EXPERIENCE

2/11 – Present THE OHIO STATE UNIVERSITY

Columbus, OH

01/17 – Present Associate Vice President Local Government & Community Affairs, Office of Government Affairs

Represents the university with local government and community by establishing relationships with community leaders, participating in community organizations/activities and fostering community and university partnerships; monitors, researches and/or analyzes local government legislative and regulatory issues; responsible for developing high level strategies to create and strengthen local government and community relations; actively focuses on strategic university engagement and enhanced goodwill toward the university.

Works as part of the government affairs team to plan, organize and direct efforts to represent the university in local government and the greater Columbus community as a high level strategic thinker; develops and coordinates interactions with business and community groups to enhance support for higher education and the overall mission, goals and objectives of the university's Academic Plan; develops proposals and projects which serve to improve and promote the university's partnership with business and community organizations; establishes and maintains relationships with community leaders and diverse constituency groups; Monitors and/or analyzes local government legislative and regulatory issues which may affect the university; Stays abreast of emerging issues in community development; serves on community groups and task forces; Supports organizational planning and neighborhood projects for the development of master plans and coordinates University involvement in key neighborhoods that Ohio State may partner with the City of Columbus and other stakeholders; Represents the University on supporting the OSU work of boards, committees and ad hoc groups ;Supports the coordination of University priorities in relation to PACT's Blueprint for Community Investment on the Near East Side and Campus Partners priorities in the University and Weinland Park geographies inclusive of assisting the University and municipal leadership on the development of projects

09/12 – 12/16 Executive Director, Partner's Achieving Community Transformation (PACT)

Spearheads urban redevelopment and community engagement efforts for PACT; implements recommended strategies as outlined in the PACT Blueprint for Community Investment; leads operations and implementation and build consensus and support; collaborate and work closely with key University and Wexner Medical Center leaders, City of Columbus, and CMHA; identifies, develops and secures development partners and market opportunities for strategic redevelopment; provides leadership and support for Board members and supervises PACT staff; implements annual budget, manages overall financing and spending and provide strategic plans; ensures regular meetings with the Board to update and inform members on current work, project timelines, and progress providing recommendations as needed for projects, strategic plans, organization's staffing needs, structure and programs; advises Board on prospective fundraising/development opportunities and assists in identifying appropriate grants to support programs and missions. Manages all aspects of project development, such as: planning, community relations, entitlements, market feasibility assessments, design, site acquisition, financing (both public and private), legal analysis, construction procurement and oversight, leasing, property and asset management, and scheduling; lead PACT to undertake large-scale, complex urban redevelopment; lead community-based neighborhood planning processes; represent PACT at committee meetings, events, community meetings, and professional functions and promote organization's mission. Serves as primary motivational team leader, inspiring the management, staff, departments, Board, and community stakeholders with the activities and work of PACT; builds consensus and support for the organization and project within the local community and media; leads PACT to facilitate public service enhancements, revitalization, and community development programs; designs and implement partnerships with private developers as needed to provide the best project delivery method for each project.

01/12 – Present Assistant Vice President Local Government & Community Affairs, Office of Government Affairs

Takes a leadership role with the City of Columbus (Mayor's Office and City Council) and Franklin County elected officials to create and maintain mutually beneficial partnerships and projects: coordinates and staffs The University president's quarterly meetings with Mayor of the City of Columbus; Plans, organizes and directs efforts to represent the university in the greater Central Ohio community and beyond; Develops and maintains relationships with elected and appointed officials in municipalities near OSU; develops proposals and identifies, develops and coordinates interactions with business and community groups to enhance support for higher education and the overall mission, goals and objectives of the University's land grant mission and the 2020 Vison Plan. Led the development of the OSU Early Childhood Pipeline Scholarship Program; and partnered with College of Education and human ecology to develop the Promise Neighborhood grant submission to the US Department of Education's for the Linden Neighborhood

2/11 – 1/12 Assistant Vice President, Office of Outreach and Engagement

Provided assistance to the Vice President for Outreach and Engagement in supporting and developing Outreach and Engagement partnerships with government, non-profit and community organizations. Took a leadership role with the City of Columbus (Mayor's Office and City Council) and Franklin County elected officials to create and maintain mutually beneficial partnerships and projects: coordinates and staffs President E. Gordon Gee's quarterly meetings with Mayor Michael B. Coleman; Planned, organized and directed efforts to represent the university in the greater Central Ohio community and beyond; Developed and maintained relationships with elected and appointed officials in municipalities near OSU; develops proposals and identifies, develops and coordinates interactions with business and community groups to enhance support for higher education and the overall mission, goals and objectives of the University's Strategic Plan; Developed and implemented OSU's Summer youth Work readiness program for rising high school juniors and seniors; develops proposals and projects which serve to improve and promote the university's partnership with business and community organizations; develops relationships with community leaders and diverse constituency groups, actively promotes the university through contact with these groups; Coordinated OSU's participation in the yearlong 200Columbus Bicentennial celebration; promotes a favorable image of the university with the general public, alumni, university supporters and others; coordinated and staffed President Gee's African American Clergy Advisory Council. Supported the work of the university-wide Outreach and Engagement Advisory Council and lead the Corporate and Community and Engagement committee. Supervised the everyday operations and programming for the Office of Outreach and Engagement and represented the Senior Vice President on specialized occasions and matters in their absence.

3/09 – 1/11 STATE OF OHIO, DEPARTMENT OF DEVELOPMENT

Columbus, OH

1/10 – 1/11 Chief Operating Officer, Department of Development

Served as Chief Operations Officer for Ohio Department of Development: Formulate & implement overall policies & program direction for assigned areas: Information Technology, Legal, Legislative, Communications, Human Resources,); as well as programmatic responsibility for the following Divisions: Community Development, Urban Development, Workforce and Talent, Governor's Office on Appalachia, Energy Office and Banking and Insurance acted for & on behalf of Director of Ohio Department of Development in all departmental affairs involving operations; assisted Director in formulating & implementing Department business plan, goals & directives; reviews & approved goals & objectives proposed by Division/Office heads to ensure goals & direction are consistent with Department mission; oversaw major policy & system changes; and preparation of responses to inquiries from government officials &/or general public

9/09 – 12/09 Interim Director, Minority Business Enterprise Division

Assisted Director of Ohio Department of Development in defining & implementing goals & objectives of Minority Business Development Division: Assists Governor's Office with development & implementation of various race-based & race-neutral program & policy objectives; act as ODOD representative & liaison between agencies on statutorily required Boards & commissions; acted as ODOD liaison & representative between federal, state & local government agencies & private sector to further exchange of ideas & best practices on Minority Business Enterprise (i.e., MBE) & Disadvantaged Business Enterprise (i.e., DBE) economic development issues; maintains working relationships with organizations including private sector MBE/DBE business development organizations. Oversaw &/or coordinated achievement of Division priorities, goals & objectives with statewide program hosts & partners; Advised communications within ODOD & Governor's Office on speeches, presentations & responses to issues raised regarding MBE/DBE issues

3/09 – 8/09 Federal Stimulus Coordinator, Department of Development

Coordinated the submission of formula plans and competitive applications for funds available through the 2009 American Recovery and Reinvestment Act (ARRA). Developed and facilitated each Division's ARRA plan for their application process, outreach strategy, communication plan, allocation process, and accountability process. Responsible for reporting ARRA communications updates to the Director of Development and the Governor's Office.

5/07 – 2/09 DIVERSIFIED DEVELOPMENT GROUP

President, Diversified Development Group

Responsible for the operations of a minority real estate development company focusing on the development needs of Central Ohio and other regional markets. Identified real estate opportunities and managed staff involved to assure the completion of the activities in the overall project in a timely manner. Managed the financial and personnel resources of the organization. Managed relationships with various financial institutions and developed creative financial alternatives for real estate projects. Managed the financial reporting and all governmental filings to assure compliance with regulatory requirements. Managed The Diversified Foundation funds solicitation of funds and allocation to non-profits focused on at risk African American youth in central Ohio.

1996 – 5/07 CITY OF COLUMBUS, DEPARTMENT OF DEVELOPMENT

3/02 – 4/07 Deputy Director, Department of Development

Responsible for the overall day to day operations of the department, as well as assisting the Director as a spokesperson in a wide range of economic and community development activities and initiatives, including Housing, Downtown, Neighborhood and Economic Development, Social Services funding, Building and Zoning Code, One Stop Shop, Planning and Land Management. Responsible for the Fiscal, Human Resource, Public Information, and Contracting and Legislation functions of the Department. Supervised the annual preparation of the General Fund, Community Development Block Grant (C.D.B.G.) and Capital Improvement budgets for the Department. Responsible for the development and implementation of department policies and procedures. Led the Department of Development's reorganization team and implemented the Department of Development's reorganization Coordinated the development of the following new Department policies, the Neighborhood Liaison Program, the Economic Development's four (4) Year Strategic Plan and Abandoned Housing Policy. Participated in Public Strategies Groups preparation of the Department's four (4) Year Strategic Plan and responsible for reporting monthly outcomes to the Mayor's Office. Liaison with the City Attorney's Office on pending litigation or other legal matters. Served as the Department Director in their absence.

3/01 – 3/02 Administrative Coordinator, Department of Development's Liaison with Columbus City Council

Responsible for all legislation and communication to City Council and the Mayor's Policy Office on short and long term projects from the Department of Development. Responsible for developing the Department's first Legislative Tracking System, streamlining the legislative approval process and; enabled the Department to strategically plan for sensitive ordinances and develop communication plans for the Mayor's Office and City Council and the community. Coordinated and wrote all (Fact Sheets and Talking Points) communication for the Director of Development on all legislation presented from the Department for Columbus City Council's consideration. Responsible for insuring all Columbus City Council members and their aides received communication in the form of written and/or oral briefings on all Department of Development legislation being presented for their consideration. Maintained supervisory responsibility for the Empowerment Zone & Agency Services.

10/99 – 3/01 Administrative Coordinator, Empowerment Zone & Agency Services

Responsible for annually directing and coordinating the allocations of over \$10 million in Community Development Block Grant funds, City General funds and Empowerment Zone funds to eligible 501(c)3 organizations within the City of Columbus. Coordinated and oversaw staff in the release and evaluation of RFP submissions. Designed new program proposals and reporting mechanisms to assure accountability with the City Administration's priorities. Monitored the performance of grantees to assure compliance with federal, state and local laws, regulations and guidelines and contractual stipulations. Represented the Housing and Community Services Deputy Director in meetings with City Council, Mayor's Office, federal and state authorities, business and civic groups to explain Trade & Development programs, policies and plans.

4/99 – 10/99 **Program Coordinator, Empowerment Zone**

Directed and administered the City of Columbus's fiduciary and regulatory responsibilities for Columbus's \$100 million designation as an Empowerment Zone (EZ) by the Department of Housing and Urban Development. Coordinated and oversaw staff's activities and programs associated with the EZ. Formulated and coordinated HUD guidelines with that of Trade & Development policies to insure compliance on city, state and federal levels. Worked collaboratively with the Columbus Compact Corporation designing proposals and evaluation tools. Monitored the performance of the Columbus Compact and its subrecipients. Coordinated the preparation and completion of performance reports for the Annual Report submission to HUD. Prepared grant applications to leverage other funding sources for the Columbus EZ and its neighborhoods.

Columbus, OH

Columbus, OH

6/97 – 4/99 Program Manager, Neighborhood & Agency Services

Served as team leader in the Neighborhood & Agency Services unit of Trade & Development. Responsibilities included the coordination of programs and projects for eight individuals associated with Social Services, Community Reinvestment and Neighborhood Planning activities. Duties included coordination and monitoring department programs to insure compliance with federal, state and city guidelines. Directed and assisted staff in the development and preparation of legislation contracts and invoices. Monitored and reviewed staff's performance, facilitated and conducted unit and community meetings. Represented the Deputy Director in meetings with City Council, Trade & Development Executive Staff, and federal, state and county authorities.

4/96 – 6/97 Research Specialist, Social Services Division

Managed Housing, Homeless and Youth oriented programs funded by the City of Columbus's Community Block Grant monies, City General Fund monies, and Emergency Human Services monies. Responsibilities included the following: research, composing legislation, contract management, community liaison services, technical assistance, public speaking, group facilitation, report writing and representing the Administrator at community meetings, taskforce, and events as requested.

1995 - 1996 CATHOLIC SOCIAL SERVICES

HOLY ROSARY FAMILY CENTER

1/95 – 4/96 Administrative Housing Coordinator

Responsible for the Marketing, Public Relations and Fundraising for Holy Rosary Family Center. Developed and composed proposals for grant requests, obtaining both private and corporate donations through speaking engagements and letters of support. Planning, developing and writing the quarterly Newsletter. Attended meetings, provided tours of the shelter and conducted Staff and House meetings in the Housing Directors absence

1988 - 1993 TELLABS OPERATIONS INC.

5/91 - 5/93 Human Resource Representative

Provided first point of contact to Tellabs management through a partnership arrangement that was facilitated by a value added leadership approach in solving organizational, people management, and business change problems. Served as an employee advocate, facilitating employee relationships with the company involving quality of work life, recognition or reward, individual development, and key operating principles. Coordinated the development and facilitation of training programs (Affirmative Action, Multicultural Diversity, Performance Counseling). Administered the interpretation and application of recruitment, benefit and compensation administration policies; as well as compliance with Administrative Guidelines, policy and/or practice change, and federal, state and local laws and regulations.

12/89 - 2/91 Supervisor of Employment (Non Technical)

Administered the staffing requirements for Non Technical positions at Tellabs Operations Inc. Including administering the requisition process, presentation of candidates, development of offer and new hire assimilation.

11/88 - 12/89 Human Resource Specialist

Developed and implemented Tellabs Operations Inc. first Affirmative Action Plans. Handled the technical, statistical and narrative development of the company's three AAP's. Represented the Company on all EEO/AA related matters.

Lisle, IL

Columbus, OH

1985 – 1988	FIRST INDEPENDENCE NATIONAL BANK	Detroit, MI
	 Executive Assistant to the President & CEO Relationship Planning Coordinator, Corporate Marketing - new b business through tailoring bank services to the customers' needs, investment programs. Participated in strategic planning-organizat strategies. Conceptualized and implemented a calling program for the Coordinated nationwide minority bank participation in For Chrysler Corporation's Minority Bank Investment Program Executed and developed strategic plans for corporate customers 	implemented and monitored nationwide minority bank tion and execution of corporate mission statement and ne local geographic region. rd Motor Company's and ns.
1981 – 1985	BORDEN, INC.	Columbus, OH
	Employee Relations Specialist Had the responsibility for the EEO and Affirmative Action activities of Division. Handled the statistical and technical development of each discrimination charges including investigations, presentations and of in all EEO related contracts with government agencies, pressure gr levels of corporate, divisional, and local management regarding em and/or settlements which may have had a direct or indirect EEO/AA	a division's AAP, while collaterally responsible for conciliations. Acted as the company's spokesperson oups and other civil rights entities, and advised all ployee relations policies, procedures, practices
EDUCATION		
1977 - 1981	WELLESLEY COLLEGE B.A. Economics and Political Science	Wellesley, Massachusetts
BOARDS & COMMITTEES	3	
	KIPP Columbus ADAMH United Way of Central Ohio Neighborhood Design Center Economic Development Institute (ECDI) Gateway Film Center Foundation Mid-Ohio Regional Planning Commission (MORPC) Central Ohio Transit Authority Campus Partners New Albany Planning Commission The Ohio State University Wexner Medical Center – Hospital East New Albany Community Authority, Chair Central Ohio Workforce Investment Corporation YWCA Board of Trustees Columbus School for Girls Board of Trustees River South Community Authority Community Shelter Board, Rebuilding Lives Funder Collaborative Center for Vocational Alternatives, Board of Trustees YWCA, Racial Justice & Public Policy Committee	2019 - Present 2017 - Present 2017 - Present 2016 - Present 2015 - Present 2014 - Present 2014 - Present 2012 - 2017 2015 - 2016 2012 - 2014 2007 - 2016 2005 - 2016 2005 - 2011 2001 - 2009 2004 - 2007 2002 - 2007 1999 - 2001 1997 - 2000
REFERENCES	Available Upon Request	