for HR- 2013 to present

**Member,** Academy of Human Resources Development- 2015

**Member**, American Society of Training & Development – 1989 to 2014

**Member**, Society of Human Resources Management- 2015 to present

**Member**, National Institute for Staff and Organizational Development, 2014 to present

**Member**, Learning Resources Network-2013

**Member**, Professional and Organizational Development Network In Higher Education, 2013

**Member**, Higher Education Leadership Consortium, 2014

**Member**, Delta Sigma Theta Sorority, Inc., 1985

**TECHNOLOGY PROFICIENCES**

Moodle, Black board, Angel, Learning Maestro, WebEx, GotoMeeting, Elluminate, Adobe Connect, Anytime Meeting and MS Office Live Meeting.

**Graduate Credit Hours**

**(*for teaching purpose*)**

**I. Organizational Development**

**Course Credits University Course #**

Foundations of Organizational Psyc. 5 Capella PSY7021

Organization Development 4 Wayne State IT712

Principles of Org Theory & Practice 4 Capella 8010

Organizational Commitment Dissertation 25 Capella OM849

**Total Credit Hours 38**

**II. Education**

**Course Credits University Course #**

Script Writing: Instructional Video 3 Wayne State IT710

Educational Planning 4 Wayne State IT611

Instructional Design 4 Wayne State IT711

Computer Assisted Instruction 4 Wayne State IT714

Computer Managed Instruction 3 Wayne State IT716

The Learning Process 3 Wayne State IT735

Evaluation & Measurement 3 Wayne State IT761

Educational Product Evaluation 4 Wayne State IT715

**Total Credit Hours 28**

**III. Management**

**Course Credits University Course #**

Managing & Organizing People 4 Capella 8004

Ethics & Social Responsibility 4 Capella 7050

Marketing Strategy & Practice 4 Capella 7020

Strategy 4 Capella 8012

Management & Theory Creation 4 Capella 8021

Accounting & Finance Mngt 4 Capella 7040

**Total Credit Hours 24**