

RESUME

Sharon A. Francis, Mus. D.
2006 Hegemon Crest Drive
Columbus, Ohio 43219
(614) 473-0383

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. 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)

EMPLOYMENT EXPERIENCE

MiraCit Development Corporation, 2181 Mock Road, Columbus, OH

Program Director (1999 – 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— present)

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

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

Director, Secretary/Treasurer (1992 - present)

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

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

Administrative Secretary (1988 - 1993)

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*

Training and Seminar Participation

- *Real Estate Acquisition, Unity Economic Summit, 1998*
- *Communications: How to Get the Word Out, The Enterprise Foundation, 1998*
- *Strategies for Urban Renewal, Columbus Urban Growth Corporation, 1998*
- *Non-Profit Fundraising, The Enterprise Foundation, 1998*
- *Multi-Family Housing Conference, Ohio Capital Corporation, 1998*
- *Troubleshooting and Maintaining the Macintosh, Rockhurst College Continuing Education Center, 1998*
- *HOME Compliance Workshop, US Dept of HUD, 2006*

Community Activities & Affiliations

- *Columbus and Franklin County Housing Advisory Board – Member (1998 – present)*
- *Columbus Mayor's Green Team – (2006-present)*
- *City of Columbus 21st 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)*

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, 4 units new construction (2005-2006)*