

## RESUME

Sharon A. Francis, Mus. D.  
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### ACADEMIC EXPERIENCE

**Boston University**, Boston, MA

Concentration: Systems Engineering & Business Management (1974-78)

**Grace Apostolic College**, Dayton, OH

Concentration: Ministerial preparation. B.A., M.A. in Christian Education, and Mus. D. (1993)

**Ohio CDC Association**, Columbus, OH

Completed: Basic Skills in Affordable Housing (1995)

**National Development Council**, Edgewood, KY

Certified: Housing Development Finance Professional (2002)

National Center for Housing Management, Jacksonville Beach, FL

Certified Occupancy Specialist (2013)

### EMPLOYMENT EXPERIENCE

MiraCit Development Corporation, 2181 Mock Road, Columbus, OH

**Director (1999 – 2014); Acting Director/Consultant: (2014 – present)**

Oversee general administrative and program operations. Oversee employee and volunteer staff.

**Project Coordinator (1993 - 1999)**

Oversee all corporate, membership and financial records. Develop and coordinate housing development projects. Oversee fund raising efforts, marketing and public relations strategies. Coordinate resource personnel to facilitate project development. Develop budgets and financing strategies for projects as directed. Contract negotiations, procurement, etc.

**Program Coordinator (1998 – 1999)**

Oversee operations and training for the internet-based Document Dr.com. Provide training and mentorships for Youth Business and Technology program participants

FCI Academy, 2177 Mock Road, Columbus, OH

**Business Manager (2005 -- 2010)**

Oversee business operations for community school, including day-to-day finance, human resource services, and facilities management. Reported to the board of trustees.

Sentinel Alarm Company, 2006 Hegemon Crest Drive, Columbus, OH 43219

**Director, Secretary/Treasurer (1992 - 2017)**

Oversee all office operations including legal, corporate and accounting procedures.

Living Faith Apostolic Church, 2181 Mock Road, Columbus, OH

**Administrative Secretary (1988 - 1993); Corporate Secretary (1998 – present)**

Maintain all appointments, schedules, correspondence and travel for CEO. Maintain all corporate, membership, and financial records. Oversee all office operations, including correspondence, recordkeeping and computer operations. Coordinate radio and television broadcasts. Produce and maintain all church publications.

**Administrator, Living Faith Bible Institute (1989 – 1995)**

Prepare course descriptions and syllabuses, assist in grading exams, maintain student body records, billing, etc.

**Editor, The Uncompromised Word Ministries** – Editor and layout coordinator for seven (7) published books, three (3) international and regional newsletters, and one (1) newsmagazine. Provide design and layout services for several other churches and religious organizations.

## OVERVIEW OF PROFESSIONAL EXPERIENCE

### Workshop and Seminar Leader Topics

- *Non-Profits & the HUD 203k Program*
- *Faith Based Community Development*
- *Choral Music & Directing*

### Community Activities & Affiliations

- *Columbus and Franklin County Housing Advisory Board – Member (1998 – present)*
- *Columbus Mayor's Green Team – (2006-2007)*
- *City of Columbus 21<sup>st</sup> Century Growth Committee Member – (2004-2005)*
- *Ohio CDC Association – Board Member (2000 – 2002)*
- *SEED Columbus – Board Member (2001 – 2002)*
- *North Central Area Commission – Commissioner & Corr. Secretary (1994 - 1997)*
- *The Columbus Compact – Board Member (1996-1999)*
- *FCI, Too Early Learning Academy – Board Member (2000 – present)*
- *FCI Academy Advisory Committee (2003 – 2005)*
- *Hegemon Crest Senior Housing, Inc. – Board consultant – 2007 – present)*

### Development Projects Completed

- *MiraCit Rehab Homes – 8 units rehab (1995 – 2000)*
- *MiraCit Rental Homes – 5 units rehab (1996-1997)*
- *Mifflin Homes, 8 units new construction & rehab (1999-2000)*
- *Hegemon Crest, Phase 1, 34 units new construction (2000-2001)*
- *House Beautiful, 15 units exterior rehab (2000-2001)*
- *Lawrence Ave. Project, 1 unit new construction (2001)*
- *Mifflin Homes - Phase 2, 3 units new construction & rehab (2001-2003)*
- *Arlington Homes, 2 units rehab (2002)*
- *Mock Road Apartments, 12 units rehab (2003)*
- *Mariemont Place, 39 units new construction (2004)*
- *Hegemon Crest, Phase 2, 8 units new construction (2003-present)*
- *Faith Center International, Phase 1 – 38,000 s.f. multipurpose facility (2003)*
- *Level Green Homes – 32 units, new construction (2005) – neighborhood sponsor*
- *Mifflin Homes – Phase 3, 6 units new construction (2005-2007)*
- *CHMA Homes – 2 units, rehab (2007)*
- *Greenview Estates – 30 lot subdivision (2007)*
- *North Central Village – 74 units, new construction senior apartments (2010)*
- *FCI Plaza – 46,000 sf. Shopping center (2010), rehab, property management*
- *FCI Marketplace Save-A-Lot -- 18,000 s.f. retail grocery store, gut rehab (2012)*