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## **OBJECTIVE**

To assist in the creation and development of sustainable corporate, financial and political relationships for a major non-profit or quasi-governmental organization.

## **PROFESSIONAL EXPERIENCE**

### ***National Urban League (2006—2007)***

#### ***Interim Vice President, Conferences Department***

- Responsible for facilitating the organization's largest annual event. Facilitating arrangements and logistics for the event's dignitaries and special guests, including the President of the United States of America, international performers and others.
- Responsible for the management and coordination of over 350 corporate sponsorship relationships and a \$4.5 million sponsorship budget and staff of over 100 permanent and temporary employees.
- Tasked with developing a new direction and focus for the National Urban League's Annual Conference so as to make it more contemporary and relevant in today's marketplace.
- Responsible for providing voice and vision for a new generation of leaders entering the Urban League movement through the re-branding of the organization's signature event.

### ***National Urban League (2004—Present)***

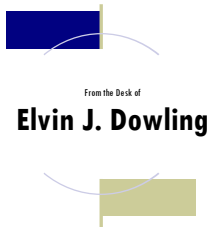
#### ***Director, Facilities Management & Operations***

- Tasked with overseeing the day to day operations of the National Urban League offices, the only African-American company on New York's famed Wall Street.
- Responsible for completing the first full renovation of the League's Wall Street Offices in over a decade.
- Responsible for supervising and managing a staff of four (4) employees and a multi-million dollar operational budget which includes oversight of all of the facility and major acquisitions.
- Tasked with the development, coordination and implementation of the organization's Emergency Preparedness program and business continuity plan.

### ***National Urban League (2003—Present)***

#### ***Special Assistant to the President***

- Responsible for coordinating the coordinating the executive protection and security needs of the organization's CEO, in addition to its New York City based facilities.
- Served as the organizational liaison with Operation Big Vote, a national coalition of over eighty-five (85) African-American, Hispanic and Labor organizations (including the NAACP, La Raza, the AFL-CIO and others) joined together to register new voters during the 2004 Election and beyond, resulting in over 1 million new voters to the electoral process.
- Tasked with serving as the president's personal liaison to the organization's Board of Trustees; to include the CEO's of several major Fortune 100 corporations; various civil rights organizations; and the prestigious Tri-Lateral Commission, among others.
- Responsible for facilitating the League's relationships with the nation's leadership and their Capitol Hill staffs; including the Speaker of the U.S. House of Representatives and the Senate Majority and Minority Leaders.



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## **PROFESSIONAL EXPERIENCE (CONTINUED)**

### ***Alpha Phi Alpha Fraternity, Inc. (2001-2003)***

#### ***Chief of Staff to the National President & Director of Logistics***

- Tasked with coordinating all of the logistical services and meeting planning for the organization's annual convention and Board of Director's Meetings.
- Responsible for serving as the senior liaison between the organization and the National Pan-Hellenic Council, representing nearly two million fraternity and sorority members in nine international African-American Greek Letter Organizations. Also served as the organizational liaison for the group's Council of National Presidents.
- Developed the Fraternity's first Convention Operation and Planning Manual and Supplemental Workshops to assist local, state and regional representatives in planning conferences and special events.
- Developed and implemented the first internal membership benefits initiative for a major Black Greek Letter Organization, the Alpha Phi Alpha "Value Added Services Program," designed to provide promotional discounts and economic incentives for the Fraternity's international membership, through cooperative economics and e-commerce opportunities with the organization's responsible corporate partners. Program has subsequently been successfully replicated throughout the member organization's of the National Pan-Hellenic Council.

### ***Volunteers of America (1998—2000)***

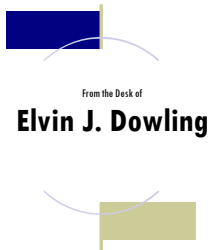
#### ***Fundraiser/Volunteer Coordinator***

- Implemented the first \$100,000 capital campaign for a Virginia based homeless shelter and residential facility for poor and underserved men and women in Fairfax County. Also responsible for all fundraising activities for the organization including grant writing and project and partnership management.
- Coordinated all special event activities for the shelter, to include Open House events, concerts, art auctions and other activities.
- Achieved annual fundraising goal of \$85,000 in unrestricted funds for the shelter, resulting in increased capital expenditures for shelter operations.
- Assisted in the organization and development of a career training center for individuals seeking personal and professional assistance in obtaining and maintaining living-wage employment opportunities.

### ***Hampton University Minister's Conference (1998-2000)***

#### ***Meeting Planner & Conference Consultant***

- Served as the official meeting planner and paid consultant for the nation's oldest inter-denominational ministerial alliance in the country, with emphasis on the group's annual summer conference.
- Served some 10,000+ members of the nation's clergy as chief negotiator with the local hospitality industry for discounted room rates and meeting space.
- Conducted and released an in-depth study and analysis of conference attendee spending patterns, habits and attitudes to be used in negotiations with local hospitality industry.



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## **PROFESSIONAL EXPERIENCE (CONTINUED)**

### ***The Planner's Network (1997-1998)***

#### ***Meeting and Conventions Coordinator***

- Served as a junior meeting planner and logistics coordinator for a mid-sized events planning firm, responsible for hotel site selection, contract negotiations and on-site operations for various corporate meetings and special events.
- Conducted and performed "cold" and "warm" sales calls and office visitations with potential clients, through the effective utilization of a proprietary sales and marketing database.
- Coordinated all logistical arrangements for various special events, including transportation arrangements for select VIP's, selection and oversight of meal functions, shipping and drayage, and other duties as assigned.
- Authored several articles and presentations that were featured in various industry publications, including the Tampa Bay Business Journal's Annual Meeting Planner's Guide.

### ***Hyatt Regency Hotel—Reston (1996—1997)***

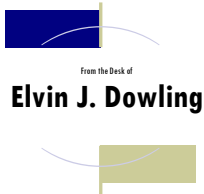
#### ***Sales Assistant***

- Collated sales and other collateral materials for the Hyatt Regency Hotel in Reston, Virginia for dissemination to potential corporate and organizational clients.
- Developed a foundational understanding of hotels sales contracts and operations from some of the industry's top leaders in the convention services industry.
- Responsible for drafting corporate responses to various Requests For Proposal for potential special events and activities, including conferences, weddings and corporate meetings.
- Developed the concept and initial planning for the hotel's first diversity initiative, the Hyatt Regency Reston Diversity Initiative, an annual event that celebrates the richly diverse culture of the Fairfax County, Virginia area and the differing groups employees .

### ***Board of County Commissioners—Palm Beach County (Summer 1992, 1993 & 1996)***

#### ***Administrative Intern and Public Relations Director (District 7)***

- Served as an intern assistant in the Office of Commissioner Maude Ford Lee, the first African-American elected to Palm Beach County's Board of County Commissioners; responsible for responding to constituent requests and board directives.
- Served as the youngest Public Relations Director for a county-wide political campaign, responsible for coordinating all media-related activities, including hosting both television and radio programs, for the commissioner's successful reelection efforts.
- Tasked with developing the first district-wide newsletter, which has now become a requisite communications vehicle for each of the commission's seven commissioners, reaching some 110,000 constituents throughout the county..
- Assisted in the coordination of the first Palm Beach County Black Family Conference, a day-long event with workshops, panel discussions and guest speakers highlighting the struggles and successes of the African-American family unit.



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## **EDUCATION**

- ~~2006—Present~~ **New York Theological Seminary (New York, NY)**  
Candidate, Master of Divinity Degree
- **2003 University of Maryland University College (Adelphi, MD)**  
Bachelor of Science in Social Science (Minor in Govt. & Politics)
- **2003 American Society of Industrial Security (Scottsdale, AZ)**  
Industry Certification (Executive Protection Training Program)
- **1998 Eastern Theological Seminary (Arlington, VA)**  
Ministerial Orientation Training Program
- **1992-1996 Hampton University (Hampton, VA)**  
Department of Political Science

## **COMMUNITY INVOLVEMENT**

**Candidate**, National President—Alpha Phi Alpha Fraternity, Inc., **Member**, Harlem Success Academy Charter School Board of Directors, **Member**, American Red Cross National Terrorism Education Advisory Committee, **Auxiliary Police Officer**, New York Police Department, **Member**, American Society of Industrial Security, **Member**, Hampton University Minister's Conference, **Mentor**, Gentlemen By Choice Male Mentorship Program, **Motivational Speaker**, Palm Beach County, FL, Fairfax County, VA and Montgomery County, MD Public School Systems, **Member**, Lions Club International, **Contributing Newspaper & Magazine Columnist**, The Sphinx® Magazine, The (Tavis) Smiley Report, Florida Photo News, The Palm Beach Latino Newspaper.

## **AWARDS & ACHIEVEMENTS**

**Honoree**, The Network Journal Magazine's "Top Forty Under 40" Business Leaders Award, **Honoree**, Ebony Magazine's "Thirty Future Leaders of America" (April 2005 Issue), **Congressional Intern**, Office of US Rep. Alcee L. Hastings (FL), **Palm Beach Post (Newspaper) Pathfinder's Award** for Community Service, **First Runner-Up**, Belford V. Lawson National Oratorical Competition, **Licensed Minister**, The Church of God (Cleveland, TN), **Youth Mentorship Award**, Fairfax County (VA) School Board, **Finalist**, "Candidate 2012" Political Reality Television Show (one of three finalists out of 10,000 applicants) - Showtime/Actual Reality Pictures.

## **PROFESSIONAL SKILLS & CERTIFICATIONS**

- **First Responder Certification** (American Red Cross)
- **CPR Certification** (American Red Cross)
- **Executive Protection Certification** (ASIS International)



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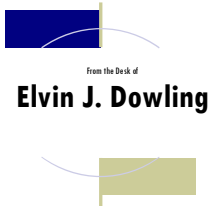
## **HIGHLIGHTS OF PROFESSIONAL ACCOMPLISHMENTS**

### ***MANAGEMENT EXPERIENCE***

- Responsible for turning around an under-performing department at the National Urban League, the Facilities Management Unit, tasked with completing more with less in a fast-paced, labor intensive environment.
- Tasked with overseeing the day to day operations of the National Urban League offices, the only African-American organization operating on New York's famed Wall Street.
- Responsible for the direct supervision and management of a staff of four (4) employees and a \$2.2 million operational budget which includes oversight of all of the facility's maintenance issues, telecommunications systems and major acquisitions.
- Tasked with serving as the National Urban League's lead negotiator and liaison with all operational vendors seeking to do business with the League's corporate office and that of the organization's 105 affiliates across the country.
- Reorganized the National Urban League's operations center to be more customer-service oriented, while reducing costs and instituting a new professional environment and appearance amongst the unit that would set the standard for excellence amongst the NUL staff.
- Developed a new management technique and strategy that focused on daily goals for the staff, resulting in the NUL's operations employees having a clear and definitive idea of what their daily tasks are and what they need to do in order to accomplish said goals.
- Tasked with the coordination and management of a volunteer staff of several hundred individuals fulfilling both court-ordered and voluntary community service hours at the Bailey's Crossroads Community Shelter in the Washington, DC area.
- Oversaw the field operations of several committees and commissions, committee chairmen and field staff members for the Alpha Phi Alpha Fraternity, Inc. and its 31st National President; an organization with over 150,000 members and millions of dollars in assets worldwide.

### ***FISCAL RESPONSIBILITY AND OVERSIGHT***

- Tasked with managing a combined annual operating budget for the National Urban League of \$6.5 million dollars in resources and over \$10 million dollar in physical assets and equipment.
- Reduced the NUL's operational budget by \$100,000 within the first six weeks of taking over the organization's through an aggressive renegotiation of all contracts with existing vendors, while holding the line on all unnecessary expenditures and staying within strict budget parameters. Goals were achieved without sacrificing and—in many cases upgrading—the quality of services provided to the organization or its staff.
- Received the highest possible ranking, Superior, in my National Urban League employee evaluation, for "Fiscal and Budgetary Control." Fiscal restraint measures have resulted in a closer examination of my methods by the organizations senior level managers for adoption on an agency-wide basis.
- Provided budgetary oversight as Director of Conventions for the Alpha Phi Alpha Fraternity, Inc.—Eastern Region Convention, resulting in the achievement of the group's first profitable conference in several years.
- Developed a comprehensive fund development strategy for the Bailey's Crossroads Community Shelter, resulting in successive balanced budgets for one of Fairfax County Virginia's largest emergency service shelters.



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## **HIGHLIGHTS OF PROFESSIONAL ACCOMPLISHMENTS**

### ***FUNDRAISING & DEVELOPMENT EXPERIENCE***

- Developed the first \$100,000 Capital Campaign for the Bailey's Crossroads Community Shelter—in addition to the requisite \$85,000 annual fundraising goal—resulting in the creation of an on-site Career Development Training Center for the shelter's diverse resident population.
- Authored several successful government and corporate grants to help augment services provided by the Volunteers of America shelter, receiving funding from organizations such as the United Way of the National Capitol Area, the Fannie Mae Foundation, 7-Eleven and others.
- Developed—in conjunction with then Mayor Marc Morial of the City of New Orleans—the Alpha Phi Alpha National Political Action Committee, a federally recognized political entity. Efforts resulted in thousands of dollars being raised in support of Fraternity members seeking elective office in state and federal elections across the United States.
- Negotiated \$100,000 in in-kind printing services for the National Urban League through the development of a strategic relationship with an outside vendor.
- Generated some \$50,000 in unrestricted funds and \$225,000 in in-kind contributions through the development of the Alpha Phi Alpha Fraternity, Inc. *Value Added Services Program*.
- Served as a political coordinator and fundraiser for various electoral candidates, including mayoral, state representative and congressional races in Florida, North Carolina, Colorado and Michigan.

### ***ORGANIZATIONAL SKILLS***

- Coordinated and executed all logistical services for the first National Urban League Bus Tour, held in June 2004. The first tour visited four States, and seven cities in six days; including affiliates in Chicago, IL, Gary, IN, Muskegon and Grand Rapids Michigan, and Akron, Cleveland and Elyria, OH, to promote the organization's upcoming conference in Detroit, Michigan. Event was chronicled in the June 2004 issue of *Ebony Magazine*.
- Responsible for the coordination of all logistics for the 2004 & 2005 National Urban League Legislative Policy Conferences. Responsibilities included assistance with the collation and design supervision of the 2004 Legislative Policy Conference Souvenir Journal and Program booklet; also coordinated and secured appropriate recognition materials (i.e. plaques, awards and certificates).
- Facilitated and participated in dozens of NUL Presidential Tours of Urban League affiliates, Association of Executives events and general speaking engagements across the country, during first two years of Marc H. Morial's presidential term; to include trips to the following: Los Angeles, CA, Seattle, WA, Tacoma, WA, San Diego, CA, Austin, TX, Atlanta, CA, Philadelphia, PA, Fort Lauderdale, FL, Miami, Florida, Lexington, KY, Las Vegas, NV, Pittsburgh, PA and Washington, DC.
- Served as the Director of Logistics for the Corporate Headquarters of the Alpha Phi Alpha Fraternity, Inc. Responsible for facilitating the needs of the organization's leadership and VIP membership, including coordinating transportation and lodging arrangements for the current and past presidents, board of directors members and select members.
- Developed a quality control inspection for the National urban League's operations center, to ensure that the facility is neat and orderly prior to the next scheduled work day. Also instituted a new self-help section has been set-up in the mailroom to allow for staff persons to assist themselves with simple tasks such as packaging materials, addressing labels, etc., allowing for Facilities Management staff persons to utilize their time more effectively.



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## **HIGHLIGHTS OF PROFESSIONAL ACCOMPLISHMENTS**

### **MARKETING AND COMMUNICATIONS**

- Developed and managed a highly visible campaign for the National Presidency of the Alpha Phi Alpha Fraternity, Inc., the nation's oldest Black Greek Letter Organization. Components of my marketing strategy included the development of a brand, marketing of that brand to a proprietary database of 15,000+ members, a weekly blog and much more, through the use of a highly successful website, [www.AlphaAudacity.com](http://www.AlphaAudacity.com), which received over 20,000 hits in less than six months of operation.
- Conceptualized, developed and rewrote the National Urban League's Official Emergency Preparedness Guide program and business continuity plan in the case of a major natural disaster or terrorist attack.
- Developed a comprehensive NUL Annual Conference Operations Order & President's Itinerary, which is used as the governing document for both logistics and security.
- Coordinated, collated and provided design supervision of the 2004 National Urban League Legislative Policy Conference Souvenir Journal and Program booklet.
- Coordinated, in conjunction with the National Urban League President & CEO, for the drafting, editing and presentation of all of his executive reports for Board of Trustees Meetings and Delegate Assemblies.
- Authored, printed and distributed the Alpha Phi Alpha Fraternity Incorporated General Convention Operations Manual and Supplemental Guide, for standardization of conference planning activities throughout the state, regional and national levels; also developed an accompanying power-point presentation for training purposes.
- Served as a contributing magazine and newspaper columnist with published works in the *Sphinx Magazine*, the *Smiley Report*, the *Tampa Bay Business Journal*, the *Florida Photo News*, the *Palm Beach Latino* and *Palm Beach Gazette*, including a regular column entitled: "In My Humble Opinion".
- Served as the Director of Public Relations and Communications for the Campaign to Reelect Maude Ford Lee Palm Beach County Commissioner (1996), on 1600 WPOM AM Radio. Duties included hosting a weekly radio show, "Setting the Record Straight," in addition to providing voice-overs for various radio commercials related to the campaign.
- Hosted a weekly television show as a teenager, entitled "Teens Taking It to The Streets."

### **CORPORATE GOVERNANCE**

- Serve as a member of the Board of Trustees for the Harlem Success Charter Academy, an innovative charter school in New York City whose aim is to be the highest performing school in the city.
- Serve as a senior liaison for the President & CEO of the National Urban League to its Board of Trustees, consisting of corporate and organizational executives from a cross-section of government, business and non-profit backgrounds.
- Served in an elected capacity as the Eastern Region Assistant Vice President of the Alpha Phi Alpha Fraternity, Inc. Responsible for the representation of several hundred of the Fraternity's chapters, both college and alumni, as a member of the organization's International Board of Directors. Oversaw and provided critical support and development of several governance policies such as risk management and fiscal and corporate operations.
- Served as a member of the *Environmental Careers Organization's* national advisory council on environmental stewardship. Responsible for overseeing program development and implementation of the *Alpha Earth Initiative* on college campuses throughout the country.
- Responsible for the coordination of national preparedness education policy for the *American Red Cross* as a member of its *Terrorism Education Advisory Council*. Tasked with advising the ARC on how to develop comprehensive preparedness strategies for under-prepared communities, working in conjunction with emergency preparedness directors and public health officials from across the country.



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## HIGHLIGHTS OF PROFESSIONAL ACCOMPLISHMENTS

### **SPECIAL PROJECTS AND ACCOMPLISHMENTS**

- Honored in the June 2007 issue of The Network Journal Magazine as one of the nation's "Top Forty Under 40" Business Leaders for "mastering the art of excellence" in the business environment.
- Recognized in the April 2005 issue of *Ebony Magazine* as one of America's "30 Leaders of the Future", for "demonstrating that he has what it takes to be a good leader... excelling in academia, religion and community service."
- Selected to be one of three finalists in the HBO Reality Television Show, "Candidate 2012", out of 10,000+ applicants nationwide. Program, created in 2002 by *Actual Reality Pictures*, sought to send three individuals on a ten-year quest around the country campaigning for the US Presidency in the year 2012.
- Honored by the *Palm Beach Post* (Newspaper) as the 1992 recipient of the coveted *Pathfinder's Award for Community Service*.
- Negotiated approximately \$65,000 in funding from the Palm Beach County School Board, as President of the Palm Beach Lakes Community High School, for the erection of an on-site football stadium, at no cost to the school.
- Negotiated the acquisition of a new National Urban League agency vehicle (valued at \$62,000.00) at no cost to the organization.
- Developed and conducted comprehensive training and preparation in the identification and handling of suspicious mail and packages when it arrives within the mailroom and on the mailroom premises for all National Urban League Facilities Management employees and administrative services personnel.
- Coordinated and organized various facilities upgrades at the National Urban League's office, located at 120 Wall Street, New York, New York. Accomplishments included: Identification, selection and installation of a new Avaya Phone system with completed staff training for each member of the New York office staff; design and installation of a new entranceway on the 8<sup>th</sup> floor of the facility which now features an updated "look and feel" of the "new" Urban League Movement; and supervised the refurbishing and upgrades of several senior executive offices, to include painting, carpet cleaning, furniture acquisition and removal, phone/fax line installation, etc.
- Responsible for securing some fifty (50) new desktop computers and three (3) new servers (worth an estimated \$100,000) from the Dell Corporation, reviving a dormant partnership pledge between NUL and Dell made some two years prior to acquisition.
- Developed the highly acclaimed *Value Added Services Program*, the first of its kind membership benefits initiative amongst Black Greek Letter Organizations, for the Alpha Phi Alpha Fraternity, Inc. This program, featured in the June 2001 issue of *Black Enterprise Magazine*, provided dozens of discounts and incentives for active Fraternity Brothers. Said benefits included a FREE two-year subscription to *Black Enterprise Magazine* for all active members, a FREE one-year subscription to *Savoy Magazine* for all active members and value added discounts on various consumable goods, including hotels, cell phones, entertainment products and more.
- Completed professional training and certification in Executive Protection (December 2003) through the American Society of Industrial Security. Also completed sixteen (16) week training course as an Auxiliary Police Officer with the New York Police Department and CPR and First Responder training through the American Red Cross.
- Developed and trained the National Urban League's first Executive Protection Unit, a group of three full-time protective agents, in the art of executive protection. Team is responsible for providing security assistance for the League's President & CEO, while serving as a liaison with local, state and federal law enforcement officials.