

**SUMMARY**

Over ten-years of public/private sector experience managing and implementing business concepts in the following areas:

- Operating and Project Management
- Strategic and Business Planning
- Operations and Industry Analysis
- Process Mapping
- Systems Development
- Financial Management and Budgeting
- Media Relations
- Process and Program Evaluation
- Customer Service
- Contract Management
- Performance Quality Improvement

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**EDUCATION****Barry University, Andreas School of Business****Master of Science in Management****Florida International University****Bachelor of Public Administration**

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**EXECUTIVE EDUCATION****Harvard University, John F. Kennedy School of Government**

Performance Based Management Certification

**Harvard University, John F. Kennedy School of Government**

Corporate Governance Certification

**Florida International University, Metropolitan Center**

Academy for Strategic Management Certification

**Florida International University, College of Business Administration**

Certified Treasury Professional Certification

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**EXPERIENCE****Non-Violence Project USA, Inc.****2002 to present****President**

The Non-Violence Project is an international Case Management and Mental Health Service organization. Responsible for the management of the United States subsidiary located in Miami-Dade County. Services are rendered through the development of a multifaceted public/private partnership with Miami-Dade Public Schools impacting 2,000 clients annually.

Responsibilities include the preparation and recommendation of long-range plans for agency services and programs to the Board of Directors; develop specific proposals for action on current and future company needs. Additional responsibilities include the financial and compliance management of a CRA district community initiative in the City of South Miami. Report program and financial status updates directly to the City Mayor, City Manager, and Department Directors. Interpret federal, state, and local regulatory policies and laws. Further responsibilities include coordinating and managing the organization's strategic plan, performance quality improvement plan, policy evaluation, and accreditation process. Direct the preparation and administration of the annual budget, oversee financial accounting and reporting for all internal controls of \$12 million in federal, state, local agency assets, and sub-contracts. Represent the

agency in negotiations and dealings with various governmental agencies, community groups, professional affiliations, media and other organizations.

### **Achievements**

- Secured organization's charter as a National Health Care Organization with the US Department of Health and Human Services.
- Currently facilitating and managing an international merger with all company global charters. Merger is valued at approximately \$20 million.
- Currently managing and developing a multistate company expansion valued at \$2 million to extend mental health services in 15 additional school districts in the United States.
- Developed and managed a federally funded social service plan for the City of South Miami that addressed criminal prosecutions, drug trafficking and drug use, graffiti activity, and economic development. Initiative also included the management of financial disbursements to the City of South Miami for policing saturation and undercover investigative initiatives targeting narcotic sales, weapons confiscation, and warrant patrols.
- Managed collective bargaining for contract negotiations with pending union.
- Managed and designed nine consecutive balanced budgets with zero overruns.
- Instituted staff training requirements providing employees unlimited continuing education credits geared to improving staff performance and consumer services.
- Commenced Trademark and Copyright process protecting organizational intellectual and proprietary rights.

### **National Housing Group, Inc.**

**2000 to 2001**

#### **Financial Officer**

National Housing Group, Inc. is a HUD approved property management real estate company and vendor for the Office of Multi-family Housing Programs. The organization provides one-on-one and group counseling to residents to facilitate affordable housing options. Responsibilities included managing and distributing the HOPE VI \$35 million budget revitalization grant for the Scott Carver public housing development initiative. Further responsibilities entailed full financial reporting, cash and banking, and resource disbursement management.

### **Achievements**

- Introduced accounting software to manage disbursement of approximately \$12 million in public assets.
- Developed Client Management Information System to track client financial disbursements and Section 8 Voucher allocations for 2,500 residents.
- Enhanced logistical communications with Miami-Dade County Housing Authority to expedite voucher disbursements, promoting greater turnaround on resident relocation efforts.

### **Historic Tours of America**

**1998 to 2000**

#### **Sales Associate/Trainer**

The Historic Tours of America, Inc. is the nation's largest operator of theme vehicle tours, as well as the only wholly owned national sightseeing company in America. Responsibilities included sales and business development functions for retail stores, historic attractions and museums, key account management, customer relationship development, and employee training.

**Achievements**

- Met or exceeded sales quotas throughout tenure, averaging more than \$2 million in team annual sales. Received multiple company awards in recognition for performance.

**OTHER PROFESSIONAL EXPERIENCE****Fanm Ayisyen Miyami, Inc.****2006-2008****Financial and Business Consultant**

Fanm Ayisyen Miyami, Inc. is a public service organization specializing in immigration and refugee legal services, case management, mental health counseling, and economic development services. Served as the Financial and Business Consultant to the Chief Executive Officer and Board of Directors: providing guidance in the areas of personnel management, contract management, process mapping, and treasury performance of \$5.4 million in federal, state, local and private agency assets.

**OneArt, Inc.****2007-2009****Financial & Business Consultant**

Served as the Financial Consultant to the Chief Executive Officer providing guidance in the areas of contract management, audit preparation, and treasury performance of \$1.3 million in federal, state, local and private agency assets.

**Marleine Bastien for Congress****2010****Interim Campaign Manager**

Responsibilities included overseeing campaign division organization, pledge activity, volunteer management, prospecting strategies and tactics and reporting activity. Organized and staffed all relevant committee meetings.

**PROFESSIONAL ORGANIZATIONS**

Board of Director, South Miami Rotary; Guest Lecture, Brown Mackie College; Guest Lecture, Barry University; President, Empowered Living; Corporation for National and Community Service, Grant Reviewer; PBS, Community Board Member; Vice-Chair, Brownsville Consortium; Advisory Board Member, Get the Point International Foundation.

**AWARDS AND RECOGNITION**

President Obama: "Lifetime Volunteer Service Award"—2011; Paul Harris Fellow: Rotary International—2011, GQ Magazine: Better Man Better World Nominee—2011; Governor's Award: Honored as the "Prevention Specialist of the Year" – 2007; Nominee "Champion of Children" by the Florida State Children's Trust –2008; Received the "Best in Business Practice" Award by the National Corporation of Community Services – 2006; Received commendation by the City Commission and Key West Police Captain – 1996.

**SECURITY CLEARANCE**

State of Florida, Department of Juvenile Justice