

Emilio N. Williams

emilio@capiemo.com

(301) 346-5715

Principal Objective

I seek a position where my 25 years of experience working in communities, with youth serving organizations, in education, training, group facilitation and human resource development can be applied to its optimum potential. My ultimate goal is to increase the capacity of individuals and organizations to doing what they do best by promoting effective communications, training and group facilitation skills. I have had the opportunity to work in juvenile detention centers and several youth serving organizations across the country including but not limited to Boys and Girls Clubs, Save the Children, AmeriCorps National Service, Black Police Association in London and others. The majority of my career has been centered in training and working with youth or the staff of youth development organizations that work with the youth. My passion is really with the many organizations that have limited resources but still need the help. Financial gain is not the ultimate motivation for me.

Work Experience

Currently in Early Retirement and Living In NC

Living in NC and applying the background developed to work with schools and/or organizations who need my assistance. The resume below is designed to provide background information.

Hendley Elementary School, Washington, DC 8/15 - 8/17, Manager of Strategy and Logistics, Business Manager, PCard Holder, PASS Administrator

- Responsible for operations in one of the more educationally challenged schools in Washington, DC – ranked 3rd from the bottom in terms of math and reading levels
- Responsible for developing systems, operations, budget, payroll, parent, student and community engagement, training and support, risk management and more
- Manages internal and external communications systems with parents, staff, PTA and students as well as the development and management of school newsletters, announcements, social media and networking and production and promotion of school-wide events.
- Works with lead teachers, assistant principals, Special Ed, PTA, building maintenance, parents, school nurse, and community members to establish and ensure that a positive school culture and productive working relationships are maintained.

Monarch Academy Public Charter School – 7/11 – 11/12: Dean, Student & Family Life

- Coordinate, supervise, and monitor student-related school activities/events, including extra-curricular activities for 990 students including community initiatives, volunteer opportunities, parental/PTA, community engagement and the use of audio/visual projects of student and community events and photography as a communications and promotional strategy to convey school culture to relevant publics.
- Manages the Student Support Center including serving as parent/community liaison; point of contact for parent calls, and the resolution of issues or referrals for parents to appropriate staff and/or resources. This role required counseling, problem solving, and skill development for students with skill deficiencies, ADHD and other learning difficulties.
- Provide small group training and support to students primarily boys on problem solving, self-esteem, risk-taking behavior, decision-making, bullying, peer pressure, getting caught up in cliques and learning to know and take care of the SELF.
- Engage parents, volunteers and other stakeholders to assess and deliver training topics. Helped to schedule and coordinate stranger safety and other parenting skills sessions for families.
- Manages cadre of volunteers and student interns. Volunteers were screened, trained and supervised as they worked with students and teachers.

The Koi Group – 9/97 – 7/15: President & Principal Consultant

- Facilitated and provided training in a number of courses including but not limited to Youth Corps Wellness Programs, Using Storytelling to Promote Critical Thinking Skills, Training for Transformation, Resolving Conflicts Without Giving In or Up, Experiential Learning Trainings, Team Building and more.
- Created and administered diversity/inclusion and cultural competency training workshops and planning for corporate, national, international, tribal, federal, state, county and government agencies.
- Designed curriculum and training materials on personal development, conflict resolution, problem solving, effective communication skills, workplace inclusion, diversity and fostering inclusive workplaces for diverse organizations.
- Trained staff on human/personal and organizational development areas including: strategic planning, SWOT analysis, and strategies for collaborating, cooperating, coordinating, communicating and conducting cultural audits.
- Coordinated and consulted on long range planning and technical guidance for non-profit, corporate managers, national and state service commissions for service delivery and the management of volunteers including: volunteer recruitment, community service project planning, community engagement as a strategy for sustainability, statewide training and planning efforts).
- Served as a trainer in the United Kingdom working with youth on diversity and inclusion, substance abuse, anti-violence strategies, poverty, media, gangs and personal governance.

National Association of Service and Conservation Corps – 8/92 - 8/97: Director Training and Member Services

- Managed portfolio of youth service programs serving 25,000 youth ages 16-24 in 38 states with a budget of over \$180 million for jobs training programs and community service projects.
- Procured and managed a \$1.2 million technical assistance and training contract funded by the Corporation for National Services for crew-based corps programs that provided national training to AmeriCorps and Community service participants in communities, Tribal programs, state and local governments, and educational institutions.
- Provided staff development training (including but not limited to conflict resolution, decision making, problem solving, communication skills, respectful workplaces, stress management, career planning, values clarification, etc.) and on-site technical assistance (planning, facilitating effective meetings, organizational development, cultural audits, asset mapping, etc.) to over 300 educators and youth serving agencies nationwide.
- Designed and delivered life-skills training for youth 18-25 years old (including conflict resolution, substance abuse, wellness, decision making, communication skills, life planning and other personal development - soft skill topics).

National Fish and Wildlife Foundation – 8/89 – 8/92: Systems Administrator & Principal on Initiative for Conservation Education to Include Under-represented Populations

- Designed and conducted new employee training, orientation and ongoing computer and information systems training for Foundation employees.
- Strengthened, coordinated and assisted in the development of the Minority Career Initiative for Conservation Education designed to address outreach and services for historically underserved populations.
- Collaborated with environmental youth groups using the environment as an integrating context to teach life skills and connection to the earth and others (including experiential learning, career opportunities, communication skills, problem solving, etc.).
- Developed project tracking database (in MS Access highlighting key fields, capturing data, design of data entry screens, formatting of report production), set up and managed the Novell network system for all organizational computers
- Conducted site visits and delivered keynote speeches nationally to organizations working with under-served populations.
- Met with and facilitated many planning sessions with people of color around the country with regard to their engagement in the environmental arena (recreation, stewardship, environmental justice)

Chesapeake Business Institute - 5/84 – 9/– 8/89: School Director

- Operated and managed a business school (providing training in computer office assistants, geriatric nursing assistants) with an enrollment of 450 students, 30 staff members, and a \$2 million budget.
- Coordinated and managed advertising, marketing, and retention efforts for the organization.
- Trained administrators, instructors in effective human relations, communication and problem solving skills and ensured that curricula objectives met accreditation requirements.
- Provided life-skills training to assist and improve student retention and success.

- Assisted in the recruitment and marketing of the products and programs.
- Designed and implemented a student retention program for students with personal issues impacting their ability to attend school on a regular basis (engaged in child care, transportation, tutoring, mentoring, etc.).
- Knowledge of human resource management including discrimination and harassment.

Education

U.S. Air Force Training School, 1973-1979
Wilmington, College, Behavioral Sciences 1977-1979
Lincoln University, Masters Human Services 1986

Computer Skills and Technology Interests

- Strong working knowledge of PCs and Macs - MS Office Products (Word, Excel, PowerPoint, Access)
- Website development using wizards and customized templates
- Familiar with Social Networking, Written and Audio Blogs, Twitter, Instagram, Constant Contact, Online File Storage, Online Radio, YouTube, Skype and more.
- Editing photography and video using Adobe Photoshop, Final Cut Pro, and others.

References

Specific references are available upon request.