
OBJECTIVE

To cultivate my knowledge for leadership and service to others worldwide

EDUCATION

North Carolina Central University; Durham, North Carolina Master of Business Administration	12/2007 GPA 3.63
Howard University; Washington, District of Columbia Bachelor of Arts - Administration of Justice	12/2002 GPA 3.61

WORK HISTORY

Winborne & Associates; Atlanta, Georgia 08/2007- Present

CEO, Consultant

- Manage financial operations such as accounts payable, accounts receivable, and billing.
- Gather and collate industry data related to clients' needs.
- Process figures into spreadsheets to be presented to the client and funders.
- Conduct secondary research, including external sources, publications and the Internet.
- Identify and investigate problems concerning strategy, policy, markets, organization and processes.
- Analyze and assemble all available data into a business and/or development plan.
- Formulate recommendations for action, taking into account broader managerial and business implications.
- Agree to a course of action that is aligned with clients' desires.
- Ensure the client receives the assistance needed to implement recommendations.

Drakeford, Scott & Associates, LLC; Durham, North Carolina 08/2007- 12/2007

Office Manager

- Supervised office activities to achieve maximum expense control and productivity.
- Managed accounts payable, accounts receivable, and billing.
- Developed and implemented standardized systems, procedures and policies for office activities, such as filing, payment intake, records maintenance, typing, word processing, customer service and mail distribution.
- Maintained all office equipment and supplies.
- Interviewed candidates for firm's internship program and other office positions.
- Directed, coordinated and managed employees, interns and their respective projects.
- Assisted in the acquisition of U.S. government grants and corporate grants

CARE USA; Atlanta, Georgia 05/2007- 08/2007

Intern

- Updated annual report and prepared budget.
- Served as liaison with Patsy Collins Trust Fund Initiative consultants.
- Developed summaries of group e-discussions.
- Proofed report summaries.
- Tracked progress against action and work plans.

Environmental Careers Organization – U.S. EPA; Durham, North Carolina 05/2006- 05/2007

Intern

- Expanded and updated functional and efficient security Standard Operating Procedures and research legal ramifications.
- Minimized spare parts inventory for Administrative Services Division for uniformity.
- Developed Program Review PowerPoint presentations for various divisions.
- Developed an educational program to strengthen relationship between North Carolina Central University School of Law and U.S. EPA.

Graduate Assistant

- Developed MBA page on Blackboard – an online interactive teaching tool.
- Organized activities and programs for MBA events.
- Created and maintained MBA graduates database.
- Composed internship, assessment, and placement surveys and compiled results.
- Researched history of graduate business schools.
- Composed correspondence to prospective students.

Law Office of Tonya Ford & Sherri Belk; Raleigh, North Carolina

07/2005- 05/2006

Legal Clerk

- Researched North Carolina laws and statues to create and filed legal documents.
- Retrieved traffic and criminal records and maintained files for over 1,000 clients.
- Processed charge card payments and deposited other incoming monies into company account.
- Composed correspondences to send clients.

Middett & Rack; Virginia Beach, Virginia

10/2003- 08/2004

File Clerk/Office Assistant

- Provided administrative aid to attorneys, paralegals, secretaries, and receptionist.
- Created documents such as deeds and form letters and entered data onto office server.
- Entered confidential client information into Amicus - legal software - and maintained active and closed files for over 3,000 clients.
- Maintained a log of incoming and outgoing deliveries and assisted in movement of incoming and outgoing packages.
- Processed charge card payments for clients.
- Answered incoming calls on multiple-line telephone for 16 employees.

Automation Precision Technology, LLC; Norfolk, Virginia

12/2002- 10/2003

Administrative Assistant

- Provided administrative aid to all corporate managers, creating various documents such as organizational charts and answering calls on multiple-line telephone for over 30 employees.
- Created security documents needed by employees for entrance onto federal premises.
- Obtained personal information from current employees and formatted resumes of potential employees as interim human resources assistant.
- Entered security clearance information of employees into federal computer program.
- Placed internet orders for supplies needed by corporate employees and assisted in movement of incoming and outgoing packages.
- Aided in operation of events, such as holiday parties and corporate conferences.

Automation Precision Technology, LLC; Virginia Beach, Virginia

06/2002- 08/2002

Intern – Purchasing Assistant

- Provided aid to procurement manager and managed office in her absence.
- Organized purchase order forms from several departments and assisted in movement of incoming and outgoing supplies.
- Answered incoming calls on multiple-line telephone and perated office machinery such as fax machine and copier.

AFFILIATIONS

Opportunity Funding Corporation Venture Challenge – Business Plan Competition; Team Lead	02/2007- 05/2007
Entrepreneurship Course; Team Lead	01/2007- 05/2007
Alpha Kappa Alpha Sorority, Incorporated; Member	12/2006- Present
Delta Mu Delta Honor Society; Member	11/2006- Present
Phi Beta Lambda – Future Business Leaders of America; Member	10/2006- Present
Graduate Student Advisory Board; Vice-Chair	08/2006- 05/2007
Golden Key International Honor Society; Member	09/2001- Present
National Scholars Honor Society; Member	09/2001- Present