

QUALIFICATIONS SUMMARY

Proven record in various organizational leadership roles of the organization on the local, regional, and national levels. Certified Project Manager with technical and managerial competence in problem-solving and conflict resolution. Excellent written, oral, and interpersonal communication skills with the ability to relate to all levels of management, customers, and suppliers. A solid record of achievement in the following leadership and core competencies:

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|----------------------------------------------------------------|--------------------------------------------|
| ▲ Thirty -Two(32+) Years of proven Leadership Experience | ▲ Setting Vision of the Organization |
| ▲ Thirty (30+) Years of Budget and Internal Control Experience | ▲ Goal Development/Strategic Initiative |
| ▲ Twenty-five (25+) Years of Project Management experience | ▲ Teamwork / Collaboration |
| ▲ Thirteen (13+) Years as Certified Trainer | ▲ Decision Making |
| | ▲ Engaging and Energizing the Organization |
| | ▲ Adaptability / Change Management |
| | ▲ Excellent Communication Skills |

Membership

Diamond Life Member
Stone Mountain-Lithonia Alumnae Chapter

Initiation

Delta Alpha, Bethune-Cookman College
October 27, 1978

Education

Bachelor of Science – Mathematics, Bethune Cookman College
Master Certificate – Project Management, George Washington University

Present Employment

FIS (Fidelity National Information Services), Atlanta, GA
Senior Project Manager – Item Processing and Internal Control Services

National Conventions Attended

2023, 2021, 2019, 2017, 2015, 2013, 2010, 2008, 2006, 2004

Regional Conferences Attended

Southern: 2024, 2022, 2020, 2018, 2016, 2014, 2011, 2009, 2007, 2005, 2003
Mid – West and South Atlantic, 2024; Mid-West and Eastern, 2022

Key Leadership Experience

- Member, National Finance Committee, 2019-2025, Delta Sigma Theta Sorority, Inc.
- Treasurer, 2022-Present, National Pan-Hellenic Foundation, Inc
- Parliamentarian, 2019 – 2022, Gwinnett County Alumnae,
- Accountant, 2017- 2024, All of Us Research Program,
- National Treasurer, 2014- 2021, National Pan-Hellenic Council,
- Parliamentarian, 2018- 2022 and 2012-2014, National Alumni Association, Bethune-Cookman University, Atlanta Chapter
- Member, National Nominating Committee, 2014-2017, National Alumni Association, Bethune-Cookman University
- President, 2014- 2017. National Alumni Association, Bethune-Cookman University, Atlanta Chapter
- President, 2009-2013, Stone Mountain- Lithonia Alumnae
- First Vice President, 2009-2007, Stone Mountain- Lithonia Alumnae
- Treasurer, 2005-2007, Stone Mountain- Lithonia Alumnae

Chapter Delta Experience

Gwinnett County Alumnae Chapter (GCAC)

- Executive Board, 2019-2022
- Parliamentarian, 2019 - 2022
- Chair, Policies and Procedures Committee, 2019- 2022
- Member, Policies and Procedures Committee, 2019-2023
- Member, Member Services Reclamation Subcommittee – 2021 - 2023

Stone Mountain-Lithonia Alumnae Chapter (SM-LAC)

- Member, Debutante Committee, 2024 – Present
- Member, Fundraising Ways and Means, 2024 - Present
- Member, Nominating Committee, 2017 - 2019
- Sub-Committee Chair – Risk Management Committee, 2017 – 2019
- Member, Policies and Procedures, 2013-2019
- Member, Sergeant-At-Arms Committee, 2013-2019
- Member, Elections Committee, 2013-2015
- Chapter President, 2009-2013
- First Vice President, 2007-2009
- Chair, Membership Service Committee, 2007-2009
- Leader of the Minerva Circle, 2008-2009
- Member, Ritual and Ceremonies Committee 2007 – 2009
- Executive Committee Liaison, Debutante Committee, 2006-2013
- Chair, Budget and Finance Committee, 2005-2007
- Treasurer, 2005-2007
- Executive Committee, 2005-2013
- Executive Board, 2003-2015
- Member, Scholarship Committee 2005-2009
- Sub-Committee Chair, Financial Projects Committee, 2005-2007
- Assistant Treasurer 2004-2005
- Member, Budget and Finance Committee, 2004-2005
- Chair, Sisterhood Advance Committee 2004
- Custodian of Properties, 2003-2005
- Chair, Properties Committee, 2003-2005
- Chair, Hospitality Committee, 2003-2005
- Member, Educational Development, 2003-2013
- Member, Debutante Committee, 2003-2015
- Member, Member Services Committee, 2002-2015
- Assistant Recording Secretary, 2002-2005
- Co-Chair, Hospitality Committee, 2002-2004

Local and Statewide Activities and Experience

- Co-Chair, 2020-2021, 55th National Convention Online Store Committee
- Co-Chair, 2017 Metro Founders Day Registration Committee
- Logistics Chair, 2016 Georgia State Cluster-Founders Day and DDAC Steering Committee
- Chair, Centennial Torch Tour Atlanta 2013 – Program and Sisterhood Celebration Committees
- Chair, Georgia Statewide Cluster 2012
- Representative and Jewel, Georgia Statewide Founders Day 2012, 2003
- Chair, Metro-Atlanta Presidents Council, 2010-2011
- Member, Metro-Atlanta Presidents Council, 2009, 2011-2013
- Representative and Jewel, Metro-Atlanta Alumnae Chapters and Collegiate Founders Day, 2012; 2003
- Advisor, Xi Alpha Chapter - Georgia Institute of Technology, 2018– 2019
- Primary Advisor, Tau Epsilon Chapter – Clayton State University, 2024-Present, 2014 – 2017, Member Advisor Council, 2017-2018
- Advisor, Xi Alpha Chapter - Georgia Institute of Technology, 2008 – 2013, Primary Advisor, 2013-2014

Attended

- Georgia Statewide Founders Day 2003, 2005, 2007, 2009, 2011, 2012, 2015, 2016
- Georgia State Cluster, 2002-2005, 2007-2009, 2011, 2012, 2015, 2016, 2018, 2019,
 - 2022 and 2024 (Provided Fiscal and Advisor Training as scheduled)
- Other State Clusters: AL, FL, MS, TN - 2023 and 2024 (Provided Fiscal and Advisor Training as scheduled)
- Metro-Atlanta Alumnae and Collegiate Chapters Founders Day, 2004, 2006, 2008, 2010, 2015, 2017
- Georgia Delta Days at the State Capitol 2004-2008, 2010-2012, 2014-2015 – 2017, 2022, 2023, 2024. 2025

Delta Honors and Distinctions

- Southern Region – Georgia Outstanding Alumnae of the Year, 2019
- Southern Region – Cherished Pearl - Alumnae of the Year Award, 2011
- Stone Mountain -Lithonia Alumnae - Pinnacle Award, 2004

Professional Honors and Distinctions

- BellSouth Telecommunications –
 - Leadership Award, 1998
 - Beyond the Call Award, 1994
 - Department Head Award, 1993, 1994, 1996-1999

Chapter Honors and Distinctions

- Southern Region Reclamation and Retention Award, 2008-2009, Chair, Membership Services
- Southern Region Alumnae Chapter of the Year, 2010, Chapter President
- Southern Region Alumnae Chapter of the Year, 2011, Chapter President
- Outstanding Community Organization Award and voted Best Civic Organization, 2011, Chapter President

Regional Experience

- Chair, Recommendations Committee, 2022
- Certified Membership Intake Trainer, 2016 -2024 and 2009-2013
- Certified DID Trainer, 2015-2024
- Certified Advisor, 2008 - Present
- Mentor, Southern Region Leadership Institute, 2017 - 2018
- Member, Southern Region Rehabilitation Oversight and Special Initiatives (ROSI) Committee, 2016-2017
- Chair, Southern Region Chapter Member Development Committee, 2015-2016
- GA and TN State Coordinator Collegiate Chapter Member Development Committee, 2014-2015
- Member, Credentials Committee, 2014
- Voting Delegate, 2009, 2011
- Presenter, Delta Research and Education Foundation, 2011
- Presenter, Membership Service Committee, 2009, 2011
- Member, Regional Awards and Recognition Committee, 2007-2011
- Page, 2007

National Experience

- Member, National Finance Committee, 2019 - 2024
- Member, National Membership Services Committee, 2017 - 2019
- Member, National Technology Committee, 2013-2015
- Hortense Canady International Women's Conference, 2012
- Technology Sub-Committee Chair, National Heritage and Archives Committee, 2011- 2013
- Presenter, Membership Services Committee, 2010, 2013
- Voting Delegate, 2010
- Presenter, National Executive Board Meeting, 2010
- Delta Days in the Nation's Capital, 2009-2013, 2015, 2017, 2018, 2021-2025
- Alternate Delegate, 2008
- Page, 2006, 2008, 2013

Public Speaking Experience

I am an experienced, effective communicator and presenter. My Delta communication experience includes speaking as a chapter officer, committee chair, trainer, and collegiate advisor. I have spoken at the following types of events for our sisterhood: National Executive Board Meetings, State Cluster Meetings, Founders Day Programs, Chapter Anniversary Celebrations, Galas, Community Service Events, Fundraising Events, Finance Workshops, Metro Atlanta Alumnae and Collegiate Chapter Training Sessions, Rush Programs, Membership Intake Workshops, Delta Foundation Workshop, Regional and National Membership Services Committee meetings.

Professionally, I routinely lead meetings as the facilitator and/or presenter for team meetings. I also speak on behalf of my job for Career Day events and as a Workshop Facilitator.

In the community, I have provided greetings at church women's conferences and conducted training sessions for the finance team. I have conducted entrepreneurial classes for Junior Achievement of America. As the National Treasurer for the National Panhellenic Council, Inc., I have shared my public speaking and presentation skills at various council events including Leadership Conferences, Financial Workshops, and Officer Installation Ceremonies. As President of the Atlanta Chapter of the Bethune-Cookman University National Alumni Association, I have had the opportunity to speak during Executive Board. Chapter and various other meetings and programs.

Other Affiliations

- **Black Greek Letter Consortium - All of Us Research Program (Partnership with National Institute of Health) -**
All of Us is working to improve health care through research and building a diverse database that can inform thousands of studies on a variety of health conditions.
 - Program Accountant, 2018 - Present
 - Process all invoices, distribute all invoices,
 - Maintain cumulative budget, Provide monthly budget updates with narrative.
 - Provide the final budget for the final report with a narrative.
- **Austin Tyler Foundation - Domestic Violence Awareness**
 - Team Lead, Fundraising Committee, 2018 – Present
 - Raised over \$4000 – Instructor for Line Dancing Events
 - Volunteer, 2018 – Present
- **National PanHellenic Council, Inc.**
 - Executive Board, 2014 -2021
 - National Treasurer 2014 – 2021
 - NPHC National Leadership Conference 2023, 2021, 2019, 2017, 2015, 2013
- **National Alumni Association, Bethune-Cookman University**
 - Executive Board, 2014 – 2017
 - Member, National Nominating Committee, 2014-2020
- **National Alumni Association, Bethune-Cookman University, Atlanta Chapter**
 - Parliamentarian, 2018- 2022
 - President, 2014-2017
 - Parliamentarian, 2012-2014
- **New Mercies Christian Church**
 - Coordinator, Women Conference, 2019, 2013- 2017, 2021-Present
 - Chair, Women's Conference Registration Committee, 2010-2016, 2023
 - Team Lead, Finance Team, 2014-2021
 - Member, Finance Team, 2008 – 2021
 - Coordinator, Crown Jewels Usher Ministry, 2005 -2009
 - Transportation Coordinator, Crown Jewels Ministry Women's Conference, 2004 – 2008
 - Team Leader, Youth Usher Ministry, 2004-2011
 - Member, Usher Board, 2003-2008.
- **Lakeside High School Varsity Girls Basketball**
 - Volunteer Lay Assistant Coach, 2002-2003
- **Lakeside High School Boys Basketball**
 - Co-President, Tip-Off Club, 2001-2003
 - Board Member, Tip-Off Club, 1999-2003
 - Fundraiser Coordinator, 1998-2001
 - Team Parent, 1997-1998
- **Norcross Youth Athletic Association**
 - Head Coach (Basketball), 1996
- **Northeast Athletic Association**
 - Team Parent (Football), 1996
- **Florida Volleyball and Basketball Association** - Vice President, 1993-1995
- **BellSouth Telecommunications Company**
 - Co-Chairman, Junior Achievement of America Bowl-a-Thon, 1991-1995
 - Chair, Junior Achievement of America Bowl-a-Thon 1988-1990
 - Presenter, Speakers Bureau, 1988-1993
 - Coordinator/Class Instructor, Junior Achievement of America, 1988-1995, 1997