

# J. AVERI FROST

1900 STRATFORD WAY, COLUMBUS, OHIO 43219

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## Experience

Program Manager ▪ April 2020 – Current

**Columbus Urban League, Minority Small Business Resiliency Initiative** ▪ 788 Mt. Vernon Avenue, Columbus, OH

- Wrap around services for minority-owned businesses
- Services include business coaching, financial preparedness, contract readiness, personal financial coaching, and more.

COO ▪ January 2019 – Current

**Frost Indeed, LLC** ▪ 230 Wilson Avenue, Columbus, OH

- Various services offered to build the senior-level capacity of small businesses and non-profit agencies.
- Services include strategic planning, proposal development, fundraising, event coordination, and more.

Executive Director ▪ June 2017 - Current

**Central Ohio African American Chamber of Commerce** ▪ 1561 Old Leonard, Columbus, OH

- Regional Chamber of Commerce
- Facilitating launch activities of Chamber to empower and encourage growth among African American business owners in Central Ohio.

Founder ▪ February 2017 – December 2019

**Microcosm Community Improvement Corporation** ▪ 230 Wilson Avenue, Columbus, OH

- Private Community Improvement Corporation
- Various services offered to build the capacity of individuals, businesses, and communities.
- Services include strategic planning, market research, proposal development, grant writing, fundraising, and more.

Program Coordinator; Director ▪ July 2012 – February 2017

**Columbus Minority Business Assistance Center** ▪ 1393 East Broad St., Second Floor, Columbus, OH

- Business Counseling
- Market Development for Local Minority Businesses
- Program Development and Reporting
- Office Management, Staff Coordination

Executive Assistant, Office Manager ▪ January 2010 – June 2012; January 2002 – August 2005;

**Central Ohio Minority Business Association** ▪ 1393 East Broad St., Second Floor, Columbus, OH

- Assisted, Managed Daily Office Operations
- Calendar Management
- Plan Room Coordinator

- Document Management and Creation
- Intern Manager

President, Owner ▪ January 2010 – January 2012

**521 Group** ▪ 1393 Eastwood Avenue, Columbus, OH

- Organization Management Consulting Firm
- Organizational Efficiency Consulting

Intern ▪ July 2009 – September 2009

**Floyd Browne Group** ▪ 35 East Gay Street, Columbus, OH

- Creation and Maintenance of Databases
- Creation of Preliminary Market Reports on Local Municipalities
- Creation and Editing of CAD (Architectural) Drawings

Assistant Director ▪ May 2008 – July 2008

**Fund for Public Interest, Public Interest Research Group** ▪ Columbus, OH

- Office Management, including Payroll Reporting
- Daily Reporting to National Corporate Office
- Coordination of Canvasses with 20+ employees at a time, 3-4 days/week.

## Education

### Denison University

2004-2008 ▪ Bachelor of Arts, English Literature, Environmental Studies (Double Major)

- First Graduate with this Combination of Majors at Denison University
- 3.0/3.0 Grade Point Average

## Skills

- Business Advising
- Program Development
  - Business Capacity Building & Development
  - Custom Workshop Development
- Graphic Design & Web Site Development
- Fundraising & Development Consulting
- Technical Writing
  - Grant Writing
  - Request for Proposal Response Creation

## Volunteer Experience

- **Franklin County Community Innovation Council:** February 2019 – Current ▪ Member
- **City of Columbus Small Business Assessment Advisory Council:** January 2019 – Current ▪ Member
- **Maroon Arts Group:** October 2017 – Current ▪ **Development Committee Chair**
- **Black, Out, & Proud, Inc.:** June 2017 – September 2019 ▪ **Founding Member, Board of Directors President**
- **Mothers Helping Mothers Inc.:** October 2012 – May 2015 ▪ Board Member, Board Chair
- **Rise Sister Rise Research Project:** February 2011 – September 2014 ▪ Planning Committee
- **American Cancer Society:** August 2005 – June 2008 ▪ Denison University Relay For Life Planning Committee, Ohio Relay For Life Planning Committee, Event Chair

## **References**

Available Upon Request.