

ARCHIE BETHEA LEWIS

OBJECTIVE

To share my experience and career success as requested.

EXPERIENCE

1995–1985 Ohio Department of Health Columbus, OH
Sickle Cell Program Administrator

- Planned, administrated, evaluated statewide sickle cell program
- Developed and implemented expansion plans
- Conducted educational programs, public awareness campaigns, public and clinical workshops
- Provided technical assistance to local community organizations in establishing new projects throughout the state
- Reviewed and consulted in the development of grant proposals to assure compliance with Bureau standards, goals and objectives
- Wrote special conditions for grant awards
- Supervised workshops, conferences and seminars
- Conducted special presentations on various sickle cell issues

1983–1984 Franklin County Mental Health Columbus, OH
Vice President of Educational Services

- Monitored and coordinated legislative activities for the Board
- Analyzed and interpreted legislation having implications for mental health programs
- Consulted and negotiated with legislators on bills of concern
- Served as liaison with state and local agencies impacting community mental health programming
- Planned, developed and conducted service needs assessment models consistent with survey models appropriate for the system to assure timely system changes

1975-1984 The Ohio Rehabilitation Services Columbus, OH
Commission

Chief of the Division of Staff Development

- Formulated policies, governing, planning, organizing and directing activities concerned with in-service training programs for agency staff
- Supervised a professional staff of 18 training coordinators and clerical support
- Analyzed staff training needs
- Developed agency-sponsored training programs
- Served as liaison with other state and federal counterparts
- Served as member of the State Training Advisory Council

1973-1975 Office of Governor of Ohio Columbus, OH
John Gilligan

Minority Affairs Coordinator

- Prepared reports and recommendations for the Governor's appearance in the minority community
- Prepared ground work for the Governor's appearance in the minority community statewide
- Designed and assisted in carrying out plans for the Governor's campaign
- Coordinated interaction with the Governor for minority office holders
- Recommended minority leaders to fill vacancies on Boards, Authorities, and Commissions
- Supervised Equal Employment Opportunity programs to ensure its efficient operation

1972-1973 U.S. Department of Justice Cleveland, OH
Community Relations Services

Field Representative

- Assisted minority community groups in identifying problems of discrimination and recommended corrective action
- Conducted individual and group consultation
- Conducted investigation analysis using special interest groups
- Periodically reported to regional office

1971-1971 Arnold Pinkney for Mayor Campaign Cleveland, OH
Coordinator of Volunteers

- Recruited 3,000-5,000
- Scheduled and supervised campaign activities

1968-1972 Hough Area Development Corporation Cleveland, OH
A Founder & Administrative Assistant to the Director of Operations and Management in charge of Personal Development

- Designed and conducted personnel interviews, both entry and exit
- Designed and conducted personnel evaluations
- Designed and conducted in-service training
- Supervised four technical writers
- Wrote speeches for administrators
- Designed and conducted public relations chores

1958-1963 League Park Center Cleveland, OH
Executive Director

- Recruited, interviewed and supervised a staff of 25
- Trained Board of Directors
- Prepared and managed agency budget
- Planned and developed new programs with other neighborhood groups
- Planned with Board and conducted annual meetings
- Planned and conducted local, state and regional conferences

1958-1963 Buffalo YMCA-Buffalo Youth Board Buffalo, NY
Detached Worker

- Recruited delinquent girls to be entered into wholesome group experiences
- Conducted intensive home visits
- Utilized available resources for consultation
- Extensive public speaking to educate community of efforts and support
- Developed groups, formally gangs, having common interest
- Established advisory committees
- Establish professional advisory group
- Submitted periodic reports to YWCA and Buffalo Youth Board

EDUCATION

Masters Degree in Social Work with Distinction
Speciality in Community Organization/Administration
Atlanta University School of Social Work
Atlanta, GA - 1958

Bachelor of Science Degree in Psychology
Graduated cum laude
Allen University
Columbia, SC – 1954

Associate of Arts Degree
Edward Waters Junior College
Jacksonville, FL – 1952

Diploma, Valedictorian
Edward Waters College Boarding School
Jacksonville, FL – 1948

COMMUNITY SERVICE

Former Vice President of Columbus Neighborhood Housing Service
Former Vice President of the United Way of Columbus and Franklin County
Former Vice President of Ohio Welfare Conference
Former Board Member of the Century Foundation of Columbus
Former Member of the Young Women's Christian Association of Columbus
Former Member of Community Kitchen
Former Member of the Alliance of Black Women
Former Member of the National Council of Negro Women
Former United Negro College Fund Volunteer
2001 – Board Member, Friends of the Library
2000 – Board Member, Columbus Housing Appeals
2000 – Board Member Emeritus, Livingston Avenue Collaborative for Community Development (LACCD)
1999 – A Founder & Liaison for the Rickenbacker Woods Technology Center

PROFESSIONAL AFFILIATIONS

National Association of Public Health Administrators
National Association of Black Social Workers, Columbus Chapter
National Association of Mental Health Administrators
Ohio Speakers Bureau

HONORS

1966	Who's Who of American Women
1972	Community Service Award The NAACP Cleveland Chapter
1973	Outstanding Community Service National Council of Negro Women, Inc. Columbus Section
1974	Proclamation in Recognition of Valuable Staff Services in the Office of the Governor Governor John J. Gilligan, State of Ohio
1975	Community Service Award Alpha Kappa Alpha Sorority Columbus Graduate Chapter
1976	Service Award Housing our People Economically, Inc. Cleveland, Ohio
1981	Excellence in Governmental Services Eta Phi Beta Columbus Chapter
1995	Appointed Honorary member as Founder of the Ohio Commission on Minority Health
2002	William M. Bennett Community Building Award Bank One/United Way

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