N’neka **Woulard**

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PROFILE Accomplished manager, program developer and executive assistant with a proven track record of project and brand management. Experienced in distributing pubic information, community engagement and communication. Strong public speaking capabilities. Excited to learn new skill sets through mentorship to assist in developing a strong team network.

EDUCATION/ACCOMPLISHMENTS

* + - University of Phoenix: Bachelor of Science / Global Business Management (Honors)
    - Delta Mu Delta: International Honor Society of Business – Lambda Sigma Chapter
    - The Grantsmanship Center: Training Program
    - Certified & Licensed: Life, Accidental, Health, and Property & Casual Insurance
    - Colorado R/E Institute: Real Estate Licensing
    - William C. Hinkley High School: General Studies



SKILLS **Management**

Ten years’ experience developing and communicating internal strategic measures with executive/senior level management across organizational levels. Strong administrative functions while multitasking. Development of successful programs to build cross-functional business strategies. Ability to manage up and down. Implementation of HR procedures and establish training for workforce development efforts. Review and assessment of policies and procedures. Responsible for the management of volunteer efforts. Experience developing strong relationships with high profile individuals and political society. Self-motivated to work independently and ability to lead or work collectively within a team atmosphere.

**Business Collaboration: Political, Corporate and Non-profit**

Developed partnerships with government agencies, political partnerships, philanthropic foundations, corporations, and small businesses. Experience in concept development to support future methods to help establish and retain a competitive advantage. Support of brand management through marketing efforts. Three and a half years working with the former City Councilman of Aurora at-large, Ryan Frazier. Two years working with Urban League of Metropolitan Denver in collaborative efforts with Mayor Michael Hancock. Capabilities of effective bidding for office and event budgeting.

**Technology**

Computer Knowledge: MS Office 7-10, Windows 7 & 8 platforms, Internet, social media, QuickBooks with fast absorption of new programs.



EXPERIENCE

ServiceLink: Pre-Sale Bid Reviewer, Field Services (10/15-5/2016)

Urban League of Metropolitan Denver: Executive Assistant to the President (2/13-1/15)

Urban Lending Solutions: Team Lead - Alert Working Auditing Rebuttal Examiner (1/12-2/13)

Frazier Global Strategies: Contract Consultant P/T (5/12-12/12)

Wells Fargo Home Mortgage: Mortgage Specialist III/Site Diversity Champion (10/07-6/10)



Details

**Lucid Energy Group – Addison Group (7/2016-8/2016) Dallas, TX**

**Temp – Contract Coordinator**

* Maintain variations of contractual modifications within Master Service Agreements, Construction Contracts and Consulting Agreements
* Work with Legal Counsel and Insurance Agents to ensure contracts and amendments coincide and align with company’s contractual policies and procedures
* Prepare general correspondence for vendors and contractors and create all hard copy and electronic contractual material
* Gather contracts, reports and certificates punctually and resourcefully
* Coordinate and assist with the facilitation of contract execution and contract maintenance thereafter
* Review invoices for compliance with contract requirements; contact vendors and contractors if missing documentation; file all documents electronically and with job books
* Coordinate and assist with the facilitation of AFE execution and maintenance thereafter
* Receive credit applications from vendors; gather data as necessary and provide responses.

**ServiceLink, Black Knight Company (10/2015-5/2016) Broomfield, CO**

**Pre-Sale Bid Reviewer / Administration (GSE)**

* Review loan history from appropriate servicing platforms.
* Submit loan histories, photo documentation, and specified servicing elements as directed by an investor/insurer. Completing administrative functions and budgeting features.
* Follow client, government agencies, and local municipality rules when reviewing for appropriateness of the bid.
* Make and receive calls to/from vendors, clients, and third parties as needed.
* Review, research, and respond to email correspondence as appropriate.
* Review and maintain administrative maintenance completion reports, follow up tickets and all related tickets created in ICE.
* Handle decision bids in accordance to client expectations and support business rules.
* Review bids to ensure they meet investor/insurer guidelines, as identified with the client’s SOW.
* Submit O/A to the client as appropriate and in accordance with servicing expectation and business rules.
* Communicate department needs by upper management via email or calls.
* Research expenses billed to date for each file when necessary and file as necessary.

**Urban League of Metropolitan Denver (2/13-1/15) Denver, CO**

**Executive Assistant to the President**

* Office management and coordination with 20 board members, 10 staff, and over 100 volunteers for community efforts. Management of 57 corporate members.
  + Including, but not limited to project meetings, client relations issues, working with direct reports to develop annual goals
  + Scheduling & organizing all meeting, travel and conferences
* Reporting to C-Level Management: administrative support, grant management, national monthly/quarterly/annual reports, budgeting and annual audit reports.
* Board Management: Development of monthly agendas, keeping minutes, committee tracking to assess action plan performance.
* Creation of marketing materials for annual reports, annual dinner, Summer White Party, and CEO Breakfast.
* Responsible for payroll, accounts payables and receivables.
* Organized logistics and management of four major events grossing over $300K within first year.
* Revision of organization’s contingency planning, data management and future planning.
* Responsible for hiring all new vendors and the management of 97 current vendors.
* Assisted with (national) CEO search with over 54 candidates for the Denver Affiliate.
* Manages website and social media (Facebook, etc.)

**Urban Lending – Contractor (1/12-2/13) Broomfield, CO**

**Team Lead Underwriting A.W.A.R.E. (Alert Working Auditing Rebuttal Examiner)**

* Led team of 10 underwriters to rank highest in proficiency and production in underwriting nationwide in Bank of America. A full year ranking within the top 5 percentile nationwide.
* Management of team performance, personal time off and assist Human Resource functions of compliance and employee relations.
* Team manager for evaluation and auditing measures of site performance or recommendations of training needs. Knowledge of financial regulations and principles.
* Cross-functional department coordination and management for multiple work streams.
* Became the site resource for escalated management concerns and procedure interpretation. Analyzing financial risk for Conventional and FHA loan types.
* Recommended for specialty projects with minimal training and demonstrating high execution of success. Source, review and examination of legal documents.
* Developed face-to-face training programs for 3 sites, 70+ participants per site location.
* Project management: Successful team management, project training, discovery and planning.

**Frazier Global Strategies – Administrative Consultant (5/12-12/12) Denver, CO**

**Contract Administrative Consultant**

* Plan, develop and manage community engagement strategies and tactics.
* Handle all administrative functions remotely, managing calendar and travel with Managing Director for project coordination.
* Develop campaigns for identification, coordination and brand visibility.
* Network, assist and develop diversity events.
* Serve as spokesperson for public events as needed.
* Manage and develop budgets for philanthropic efforts.

**Wells Fargo Home Mortgage (10/07-6/10) Denver, CO**

**Mortgage Specialist III and Site Diversity Champion**

* + - Processed a multi-state pipeline of 60+ loans that include VA, FHA, Conventional and USDA loans with 30% rollover.
    - Obtained Level I underwriting for conventional loans and promoted to Team Lead of 12.
    - As Site Diversity Champion, bridged fulfillment and sales training, concerns and incorporated team building.
    - Re-vamped site focus due to new emerging markets in two regions.
    - Implemented outreach projects and fundraising with Armed Forces, Non-profit organizations and in-site cultural inclusion.
    - Successfully planned and managed community events with Wells Fargo.
    - Represented Wells Fargo at major events, City of Denver and Aurora meetings.



REFERENCES

Landri Taylor – Principal, Alpha Associates Consulting, LLC: 303-906-1930

Wayne Vaden – Managing Attorney, Vaden Law Firm: 720-244-9780

Eddie Koen – Colorado Executive Director, College Track: 720-215-6478

Ryan Frazier – Managing Director, Frazier Global Strategies: 303-596-7482