

COMMITTEE MEMBER

Executive Profile

Result driven professional with experience in working with local and state government agencies. Organized and skilled in financial management, customer service, conflict resolution, EEO matters, contract negotiation, grant writing, and Homeland Security. Proficient in government, private sector, ordinances, rules, and laws. Exemplary ability to lead teams in cultivating a productive work atmosphere, resource management, and meeting external/internal deadlines. Ambitious professional offering outstanding presentation, communication and cross-cultural team management skills. High-energy, results-oriented leader with an team player work ethic.

Skill Highlights

- Customer Relations
- Problem Resolution
- Leadership/communication skills
- Public Relations
- Project Management
- Strategic Planning
- Contract Negotiations
- Performance Analysis

Core Accomplishments

Project Management:

- Initiated the Brothers' Keeper Program which resulted in a multi-year private and government grant funding.

Human Resources:

- Spearheaded new recruitment and training program which increased retention of employees.

Staff Development:

- Launched well-received program of professional development courses for all staff in conjunction with the Commonwealth of Pennsylvania Municipal Police Officers' Training Commission.

Professional Experience

Company Name January 2016 to Current Committee Member
City , State

- Works to facilitate citizen participation in the planning and implementation of the Durham Community Development Block Grant Program (CDBG).
- Ensures that decent affordable housing and city services are provided to most vulnerable communities.
- Collaborate with local, state, and federal officials to create jobs through the expansion and retention of businesses in Durham.

Company Name August 2015 to Current Correctional Officer
City , State

- Supervise inmates in the close custody (death row, lock down, and mental health) housing units, and those segregated for administrative or punitive measures; instruct inmates in housekeeping and sanitation; supervise the issuance of clothing and other personal effects to inmates.
- Oversee periodic patrols of quarters and work areas and initiate counts of inmates at regular and irregular intervals.
- Maintain control and discipline including use of physical restraint and restraining devices; prevent the introduction of contraband into the institution/unit.

Company Name October 2009 to April 2013 Sr. Police Officer/Field Training Officer (FTO)
City , State

- Assumed first line supervisor duties for a patrol squad in the presence and/or absence of the lieutenant.
- Administered and completed performance evaluations; reviewed officers reports and daily activity logs for accuracy, completeness and essential elements.
- Patrolled assigned areas on foot and/or by motor vehicle to control traffic, prevent and/or deter crime and to arrest violators.
- Issued warnings and/or citations to motor vehicle operators when violations of the Commonwealth of Pennsylvania Motor Vehicle Laws were observed.

Company Name March 2007 to July 2011 Program Coordinator/Case Manager
City , State

- Maintained confidentiality in compliance with HIPPA laws, while organizing case records and providing assistance to clients with appropriate documentation; worked closely with local and state social services agencies.
- Assessed the functional, social, psychological, environmental, and financial needs of all clients.
- Structured and managed a cost-effective, comprehensive plan to meet the housing, living, and, social service's needs of the client, and implemented a short- term living plan that would help assist them as they worked towards total independence.

Company Name December 2005 to March 2007 Sr. Mental Health Case Manager
City , State

- Provided high-quality mental health and educational services to children and adolescents with special learning, social adjustment, dependency and behavioral health needs.

Company Name February 2002 to August 2007 Sr. Police Officer/Anti Crimes Unit
City , State

- Initiated drug interdiction and organized crime investigations.
- Effected many arrests as a result of my investigations of illegal drug organizations, collection of physical and scientific evidence, interviewing confidential informants, and interrogating suspects which led to confessions.

Company Name November 2004 to March 2006 Mental Health Technician
City , State

- Reviewed patient charts and treatment history for compliance issues with the Joint Commission on Accreditation of Health Care Organizations (JCAHO).
- Promoted the maximum cognitive, social, behavior, and emotional development in each patient assigned to me, in the most expedient and efficient manner.

Company Name April 1990 to September 1996 Police Officer
City , State

- Member of the Tactical Response Unit, which was responsible for making forcible entries to effect the safe execution of warrants.
- Served on the Commonwealth of Pennsylvania Office of Attorney General Drug Elimination Task Force.

Company Name January 1989 to March 1991 Criminal Investigator
City , State

- Initiated several undercover sales and purchases of United States Food Coupons.
- Prepared detailed reports for the United States Attorney for the Eastern District of Pennsylvania for prosecution.
- Drafted federal Affidavit's of Probable Cause for the U.S. Attorney of the Eastern District of Pennsylvania.
- As a result of my investigations, all of the defendants were found guilty for violating the U.S. Food Stamp Act (7 U.S.C.2024).

Education

North Carolina Central University 2016 Select One : Master of Public Administration & Master of Science in Information Science MPA/MIS City , State

- Dual Master's Degree in Public Administration & Information Science (Strategic Information Management).
- Coursework: Public Policy Administration, Economic Consequences, Urban Issues in Public Administration, Administrative Law, Principles in Public Administration, American Government, Intergovernmental Relations, Human Resource Management, and Information Systems in Organizations.

Kaplan University 02/2013 B.S. Legal Studies : Legal Studies City , State GPA: Dean's List Honors*The National Society of Collegiate Scholars*Recipient of Accelerated Scholastic Scholars Scholarship

- Kaplan University Accelerated Scholastic Scholars Academic Achievement Award

Charlotte School of Law City , State

- Coursework: Torts Liability 1 & 2, Legal Writing, Lawyer Practicing (LP), Professional Responsibility, Ethics, Civil Procedure Problems in Practice

United States Dept. of Justice Deoxyribonucleic Acid (DNA) Initiative Training Forensic DNA for Officers of the Court Law 10

- Legal Guide for the Forensic Expert
- Advanced and Emerging DNA
- Techniques and Technologies DNA
- Amplification for Forensic Analysts Communication Skills
- Report Writing
- Courtroom Testimony for Forensic Analysts Crime Scene & DNA
- Basics for Forensic Analysts DNA Extraction and Quantization for Forensic Analysts Collecting DNA Evidence at Property Crime Scenes
- Federal Bureau of Investigation (FBI), Training Division's Office of Technology, Research, and Curriculum Development (OTRCD): National Intelligence

Awards

- Bravery Commendation - 1994, 1995, 2001, 2002
- Valor Commendation - 1993, 1994, 2002
- Unit Commendation - 1993, 1995

Professional Affiliations

- City of Durham Citizens Advisory Committee
- American Bar Association (Student Member)
- International City/County Management Association (ICMA)
- Council on Legal Education Opportunity (C.L.E.O.)

- National Conference of State Legislatures
- National Association for the Advancement of Colored People (NAACP)
- The Most Worshipful Prince Hall Grand Lodge of Maryland and Jurisdiction, Inc.

Skills

- Team Leadership
- Departmental Operations Leadership
- Time Management
- Training and Development
- Conflict Resolution
- Negotiations