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EMPLOYMENT HISTORY

New Salem Missionary Baptist Church

Chief Operating Officer (2003 – present)

Directly responsible to the Senior Pastor for the execution of all church programs and services and the coordination of such programs through the ministerial staff, associates, directors and other ministry coordinators. Assist the Senior Pastor in administering salary and benefits for all staff and hiring and placement of staff. Provide oversight and coordination of strategic planning efforts. Develop and monitor annual church budget of \$3.4 million.

American Red Cross of Greater Columbus

Manager, Chapter Services (2000 – 2003)

Provides management oversight of departments providing services to the general public. Has direct responsibility for Director of Disaster Services, Director of Health and Safety, Director of Military Veterans and Community Services, and Executive Director of Fayette County, approx. four employees. Responsible for revenue and expense accountability, as well as, other fiscal and budgetary responsibilities of approximately \$3,000,000.

The Arthur G. James Cancer Hospital and Research Institute, Columbus, Ohio

Program Manager, Community Development (1996 – 2000)

Responsible for identifying, planning, coordinating, implementing and evaluating community service and outreach programs which enhance the public's awareness of, and access to, cancer services provided by The Comprehensive Cancer Center - Arthur G. James Cancer Hospital and Research Institute.

ECCO Family Health Center, Columbus, Ohio

Operations Coordinator (1995 – 1996)

Responsible for assuring the daily operations of the health center are conducted in accordance with established policies and procedures. Supervised a staff of trained medical and allied medical professionals in addition to necessary support staff.

Director of Health Promotions (1993 – 1995)

Responsible for health promotion and educational programming within each department (medical, vision, dental, and WIC) of the health center. Directly responsible for program development, design, implementation, and evaluation. Performed grant-writing functions for federal, state, and local philanthropically supported programs. Represented the health center at several community and statewide coalitions and committees.

HIV/AIDS Program Coordinator (1990 – 1993)

Charged with the responsibility of overseeing HIV/AIDS prevention and educational activities, primary care services, as well as the development of innovative risk reduction methods to reach special populations. Coordinated federal Ryan White Title III(b) Early Intervention Program and state supported risk reduction activities. Directly responsible for supervision of counseling, testing, and case management services.

Health Educator (1988 – 1990)

Conducted health educational sessions within clinic based setting and throughout the Central Ohio area. Researched and designed presentations for diverse audiences on topics such as: hypertension, sickle cell disease, human growth and development, HIV/AIDS, and cancer.

City of Columbus, Health Department - Ollie M. Goodloe Health Center, Columbus, Ohio

Disease Intervention Specialist - Sexually Transmitted Disease Clinic (1987 – 1988)

Responsible for interviewing, case management, and counseling of clients at risk and diagnosed with sexually transmitted diseases (STD's). Typical duties included one to one client education and appropriate follow up with health care providers. Conducted field investigations and contact tracing as necessary.

Franklin County Board of Mental Retardation and Developmental Disabilities, Columbus, Ohio

Teacher Assistant (1985 – 1988)

Worked as part of a team of education specialists with clients who were mentally retarded and/or had developmental disabilities. Assured the implementation of individualized educational plans goals and objectives.

EDUCATION

Master of Arts
Methodist Theological School in Ohio
Delaware, Ohio, 1998

Bachelor of Science, Zoology
The Ohio State University
Columbus, Ohio, 1984

AWARDS

Outstanding Contributions Award - Limited Distribution Services
Ohio Department of Health AIDS Activities Unit State of Ohio - Director's Award
Blue Chip Profile (feature 1995)
Columbus Jaycees Ten Outstanding Young Citizens Award 1997
Outstanding Young Americans 1998
Distinguished Diversity Award – The Ohio State University (1998)
“Honorary Nurse” – Columbus Black Nurse's Association (1998)
Brentnell Recreation Center Volunteer of the Year (1999)
Circle of Friends Award – African American Cancer Support Group (1999)

COMMUNITY INVOLVEMENT

Alpha Rho Lambda Education Foundation – Board Member (1998)
United Way of Franklin County (1990 – 2000)
Franklin County Managed Care Coordinating Council (1994 – 1996)
American Heart Association
American Cancer Society
Metropolitan Residential Services Board Member/Development Committee (1997 – present)
AIDS Service Connection Board Member (1992)
Columbus Area Community Mental Health Center - Board Member (1998 – present)
Columbus AIDS Task Force Volunteer (1988-1989)
National Black Leadership Initiative on Cancer – Charter Member (Columbus, Ohio Chapter)
Columbus Board of Health (2001 - present)

REFERENCES

Available upon request