

# KAREN M. SHAURI

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## SUMMARY OF QUALIFICATIONS

- Over 27 years of experience in customer service and public administration of state and federal programs for small business development. Over 23 years in supervising. Past positions contribute to strong knowledge and skills in the following areas: program leadership, statewide communication systems, development and administration of policies and procedures for statewide programs, program and strategic partnership development, federal regulation compliance; decision making, budget preparation, grant writing and reviewing federal/state proposals, federal grant management, establishing program guidelines, conducting annual audits, monitoring and tracking grantee activities, processing grant agreements and grantee invoices, generating reports and coordinating program events.
- Additional qualifications: CPR certified (expiration 2016), leading quality process teams, routinely assisting in the implementation of the SBDC balance scorecard process, identifying new partner opportunities and implementing initiatives, conducting public presentations; representing the State of Ohio at national government agency headquarters; and networking with state, local and federal agencies.

## EDUCATION

UNIVERSITY OF AKRON - Akron, OH

**M.A. Degree** - Urban Studies – (focus on urban economic development and public administration)

UNIVERSITY OF HAWAII - Honolulu, HI

**B.A. Degree** - Geography, major - urban and regional development

## VOLUNTEER EXPERIENCE

4/2021 – Present	VP, Walnut Creek Civic Association
11/15/2015 – 8/19/16	<b>Columbus Urban League - Housing and Financial Empowerment:</b> Administration
8/2014 – 6/30/2015	<b>American Red Cross (Transportation for Seniors) – Central Ohio:</b> dispatcher & driver
1/2015 – 6/30/2015	<b>Veterans Administration Medical Center – Columbus:</b> Patient Advocate

## PROFESSIONAL EXPERIENCE

8/2020 – Present	Field Representative, US Census Bureau – Central Ohio
3/2017 – 3/2023	Real Estate Agent, Columbus, Ohio
<b>5/2016 - Present</b>	<b>Election Poll Worker, Franklin County Board of Elections</b>

## Retired from State Government – 12/31/2013

**OHIO DEVELOPMENT SERVICES AGENCY– Office of Business Assistance**

**6/2009 – 2013** *State Director, Small Business Development Center (SBDC) -*

**3/1/2008 – 1/2013** *Assistant Division Director, Entrepreneurship and Small Business Division*

Managed \$10+million budget and the daily operation of the Ohio SBDC Statewide network program which consists of 40 centers and 115 field staff and include the Manufacturing and Technology SBDCs and International Trade Assistance Centers (ITACs), developed federal proposals and budgets, over federal spending and program reporting, monitor network productivity, supervise staff, manages cooperative agreement partnership with U.S. Small Business Administration. Lead the SBDC through the national certification process. Expanded SBDC network through interagency partnerships with Rehabilitative Services Commission for entrepreneur support for persons with disabilities; partnership with Technology Innovation and Workforce and Talent for support of manufacturers with less than 50 employees, and worked to develop the new Cuyahoga SBDC Consortium to adequately serve Cuyahoga County. This is the largest Cleveland program in the history of the Ohio SBDC. Also, secured new partner for the Cincinnati SBDC. Work directly with both the Cleveland and Columbus SBA District Offices.

**8/1998 – 5/2009 OHIO DEPARTMENT OF DEVELOPMENT – Entrepreneurship and Small Business Division**  
**Associate State Director, Small Business Development Center (SBDC)**

Managed the Special Programs Unit which included: International Trade Assistance Centers (ITAC), Training and Development, Marketing and Communications, 1<sup>st</sup> Stop Business Connection, Latino SBDC Initiative, liaison to the Ohio Procurement Technical Assistance Center (PTAC) program, Portability Grant program and oversight of other specialized programs and events. program and partnership development, budget preparation, developed and reviewed proposals, revised program guidelines, monitored and tracked grantees activities, processed grantee invoices (special programs), generating reports, and supervised staff.

1/1992 – 8/1998 **OHIO DEPARTMENT OF DEVELOPMENT – Small Business Division**  
***Research & Evaluation Manager, Small Business Development Center (SBDC)***

Grant management for SBDC/Ohio PTAC programs; developed program policies and guidelines. Established impact measurement criteria and methodology to evaluate the effectiveness the SBDC and Ohio PTAC network. Monitored and analyzed SBDC/OPTA network productivity. Produced quarterly/annually narrative and statistical summaries for federal reporting requirements. Reviewed and provided recommendations on SBDC/OPTA grant proposals and agreements, including budget and policy issues. Monitored the financial expenditures for the state SBDC Program. Coordinated Ohio's SBDC on-site review process. Traveled statewide to conduct on-site outreach center evaluations.

10/1987 - 1/1992 **OHIO DEPARTMENT OF DEVELOPMENT – SBDC, Small Business Division**  
***Assistant Manager - Ohio Procurement Technical Assistance Center (PTAC)***

7/1987 – 10/1987 **OHIO DEPARTMENT OF DEVELOPMENT – Small Business Division**  
***Graduate Intern – Small Business Development Center (SBDC)***

9/1985 – 5/1987 Research Assistant – Department of Geography, University of Akron, Akron, OH  
Assisted professors with research, statistical analysis and preparation for written publications.

9/1984 – 1/1985 Teaching Assistant – Department of Geography, University of Hawaii, Honolulu, HI  
Prepared lessons and exams, instructed class and evaluated students' performance.

**OTHER**

1994 – 2005 Property Owner and Landlord - Managed rental properties, reviewed leasing agreements, maintained properties and work with HUD programs.

**Professional Affiliations & Achievements**

Certified Business Analyst (CBA) - Capital University Graduate School  
North American Small Business International Trade Educators (NASBITE)  
Association of Government Marketing Assistance Specialists (AGMAS)  
National Contracting Management Association (NCMA)  
Minority Business Opportunity Committee (MBOC)  
National Economic Development Council Training  
Federal Procurement Certification – ODO  
ODO Employee of the Month – November 2004  
Ohio Real Estate License – 1979, 2017  
Ohio Commissioned Public Notary through 2021

**References:**

Crystal Norris 614.570.1238  
Marlana Carter 614.316.4540  
Gail Davis 614.477.9770  
Mary Logan 614.477.1657