

PROFESSIONAL PROFILE

- Excellent Customer Service Skills
- Highly Developed Communications Skills
- Effective Management and Problem Solving Skills
- Strong Organizational and Administrative Skills
- Experienced Counseling Skills

CAREER SERVICES EXPERIENCE

Career Advisor, Augusta State University, Augusta, Georgia, January 2011 - Present

Career Development Functions:

- Career Advisor for Physics, Chemistry, Pre-Engineering, Mathematics, Psychology, Sociology, Criminal Justice, Social Work, Political Science and Masters of Public Administration majors
- Critique over 600 resumes and cover letters annually which has assisted students in being selected for job interviews with various employers
- Design and conduct major specific workshops on Resume Writing, Job Interview Skills, Men & Women Dress for Success, Job Search Strategies, Career Options, Federal Employment, Networking, Graduate School Preparation, etc. that are attended by over 900 students annually
- Assist in the planning and coordination of our annual Etiquette Dinner, attended by 150 students, which is designed to guide them through a multicourse catered meal
- Participate in the planning and coordination of our annual Employer and Educator Career Fairs which bring approximately 100 employers and over 400 students and alumni seeking full-time, part-time, CO-OP and Internship job opportunities
- Provide individual career advisement for currently enrolled students, graduates and registered alumni in all areas of career planning and development
- Use computer based career assessment and development tools such as the System of Interactive Guidance and Information (Sigi3), the Georgia Career Information System, What Can I Do With This Major, InterviewStream and Career Spots programs
- Conduct mock interviews for students including approximately 40 senior Nursing majors annually as part of their professional development
- Conduct a Dress for Success program for over 50 Nursing majors annually
- Facilitate relationships with employers to assist with student/graduate recruitment
- Perform resume writing and job interviewing workshops in the community
- Assist in the planning and coordination of our annual Career Fest and Community Involvement fair which are designed to make students aware of our services and to foster their interest in volunteerism
- Provide Career Advisement for over 340 Social Science and Physical Science majors annually

Academic Partnerships: Facilitate relationship building between faculty, administration and career services

- Consistently initiate contact with Department Chairs in Chemistry/Physics, Math, Psychology, Sociology, Social Work/Criminal, and Political Science/Public Relations to learn about department initiatives, opportunities and challenges, and how career services can best support their needs

Employer Relations: Conduct outreach to employers to build relationships and facilitate connections to academic programs

- **Rural Sourcing, Inc.:** Cultivated contacts with Rural Sourcing Inc., a new technology company to the area, resulting in new relationships with our Computer Science department and the hiring of 4 students for internships or entry level positions
- **Automatic Data Processing, Inc.:** Participated with faculty and staff in four relationship building meetings with the CEO and Department Managers at ADP Augusta which resulted in the recent hiring of several Augusta State students and alumni in various positions within the company
- **E-Z Go Textron:** Attended a relationship building presentation with representatives from E-Z Go Textron setting the stage for the hiring of Augusta State students and alumni in the near future
- **The Southern Company:** Initiated contact with Senior Recruiting Consultant and Human Resource Business Consultant from Plant Vogtle Reactors 1-4. This contact resulted in a round table discussion between Augusta State Department Chairs (Chemistry/Physics, Biology, and Math/Computer Science) and representatives from the Nuclear Community regarding the potential development of a Health Physics program at the University.
- **The National Nuclear Security Administration:** Initiated contact with representative from DOE – National Nuclear Security Administration which created an opportunity for GRU students majoring in Physics to participate in the NNSA’s future Leaders Program (a two year entry level program design to prepare participants for a career in public service with NNSA)
- **The Federal Government’s Pathways Program:** As a certified Advisor through the Partnership for Public Service, work closely with Federal Agencies who are interested in recruiting students and recent graduates into their programs
- **The Workforce Recruitment Program:** As the Campus Coordinator for WRP, work closely with Federal Agencies and Civilian Employers who interested in recruiting students and recent graduates with disabilities into their programs
- **Various Other Employers**
Continue to develop relationships with other companies and agencies in the STEM and Social Sciences disciplines including Energy Solutions, Savannah River National Laboratory, Savannah River Nuclear Solutions, U.S. Department of State, U.S. Department of Justice Federal Bureau of Prisons, U.S. Probation Office, Drug Enforcement Administration, Calling Post, etc.

Director of Career Services, Paine College, Augusta, Georgia, July 1998 – June 2005

- Hand selected by the President to build a comprehensive Career Center
- Initiated contact with each Department Chair to learn about department initiatives and how I could best support their needs and the needs of the students as it related to Career Services
- Increased the number of students using the Career Center by 86% monthly within the first three years
- Planned, coordinated and conducted a series of workshops on Resume Writing, Job Interviewing, Dress for Success, Job Search Strategies, Networking, etc. for over 300 students and alumni annually
- Critiqued cover letters, resumes, portfolios and personal statements for graduate school admission for approximately 440 students and alumni annually
- Created, designed and managed the Michael L. Thurmond Career Library which was used by over 500 students and alumni annually
- Generated annual departmental report for review by the college’s Board of Trustees

- Briefed college President, Board of Trustees members and Dean of Student Affairs on all matters related to Career Services
- Assisted students and alumni in identifying full-time, part-time and internship job opportunities
- Marketed Paine College graduates to employers both locally and nationally
- Conducted exit interviews with approximately 50 graduating seniors annually
- Coordinated annual job fair which drew over 50 employers from across the southeast
- Posted weekly job announcements for all majors
- Hosted Etiquette dinner that was attended by 50 students annually
- Purchased MonsterTrak a web base system that enabled us to email job announcements, Career Fair and workshops dates and locations to all currently enrolled students
- Initiated idea for the creation of a state of the art classroom that would be built inside Student Affairs and used by Student Affairs department for workshops, seminars, meetings, etc.

WORK EXPERIENCE

Pastor, Strong Tower Christian Fellowship, Augusta, Georgia, October 1996 - Present

- Started the church with 10 members and grew it to 150 members
- Preach and teach Bible studies to local congregation of 150 members
- Provide Pastoral Counseling to local congregation
- Perform weddings and funerals for local congregation
- Conduct leadership training for Elders, Ministers and Deacons of the church
- Conduct Marriage, Single and Youth Workshops and Retreats for the church

Retention Coordinator, Paine College, Augusta, Georgia, September 1993 - June 1998

- Hired by the President to assist the college in identifying factors impacting retention
- Interviewed students, faculty and staff concerning student retention
- Purchased and administered the Noel-Levitz Student Satisfaction Inventory to all incoming freshmen, transfer students and returning sophomores to assist the college in identifying factors contributing to its low student retention rate
- Developed an early warning system for identifying at risk students using Noel-Levitz's College Student Inventory (CIS)
- Planned and coordinated student retention awareness workshops for over 90 college employees
- Briefed college President and faculty on matters related to student retention
- Introduced plans for a Retention Task Force to be made up of faculty, students and staff to address retention related issues
- Produced annual reports reviewed by the college's Board of Trustees
- Based on findings, made several recommendations to the President concerning things that would enhance student retention
- Created and coordinated Paine Fest which has become an annual event at the college consisting of 10 student activities, also involving faculty and staff, aimed at increasing student retention
- Counseled students experiencing difficulty adjusting to college life

VOLUNTEER EXPERIENCE

Project Administrator, National Youth Sports Program, Paine College, Augusta, Georgia, 2000 - 2005

- Hand selected by the President of the college to rescue a program that was in trouble of losing its funding for being out of compliance with federal regulations governing the program

- Ensured college was in compliance with 90 federal guidelines pertaining to this federally funded program (Department of Health & Human Services)
- Conducted employee interviews for over 40 teacher, staff and project aide positions
- Supervised and evaluated over 40 staff members employed in the program
- Negotiated employee contracts for over 40 employees
- Managed close to \$200 thousand dollars in federal and local funds, donations and volunteer services designated for the program
- Purchased all items needed for the functioning of the program
- Secured donations and support from companies like Wal-Mart, Coca-Cola Company, Medical College of Georgia Sports Medicine, the City of Augusta Parks and Recreation, First Tee of Augusta, the Augusta Housing Authority, and etc.
- Ensured the college was in compliance with all federal guidelines for the Summer Food Services Program which paid for the meals provided to the children
- Coordinated efforts which ensured that our program passed annual inspections
- Managed the overall success of the program which took in 300 to 400 kids from low income families
- Due to the overwhelming success of our program, I was selected by the national office to serve as the State Coordinator for eight other colleges with programs on their campus

MILITARY EXPERIENCE

Chaplain, Major, United States Air Force Reserves, December 1990 – July 2007 (Retired)

- Provided spiritual counseling for military personnel and their dependents
- Preached sermons and taught bible studies
- Performed weddings and funerals
- Conducted spiritual workshops and retreats for base personnel and their families
- Visited military personnel and their dependents at work, at home and in the hospital

Personnel Specialist, Sergeant, United States Air Force, June 1984-July 1989 (Secret Security Clearance)

- Performed face to face record reviews with over 2,000 military personnel to ensure record accuracy
- Maintained filing system and its daily administration for over 3,500 personnel records
- Conducted base wide training for administration personnel managing personnel intro. programs within their unit
- Carried out semi-annual office inspections for all unit monitors and their programs
- Acted as a mediator for all incoming personnel and their commanders making commanders aware of personnel needs and concerns
- Briefed Air Force Commanders on all changes to existing personnel programs
- Provided administrative customer service
- Investigated and resolved customer complaints which helped our unit receive an outstanding unit award
- Prepared and updated Emergency Data Cards for over 1,500 military personnel
- Processed paper work for ID Cards for over 2,000 military members and their dependents
- Enrolled over 2,500 military dependents in DEERS Data Base system
- Typed military correspondence and ensured that all administrative assistance given to Air Force Personnel and their dependents was in compliance with all federal regulations

EDUCATION

- Master of Divinity Degree, Denver Theological Seminary, Denver, Colorado, June 1993
- Bachelor of Arts Degree in Human Resource Administration, Saint Leo College, Saint Leo, Florida, September 1988 (**Cum Laude**)
- Associate of Arts Degree in Liberal Art, Saint Leo College, Saint Leo, Florida, 1987
- Associate of Applied Science Degree in Resource Management, Community College of the Air Force, Maxwell Air Force Base, Montgomery, Alabama, 1986

COMPUTER SKILLS

- Excellent with Emails, Social Media and Internet
- Proficient in Microsoft Outlook, Microsoft Word, PowerPoint, Excel and Symplicity
- Windows XP, and Windows 7
- Symplicity, and PeopleSoft

CERTIFICATION

- Federal Service Career Advisor, 2013

PROFESSIONAL CAREER SERVICE MEMBERSHIPS and ASSOCIATIONS

- National Association of Colleges and Employers (NACE), 2003-2005, 2011-Present
- Georgia Association of Colleges and Employers (GACE), 2003-2005, 2011-Present
- Georgia Consortium of Colleges and Universities, 2003-2004
- Phi Beta Sigma Fraternity, Inc., 1982-Present

AWARDS AND DECORATIONS

- Air Force Commendation Medal, 2 Oak Leaf Clusters
- Air Force Achievement Medal
- Air Force Outstanding Unit Award, 1 Oak Leaf Clusters
- Air Force Good Conduct Medal, 1 Oak Leaf Cluster
- National Defense Service Medal 1 Oak Leaf Cluster
- Global War on Terrorism Service Medal
- Air Force Longevity Service Award Robin 2 Oak Leaf Clusters
- USAF NCO PME Graduate Ribbon
- Small Arms Expert Marksmanship Ribbon (Rifle)
- Air Force Training Ribbon 1 Oak Leaf Cluster
- Air Force Non-Commissioned Officer of the Quarter Award for January – March, 1988
- Air Force Non-Commissioned Officer of the Quarter Award for June – August, 1987
- Air Force Pacesetter's Award, 1987
- Air Force Airmen of the Month Award for March 1986
- Air Force Airmen of the Month Award for November, 1985
- Air Force Meritorious Service Medal