

## Program Management ∞ Grants Management ∞ Operations Management

Client Solutions | Strategy Development | High-Performance Leadership

**Keen understanding of administrative, fiscal, and personnel management** with the innate ability to guide organizations and communities in the most pragmatic direction that lead to the attainment of milestones and long-term goals. Accomplished dynamic leader with a solid track record of relationship management, coaching, and savviness in engaging both communities and groups.

### Professional Experience

#### SENIOR GRANT ADMINISTRATOR

Gwinnett County Community Development Office, Lawrenceville, GA

2015 – Current

- Provides governance ensuring grant activities are initiated, implemented, and maintained in compliance with applicable federal, state, and local regulations through the provision of technical assistance and continuous programmatic and fiscal monitoring and audits.
- Provides all phases (Pre/Post) of grants and contracts management for the Emergency Solutions Grant (ESG), HOME Investment Partnerships Act (HOME), and Community Development Block Grant (CDBG).
- Conducts risk assessment of grant recipients for all open grant awards and prepares fiscal year monitoring schedule in compliance with the requirements of HUD and Gwinnett County monitoring policies.
- Monitors ongoing performance of grantees, evaluation of required fiscal reports, beneficiary data; resolution of audit findings and recommendations.
- Performs monitoring through onsite or desk reviews ensuring compliance with the terms and conditions of the grant agreement and applicable federal regulations.
- Guides Gwinnett County agencies toward fulfilling the community mission of assisting individuals suffering unexpected housing crisis and the establishment and creation of affordable housing and its governance.
- Reviews Scope of Work proposals to identify any disallowed activities or costs according to grant agreements and Federal regulations ensuring compliance.
- Manages the implementation of \$2.5M+ annually in Federal grant funds for housing and economic development projects.
- Contributed to providing 3,251 individuals with emergency housing services and more than 437 individuals have taken advantage of more than 70 newly created affordable housing opportunities.
- Develops planning strategies that guide resource allocation and funding priorities for Gwinnett County.
- Creates strategic plans to address homelessness and affordable housing including the submission of annual action plans; outlining activities that lead toward the achievement of the goals identified in the community's consolidated plan.
- Maintains and reports on financial statuses of programs including the development of budgets, comparative analysis and forecasting.

#### *Key Accomplishments:*

- **Significant decreases in returns to homelessness post emergency shelter discharge. In 2015 it occurred at a rate of 16.9%. In 2019, it occurs at 4.17%**
- **Significant increases in exits to permanent housing destinations post emergency shelter discharge. In 2015, 10.82% became stably housed. In 2019, it occurs 46.63% of the time.**
- **Awarded the "Above and Beyond Award" for diligently working to ensure citizens of Gwinnett County are provided top-notch services. (2019)**
- **Awarded True Blue Award for Employee of the Year (2018)**
- **Awarded the "Shining Light Award" for successfully partnering with agencies and providing guidance for the implementation of homeless programs. (2017)**
- **Successfully managed more than 70 HOME projects by utilizing \$10.2M to acquire, rehab and dispossess to income-eligible homebuyers.**

## DEKALB COUNTY CONTINUUM OF CARE CONSULTANT

Pathways Community Network Institute, Decatur, GA

2013 – 2015

- Spearheaded and initiated strategic planning initiatives and annual action plans that correlate with the Homeless Continuum of Care (CoC) to minimize episodes of homelessness.
- Researched and analyzed best practices at State and National levels that supported the advancement of housing programs for the homeless.
- Fueled significant development of DeKalb County's coordinated entry system and contributed to project growth by leading the planning and implementation.
- Provided case management support, client record-keeping and Homeless Management Information System (HMIS) training.

### *Key Accomplishments:*

- **Led the planning and implementation of DeKalb County's coordinated entry system; which was designed to ensure no wrong doors as its citizens sought alleviation of the issues related to homelessness.**

## SENIOR TECHNICAL SUPPORT ANALYST

Stratix Corporation, Norcross, GA

2005 – 2013

- Provided software, hardware and systems architectural guidance for satellite based tracking and reporting system that included 10,000 vehicles and inventory management systems for regional FEMA warehouses across the United States.
- Managed the design and development of several sub-components of the fully deployed system Combined technology, intellectual property, and industry knowledge to deliver data-managing solutions to improve the customer experience.
- Served as primary Lead Technical Support Analyst tasked with researching and performing root cause analysis of problematic software and hardware.
- Monitored and maintained service levels related to incident reports and service request, and performed regular audits.

### *Key Accomplishments:*

- **Critical part of the management team responsible for Total Asset Visibility (TAV) during Hurricane Katrina (FEMA Contract # HSFEHQ06A0539)**

## Professional Affiliations

- Sigma Alpha Pi National Honor Society for Leadership & Success
- Decatur Cooperative Ministry Board of Directors
  - Chair; Development Committee (2015-2016)
  - Chair; Programs Committee (2017-2018)

## Education & Certifications

- Bachelor of Applied Science - Organizational Leadership
- Associate of Applied Science - Business Management

## Professional Highlights

- Keynote speaker for Norcross Cooperative Ministry's Homelessness Prevention silent auction (An ounce of prevention is worth a pound of cure)
- Grant Writing – In late 2019, wrote and submitted grant for Another Chance of Atlanta; awarded more than \$66K by the City of Atlanta to administer Rapid Re-Housing program.
- Key Contributor to City of Norcross' and Gwinnett Housing Corporation's LIVE Norcross Initiative. An intensive study which provides a better understanding of the families who live in extended-stay motels in Norcross, Ga., identifying the barriers they face to renting or buying a home and presenting policy considerations to assist them in securing permanent housing.