

## Curriculum Vitae

- Establish, build trust, and maintain relationships with nonprofit organizations, school leaders, corporations, media, and donors to develop and implement a robust, scalable stakeholder engagement strategy.
- Cultivate and implement strategies for engaging, supporting, and mobilizing academic communities, ensuring that families are equipped to win on issues that matter, including access to equitable resources and fair policies.
- Develop and execute a fundraising plan that will enable the organization to fully realize its strategic vision with the financial resources on hand to increase donor and grant funding and operations stability.
- Provide oversight and direction for strategy, operations, financial oversight, and execution through innovation and an entrepreneurial mindset to move the organization toward continued growth and provision of services.
- Ensure ongoing academic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems to achieve the strategic goals.
- Considered subject matter expert with ten years of experience as Chief Executive Officer and 20 years of experience leading and managing programs and projects.
- Recognized for establishing policies and procedures that ensure compliance with federal, state, and local regulations.
- Recognized for excellence in planning and conducting engaging and memorable events for large audiences.
- Expert knowledge of grants management and compliance, including legislation, EDGAR, and OMB Circulars. Extensive knowledge of Texas Human Resource Laws and Regulations.
- Lauded as a Project Management leader with extensive knowledge of PM principles and generally accepted accounting principles, strong analytical skills, including research and evaluation, and high-level public speaking skills.

## Selected Achievements

- Collaborated in writing and securing \$8M in highly competitive Federal grants, 6 in total valued at 1.3 million dollars each.
- Secured 2 of 139 national Department of Education (DOE) Educational Opportunity Center grants.
- Secured 2 of 966 national DOE Upward Bound Classic grants
- Procured 2 of 212 national DOE Upward Bound Math and Science grants.
- Obtained Americorp VISTA grant.
- Procured 2 Texas Park and Wildlife COOP grants.
- Boosted ORS annual funding from \$0 to \$1.5 million.

## Education and Credentials

**Master of Arts, Communication, 2007**, University of Texas at Arlington, Arlington, TX

**Bachelor of Science, Church Ministry, 2002**, Southwestern AG University, Waxahachie, TX

## Professional Experience

**President and Co-Founder, Opportunity Resource Services - co-launched in 2012**  
**Director, EOC Dallas & Upward Bound Programs**

**2012 - Present**

Spearhead attainment of mission and vision through exemplary leadership and administrative oversight for Opportunity Resource Services, including grant oversight, staff supervision, event management, project management, delivery of educational services, and management of federal regulation compliance. Responsible for administrative oversight of organizational projects and programs. Work in partnership with the team on talent acquisition, onboarding, and training of 20 on-call support staff annually, 15 full-time staff, and 30 part-time staff.

- Researched, wrote, and enforced policies and procedures in human resources, internet technology, and accounting.

- Successfully met all program objectives established by the Department of Education for ten years.
- Developed and maintain technological infrastructure for ORS, including IT policies and procedures.
- Maintained a balanced budget for all years of programming.
- Developed systems and policies for accounting processes, HR processes, & project management processes.
- Knowledgeable of Federal compliance guidelines; can navigate the OMB and Federal regulations.
- Complete and submit yearly state and federal financial compliance paperwork.
- Direct annual A-133 Single Audit as required by OMB regulations for organizations that expend over \$750,000 in federal grants per year.

**Increased:**

- ORS staff from 2 to 45.
- ORS service area from 2 to 16 cities or towns.
- ORS client base from 0 to 2,150 annually.
- Increased ORS's Board Membership.

**Established:**

- Organizational core values, mission, and vision.
- Corporate culture and operational philosophy.
- Administrative Accounting Policies and Procedures and Employee Handbook.
- Organization's human resource, accounting, and payroll software systems.
- Positive and productive community relationships with program stakeholders.
- Established organization's 403(b) retirement plan.
- Organization's 501(c) status with the IRS.

**Supervised:**

- Annual banquet for 600 individuals.
- Annual educational travel experiences for 130 students.
- Annual six-week summer academic program for 130 students.
- Grants serving 1,200-2,150 individuals annually.

**Assistant Director of TRIO Programs  
Upward Bound, Tarrant County College District**

**2007 - 2012**

Lauded for top tier administrative oversight for two Federal Upward Bound grant programs, which included staff supervision, event management, and delivery of educational services to participants from diverse and underrepresented populations. Responsible for administrative oversight of projects related to grants which include student recruitment, summer academic programming, special events (i.e., banquet for 300 attendees), seasonal retreats, monthly field trips, and weekly academic services. Supervised 15 on-call support staff annually. Recruited 75 first-generation and low-income students annually. Managed an annual \$253,000 program budget. Managed an annual student caseload of 75.

- Served as team lead and communication liaison between the TRIO Director and the three departmental Upward Bound program Assistant Directors.
- Provided solutions to programmatic and logistical challenges for projects and programs.
- Maintained extensive and detailed student records and followed guidelines to ensure Federal grant compliance.
- Planned and facilitated educational travel experiences for 90 students annually.
- Planned and facilitated annual banquet for 300 individuals annually.
- Maintained detailed client records for federal compliance.

**Adjunct Instructor of Communications  
Tarrant County College District**

**2009 - 2011**

Integral in providing instruction to post-secondary adult learners on communication theories, the communicative process, and the art of public speaking to inspire utilization of Adult Learning Theory, creative lectures, and student engagement.

**Executive Director  
Nexlead**

**2005 - 2007**

Drove academic success through administrative and logistical oversight for international expeditions that focused on leadership development for youth and young adults. Managed annual organizational budget of \$350,000.

Directed organizational brand management and external communications. Managed four sales and marketing staff members.

- Developed marketing and sales strategies that tripled program enrollment.
- Created data-driven customer relation systems, which improved client retention and created a pipeline for adding clients.

**Associate Pastor & Youth Director  
Victory Family Church**

**2002 - 2005**

Designed and coordinated services and resources directed toward youth and young adults. Managed annual departmental budget & responsible for annual fundraising. Recruited, trained, and supervised adult interns and volunteers.

- Developed strategies and programming that grew a weekly youth outreach program by 300%.

**Community & Business Involvement**

<b>Council Member</b> , City of Benbrook, Benbrook, TX	2019 – Present
<b>Treasurer</b> , Lake Worth Sailing Club, Lake Worth, TX	2018 – 2019
<b>Association President</b> , Byers Square Homeowners Association, Fort Worth, TX	2008 – 2009
<b>Board Secretary</b> , College Readiness Improvement Support, Dallas, TX	2007 – 2009

**Awards**

Best of the Best, Cleburne (Community Organization)	2021
TCC Leadership, Tarrant County College	2006