

CURRICULUM VITAE

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EDUCATION

Ph.D. coursework, 26 hours. **Walden University**, Minneapolis, MN 2002-2004, 32 hours. Applied Management and Decision Science with specialization in Organizational Leadership Change Management
M.S.: Managerial Leadership. **National-Louis University**, Wheeling, IL 2001. Commencement Speaker
B.S.: Management. **National-Louis University**, Wheeling, IL 2000. Certificates in Organizational Behavior and Adult Education

CERTIFICATIONS

Spertus College, Chicago, IL, Certificate in Grant Writing, 2010
Workplace Bullying Institute, Bellingham, WA, 2008,
Fowler Institute –Certified Professional Consultant, 10/09
National Issues Forums – Forums Moderator, 1/09
NACCHO – Mobilizing for Action through Planning & Partnership (**MAPP**), Facilitator, 5/08
FEMA – ISO Certifications 100, 200, 400, 700, 4/08
State of Illinois, Mandated Reporter, 2007
Illinois Dept. of Public Health Cornerstone Data Management Information System, 4/07
Dana Mediation Institute, Certified Trainer and Workplace Conflict Mediator, 8/05
National Coalition Building Institute, Diversity Trainer - 2/05
Achieve-Global, Inc., – Customer Service Training Facilitator 7/99
Henry Ford Community College-Dearborn, MI, Transportation Management, 5/93

TEACHING EXPERIENCE

Benedictine University, Lisle, IL 2006-present

Master of Public Health (MPH) Program

- Community Health Analysis Course – three years
- Context of Culture in US Healthcare – four years
- Student Advisory Panel Committee
- CEPH Accreditation Committee

Moser College – Center for Lifelong Learning

Taught and facilitated discussions on a variety of topics related to Chicago history

Moser College - Women's Leadership Institute MSL Program, Lisle, IL

Taught Courses in Entrepreneurial Leadership

College of DuPage- Business & Professional Institute, Glen Ellyn, IL

Taught English as a Second language (ESL) classes for five years

Mercy College of Detroit, Detroit, MI

Taught American Management Association Certificate in Management Courses

Oakland Community College, Waterford, MI

Taught Community Education courses in Event and Meeting planning

PROFESSIONAL EXPERIENCE

Benedictine University-MPH Lecturer, Career Advisement Consultant, Master of Public Health Program, College of Education and Health Services, Lisle, IL, 2006-present

- Lecture in MPH 607-Community Health Analysis, MPH 609-Context of Culture in U.S. Health Care, (am also a Lecturer in Entrepreneurial Leadership for the Moser College Women's Leadership Institute Master's Program
- Establish training objectives, develop syllabus, prepare teaching materials, deliver classroom training in community development, leadership, health analysis, multicultural communication, and program development skills
- Teach MPH Capstone Courses in strategic planning process, community health analysis, cultural competence, and development of project logic models.
- Serve on Student Advisory Panel; established MPH Alumni group and Career Club
- Participate in ongoing graduate student recruitment, mentorship, and internship development and placement activities

President-African American Leadership Roundtable Inc.-Naperville, IL 2010-12

- Lead communitywide effort to increase involvement of immigrants and minorities in boards, councils and commissions.
- Help create mentorship and tutoring program to improve underperforming student performance in reading, math, writing
- Co-Founder of DAAWN Initiative a tutoring program devoted to reducing the African American Achievement Gap in the Western Suburbs by providing free tutoring in English and Math, and mentorship in leadership and self-confidence for students grades 3-6

Program Manager-Comm. Health Services, DuPage Co. Health Dept., Wheaton, 2005-09

- Concurrently managed Health Promotions, Tobacco Prevention & Control; Breast and Cervical Cancer Screening programs
- Recruited, trained and supervised AmeriCorps volunteers, and MPH graduate student interns
- Wrote winning grant applications for state, federal, and foundations grants from \$50K to \$460K, e.g., Reality: Illinois Tobacco Grant, DHS WISEWOMAN grants; Susan G. Komen for the Cure; IDPH IBCCP Breast and Cervical Cancer Screening Grant, and private Foundation grants
- Managed grant budgets, supervised spending, filed quarterly grant progress reports
- Planning Committee Member and Facilitator at AQHRS Accreditation Meetings
- Interviewed, trained, supervised AmeriCorps volunteers, and MPH interns
- Spearheaded Walk DuPage initiative to address obesity; initiated "Messages of Hope" series health education series addressing minority health disparities
- Program Planning Chair – 2008-09 Chicagoland Faith & Health Conference; 2008 DuPage Parish Nurses Fair

- Co-chaired Well Woman Coalition of DuPage, developed yearly program, secured speakers and planned training events
- Built successful community collaborations; led health advocacy and Health Promotion efforts
- Wrote research and program proposals, developed outcomes measurement instruments, provided formal presentations on health issues
- Supervised staff of 13 including health educators, public health nurses, caseworkers, and administrative staff; conducted quarterly employee performance reviews
- Received County Health Department Board Commendation for work as Member of Emergency Management FEMA Pandemic Communications Strike Team

Global Volunteers International –Instructor, Akra Township School System, Ghana, West Africa, 2007

- Developed English lesson plans, activities, exercises; administered testing to prepare junior secondary school students for Ghanaian Basic Education Examination certification
- Organized drive to secure donations of basic supplies for village school, obtained 1500 backpacks, T-shirts, and basic classroom equipment for village school; served as team leader for volunteer educator support group
- Provided HIV-AIDS awareness education sessions for teaching staff and township residents
- Presented “Excellence in Service” Award by Village of Akra Leadership Council

Executive Director, The Carelink Foundation, West Chicago, IL 2005-06

- Led strategic planning processes and developed organization’s first strategic plan
- Conducted Board development, training, recruitment; secured event sponsors and volunteers
- Supervised program staff including program coordinator, health educator, three office staff, and volunteers
- Engaged schools, churches, health providers, and other organizations to provide training on infant/child car seat safety
- Cultivated strategic alliances and community collaborations; coordinated successful Telethon fundraiser (\$8,000 in pledges in first 90 minutes)
- Secured foundation grants, e.g., Bersted, DuPage Community Foundation, American Society of Pediatrics Planning grant;
- Managed capital campaigns and major fundraising events, e.g., Father’s Day Donor Drive, Annual Appeal; Year-End Telethon; West Chicago Railroad Days 5K Run and Toddler Trot

Director of Initiatives, Healthy DuPage, Carol Stream, IL. 2000-05.

- Led county-wide health initiatives on diversity, youth character development, disabilities empowerment, unemployment, affordable housing, aging, domestic violence, obesity, access to care, volunteerism, mental health and others
- Recruited 1500 volunteers resulting in 20,000 volunteer hours; organized orientation and training sessions for community volunteers and graduate interns;
- Led strategic program planning processes working closely with Board and Initiative Development Committee
- Conducted National Coalition Building Institute of Illinois (NCBI) Diversity Training Workshops for law enforcement, health professionals, and corporate employees
- Assisted with development of annual program budget; managed Initiative Development Funding and disbursements
- Developed outcomes measurement instruments for community health initiatives
- Developed Community Health Education series; cultivated strong partnership with Daily Herald Newspaper as co-sponsor
- Organized yearly DuPage Stakeholders meeting and “Community Indicator Release” events

- Represented organization on numerous regional Boards and Committees
- Wrote grant proposals, press releases, presentations, newsletters, and reports; served as Content Expert for DuPage Tapestry Community Stakeholders Report

ESL Workplace Literacy Instructor – Part-Time Adjunct Faculty - College of DuPage, Glen Ellyn, IL. 2000-06.

- Developed ESL lesson plans, conducted offsite trainings for language proficiency for non-native English speakers at businesses and organizations throughout DuPage County
- Provided training and guidance for students from Eastern Europe, Mexico, and Asia
- Wrote student progress reports; conducted counseling and mentoring sessions
- Administered English proficiency assessments and placement tests for developing course content
- Wrote student progress reports; conducted counseling and mentoring sessions
- Developing course content relevant to health and on-the-job safety of non-native English speaking employees

Co-Founder and Owner, Vice President & COO – Executive Preference Limousines Inc., Naperville, IL 1998-Present.

- Started regional transportation service specializing in corporate car service throughout tri-state area. Clients include: McDonald’s Corporation, Keebler, Abercrombie & Kent, CGC Inc., Electro-motive Diesel, The Joint Commission
- Helped to grow business from start-up to 250 corporate clients; facilitated 2003 acquisition of former competitor; managed 2012 establishment of office in Wisconsin, including technology integration, recruitment, and business development.
- Oversee purchase of vehicles, maintenance, insurance, license compliance, and fleet utilization ; established driver hiring, training, and compliance policies; and customer service, dispatching policies and procedures
- Developed marketing plans, collateral materials, yearly budgets; billing and accounting systems, computerized scheduling

PUBLICATIONS & PRESENTATIONS

- Illinois Council on Volunteer Associations (ICOVA) 2013 Conference, “Interns: an Underutilized Resource,” 8/13
- FEMA Dept. Homeland Security, Presenter, “Historical Perspectives on Women and their role in Aviation,” 3/11
- Article: Pulse Newsletter: DuPage County Health Department, “Smoking Cessation,” 1/08
- Presenter Illinois Department of Public Health-Office of Women’s Health 2007 Conference –“Building Successful Coalitions and Partnerships
- Presenter, National Conference of Mayors, University of Chicago, 5/04 –“Changing Face of Diversity in DuPage”
- Presenter, Literacy Volunteers of America Conference, 5/03 – “Impact of Literacy on Health”
- Presenter, Association of Fundraising Professionals Conference, 10/03 - “Strategic Planning for Voluntary Organizations.”

AWARDS & RECOGNITION

- February 2011 *Naperville Magazine*, profiled in two-page feature story, “Making Good Better!”

- January 2010 *Authentic Woman Magazine* Inaugural Issue, featured in story, “Someone You Should Know!”
- May, 2009 DuPage County Health Department - Executive “Commendation” for contributions during H1N1 Pandemic 2009 Sigma Beta Delta Honor Society
- 2008 Marquis “Who’s Who in America”
- 2006 American Heart Association – “Heart Health Hero” Award
- 2004 RAMP-ARTS Award - Naperville City Council
- 2002 National-Louis University, Graduate Commencement Speaker
- 1998 Excellence in Leadership Award-WJLB-AM/WMXD-FM Radio, Detroit, Michigan
- 1993 CSX Intermodal Regional Directors Performance Award, Jacksonville, FL
- 1993,1994, 1995 CSX Intermodal Lane Team Management Award, Baltimore, MD

VOLUNTEER & COMMUNITY SERVICE

- Family Shelter Services -Advisory Council, 2013-present
- AIM Center for Independent Living-Board VP 2009-present
- College of DuPage ACT-SO, 2010-present
- African American Leadership Roundtable, President & Health Initiatives Chair, 2010-2014
- Women in Aviation International, Leading Edge Chapter, Vice President, 2010-2012
- American Cancer Society-DuPage, Health Initiatives Chair 2007-present
- American Heart Association-Diversity Board 2003-06
- Lupus Foundation of IL-Board Member
- United Way of DuPage- 2004-05 Funding Panel
- Healthy Schools Campaign, Board 2001-05
- American Cancer Society-DuPage Region- Health Initiatives Taskforce, 2003-12
- College of DuPage-Academy for Nonprofit Excellence, Founding Committee 2003-07
- University of Illinois Extension-DuPage, Vice Chair (DuPage), 2004-06