

Dwina E. Higgs

“Impact” Consultant

About Me

Dwina E. Higgs is a seasoned Business Consultant with a relentless commitment to optimizing organizational performance. Leveraging her extensive experience in management, leadership, and nonprofit she offers a profound depth of knowledge in strategic planning, project management, and team leadership, positioning her as a valuable asset for driving your business forward.

Education

Liberty University | Lynchburg, VA
Doctorate of Business Admin Non-Profit Leadership & Magt.
Expected Completion
May 2025 (Ongoing)

Keller Graduate School of Mgt | Decatur, GA
Master of Project Management
Completed
June 2007

DeVry University | Decatur, GA
Bachelor of Arts Business Admin Business Information System
Completed
October 2005

Success Training College | Nassau, The Bahamas
Associate of Science - Computer System Management
Completed
June 2002



Certifications

- Association of Accredited Small Business Consultants (ASBC/ASMEC)
- Certified Nonprofit Consultant (CNC)
- Certified Youth Leader (CYL)

Skills




Technical/Hard Skills:


- QuickBooks Management
- Planning/Execution
- Six Sigma DMAIC Methodology

Soft Skills:

- Strategic Planning/Leadership
- Total Quality Management
- Negotiation, Persuasion, & Communication,
- Solutions Expert
- Decision Making
- Performance Assessment
- Needs Assessment
- Administrative Management
- Records Organization/Management

Contact

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Experiences

Post-Funding Consultant | Access Accelerator | Nassau, The Bahamas 2023 - Current

- Conduct quarterly training in areas of expertise (Accounting, Marketing, HR) for entrepreneurs.
- Provide ongoing business advisory services, focusing on efficiency and profitability.
- Implement curriculum-based training sessions.
- Analyze client data for strengths, weaknesses, opportunities, and threats.
- Aid in business plan development and revision.
- Support clients in sales proposal creation and sales strategy execution.
- Enhance online presence through web, e-commerce, and social media.
- Assist in financial system setup and monthly statement preparation.

Founder/President | Bahamas Lotus (BL) | Nassau, The Bahamas 2018 - Current

- Ensure the organization's activities are compliant and in furtherance of its mission.
- Lead, manage, and develop the organization's employees, volunteers, and organizational culture.
- Develop, implement, monitor, and assess the organization's programs (including their impact).
- Ensure effective external communications about the organization and its mission, priorities, importance, programs, and activities.
- Develop and maintain beneficial relationships with donors, funders, supporters, collaborators, allies, vendors, and other stakeholders.
- Ensure legal compliance (including all required filings) and sound risk management practices.

Event Consultant | Gapseed | Nassau, The Bahamas 2018 - Current

- Plan events for individuals and organizations, including birthday parties, weddings, receptions, meetings, and conferences.
- Ensure effective communication with clients from inquiry to event execution.
- Secure event locations and coordinate interior decoration.
- Collaborate with catering companies, DJs, and hosts to schedule timing for agendas and programming.
- Work with graphic designers to create fliers and invitations for upcoming events.
- Coordinate with public relations agencies for event publicity.

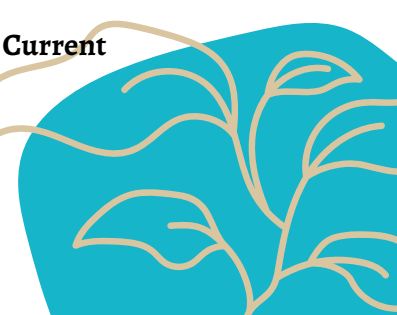
Business Consultant | Ying N Yang Solution | Nassau, The Bahamas 2018 - Current

- Analyze organizational practices, identify weaknesses, and recommend solutions.
- Help companies optimize and improve their overall business model.
- Organize and assign business projects, and meet with companies to perform assessments.
- Develop and implement ongoing budgets and detailed business plans.
- Formulate effective business solutions to improve productivity and efficiency.

Operations Manager | Superior Maintenance | Nassau, The Bahamas 2007 - Current

- Plan, direct, and coordinate the operations of the company.
- Formulate policies and manage daily operations.
- Plan the use of materials and human resources.
- Manage diverse functions such as personnel, purchasing, and administrative services.

Business Consultant | Akhepran International Academy | Nassau, The Bahamas 2012 - Current

- Monitor and analyze accounting data, and produce financial reports or statements.
 - Establish and enforce proper accounting methods, policies, and principles.
 - Implement systems for collecting, analyzing, verifying, and reporting information.
 - Work closely with the financial management team.
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Experiences Continued

- Manage and oversee the daily operations of the accounting department.
- Conduct month and end-year processes, manage accounts payable/receivable, cash receipts, payroll, utilities, budgeting, cash forecasting, and revenue and expenditure variance analysis.

Assistant Safety Coordinator | Alpha Insulation & Waterproofing | Marietta, GA 2005 - 2007

- Assisted the Safety Coordinator in coordinating, implementing, and documenting the company safety program.

Professional Affiliations:

- Founder (President) - Bahamas Lotus (BL) NGO
- Board of Directors (Treasurer) - Akhepran Ambassadors Scholarship NGO
- Board of Directors (Finance Committee) - Akhepran International Academy (AIA)
- Board of Directors (Secretary) - Civil Society Bahamas (CSB) NGO
- Research Development (Committee Member) - Caribbean Women in Leadership (CIWiL) NGO
- Public Leadership/Women Leadership Committee - International Leadership Association (ILA)
- Environment (Committee Member) - Rotary International
- Public Relations - Neighborhood Care
- Member - Bahamas Disabilities Adventures (BDA) NGO
- Member - Women United (WU) NGO
- Member - Society for Human Resource Management (SHRM)
- Member - Project Management Institute (PMI)
- Member - Sigma Beta Delta (SBD) Former President
- Former Member - Phi Beta Lambda (PBL) Former President

Pro Training, Workshops, Conferences And High-Level Meetings:

- Caribbean Investment Forum; Nassau, The Bahamas, October 2023
- Diplomatic Week; Nassau, The Bahamas, October 2023
- ILA Conference for Leaders; Vancouver, Canada, October 2023
- UN Women Civil Society Organizations Business Capacity Workshop; Nassau, The Bahamas, September 2023
- Conference of the Parties (COP) UNFCCC (Climate Change Conference High-Level Meeting); 2022 - 2023
- CARICOM UN Women Generation Equality Workshop High-Level Meeting; Barbados, February 2020
- ECLAC Regional Women Conference; Chile, Santiago, January 2020
- United Nations Women, PAHO and ParlAmericas Training (Strengthening the Health System to Address Violence Against Women; Montego Bay, Jamaica, May 2019
- CARICOM and United Nations Workshop (Gender Mainstreaming in National Sustainable Development Planning) High-Level Meeting; Trinidad, June 2019
- Commonwealth WAMM Commonwealth Women Affairs Ministers Meeting Women in Leadership High-Level Meeting; 2019 & 2023
- World Trade Fair and Cultural Exchange; China, Guangzhou, April 2019
- United Nations, New York; Commission Status Women (CSW); 2019 and 2021 - 2024
- Latin America and Caribbean United Nations; Argentina, Buenos Aires; 64th Regional Women Conference, December 2018
- United Nations CEDAW Bahamas, Geneva, Switzerland; Bahamas Report, October 2018
- Global Women Economic and Social Empowerment Summit (GWESSES); Ghana, Accra, June 2018
- Cultural and Heritage Research; Nigeria, Lagos, July 2017

**"Unleash Your Brilliance:
Let Your Light Shine and Illuminate the World!"**

References: Available upon request.

