

Chantalle J. Ashford

23069 Meadow Wood Ct Unit 307, Seaford, DE 19973 | (757) 561 - 7417 | cjashford@email.wm.edu | chantalle.ashford@irsd.k12.de.us | chantalle@basseinc.org

Education

EDUCATION DOCTORATE | 2023 | AMERICAN UNIVERSITY SCHOOL OF EDUCATION

- Education Leadership and Policy

MASTER'S IN ART OF TEACHING | 2017 | RELAY GRADUATE SCHOOL OF EDUCATION

- Major: English Language Arts

BACHELOR OF ARTS | 2014 | THE COLLEGE OF WILLIAM & MARY

- Major: Psychology
- Minor: Africana Studies

Work Experience

EDUCATIONAL EQUITY TEACHER CONSULTANT | DE DEPARTMENT OF EDUCATION | AUGUST 2018 – PRESENT

- Advises the development of the state's educator equity strategic plan
- Plans for the Educator Equity Summit
- Engages with stakeholders
- Plans for culturally relevant pedagogy training
- Plans for systems-level equity training and supports

LEAD MENTOR TEACHER | TEACH FOR AMERICA-RELAY DELAWARE SUMMER INTENSIVE | APRIL 2017 – JULY 2017

- Coached Teach For America Corps Members
- Planned and Facilitated professional development for TFA Corps Members

CHORUS/ENGLISH/SPECIAL EDUCATION | INDIAN RIVER SCHOOL DISTRICT | AUGUST 2014 – PRESENT

- Planned and instructed choir and general music
- Plans and instructs secondary English
- Facilitates various student activities (Drama Club, Poetry Out Loud, Class)
- Serves as a member of the Instructional Leadership Team

INSTRUCTIONAL COACH | TEACH FOR AMERICA SUMMER COLLABORATIVE | FEBRUARY 2015 – JULY 2015

- Facilitated one on one professional development conversations with counselors
- Led professional development for counselors
- Assisted in the development of curriculum and lesson plans
- Assisted in operational functions

Board Service

VICE BOARD CHAIR | THE BRYAN ALLEN STEVENSON SCHOOL OF EXCELLENCE, INC. | OCTOBER 2017 – PRESENT

- Plans and leads board meetings
- Engages in strategic planning
- Engages in stakeholder engagement

- Other duties as assigned by the Board Chair

BOARD CO-CHAIR | TFA COLLECTIVE – DELAWARE CHAPTER | AUGUST 2016 – PRESENT

- Plans and leads board meetings
- Plans and participates in organizational events
- Supports current corps members and alumni of color

ADVISORY BOARD MEMBER | DELAWARE CAMPAIGN FOR ACHIEVEMENT NOW | JANUARY 2017 – PRESENT

- Advises Executive Director on organizational plans at annual board meetings
- Attends and participates in organization events
- Supports the organization as requested

Related Experience

DELAWARE WRITING PROJECT FELLOW | DE DEPARTMENT OF EDUCATION | OCTOBER 2018 – APRIL 2019

CCSSO DIVERSE LEARNER READY TEACHERS | DE DEPARTMENT OF EDUCATION | APRIL 2018 – APRIL 2019

The Diverse Learner Ready Teacher convenings are organized and hosted by the Council of Chief State School Officers as an effort to diversify the education workforce and support future and current educators in effectively teaching students of different cultural backgrounds.

- Selected as a member of the Delaware delegation

ENGAGE DELAWARE FELLOWSHIP | TEACH FOR AMERICA | AUGUST 2017 – MAY 2018

The Engage Delaware Fellowship offers Teach For America Alumni in the Delaware region who have expressed interest in impacting educational outcomes for students opportunities to engage with policymakers and educational leaders in our state while working on a year-long fellowship project.

- Participated in a micro-community whose on-going project is promoting teacher diversity and culturally responsive teaching practices.

RURAL SCHOOL LEADERSHIP FELLOW | TEACH FOR AMERICA | JUNE 2016 – MAY 2018

RSLA supports TFA alumni who are exploring school leadership positions in rural regions while early in their careers in the education sector. Participants in the year-long program learn early school leadership skills, deepen their exposure to the role of the principal, and build a national network of aspiring school leaders in rural communities.

EDUCATOR AS CATALYST FELLOW | DELAWARE DEPARTMENT OF EDUCATION | JUNE 2016

The EAC Fellowship is for exceptional Delaware educators who have a passion for education and want to gain hands-on exposure to policy work.

- Researched and presented policy for the recruitment and retention of educators of color

TEACH FOR AMERICA CORPS MEMBER | JUNE 2014 – JUNE 2016

- Good to Great Fellow
- Homeroom Leader

Certification Tests

- Praxis I Writing (5720) | 176
- Praxis II Special Education Core Knowledge & Applications (5354) | 171
- Praxis II Music Content Knowledge (5113) | 162
- Praxis II English Language Arts (5038) | 196
- Praxis II Elementary Education, all subtests (5032 – 5035) | 187, 170, 197, 168

Teresa E. S. Berry

1000 Woodlytown Road
Magnolia, Delaware 19962

(302) 373-6267
berryt@dcpsmd.org

EDUCATION

Delaware State University, Dover, Delaware
M.A. Curriculum Development, 2000
Minor: Special Education
B.A. History; Political Science, 1984

CERTIFICATION

Administrator I
Administrator II
History 5-12
Special Education

CAREER AWARDS & HONORS

DCPS TOY Nominee 1999-2000, 2003-2004
Aspiring Principals 1997, 2000, 2009& 2012
Service Learning Fellow 1998
Employee Recognition 1999
Who's Who Teachers 2002
Academy Leadership 2009
Starfish Award 2013

Professional Experience

Assistant Principal, Maces Lane Middle School, Cambridge, Maryland 2014-Present
Assisted the principal in overall leadership and management of the school. Aided in recruitment of top educators in Maryland.

Assistant Principal, Sandy Hill Elementary School, Cambridge, Maryland 2013-2014
Assisted the principal in overall leadership and management of the school.

Assistant Principal, Cambridge-South Dorchester High School, Cambridge, Maryland 2007-2014
Assisted principal in overall leadership and management of the school. Coordinated and/or assisted in the scheduling of classes and extra-curricular activities. Assisted in maintaining discipline throughout the student body, dealing with special cases when necessary. Assisted principal in implementing and monitoring curriculum. Monitoring students in various settings and supervising after school activities. Coordinating and assisting in cafeteria duty. Serving with parent, faculty and student groups as requested in advancing educational and related activities and objectives. Performs other duties as assigned.

Dean of Students, Mace's Lane Middle School, Cambridge, Maryland 2005-2007
I set up and created a new program to help those students who were retained under the heading of the Grade Completion Program. Included in this special program title is the refocus program, after school detention school wide, mentoring to the local elementary school and peer mediation? Additionally, I taught two of the grade completion classes and handled discipline for the 8th grade students.

Behavioral Intervention Specialist, Maces Lane Middle School 2003-2005
Set up and organized a Refocus program. This was a school wide program that covered steps to discipline for the classroom teacher. I also set up school wide up lunch and after school detention programs as well as a mediation program.

7th Grade Teacher, Maces Lane Middle School 1995-2003
taught 7th grade American History, Reading and Math enrichment. This included a formal debate, multicultural world reports, Rome Day, Kwanzaa, peer mediation and Renaissance Day.

Calvary Christian Academy, Dover Delaware 1994-1995
Students were involved in learning using the Abeka Curriculum stressing phonics, spelling, math and reading at an exaggerated rate. Under my supervision, the first ever 1st grade sleepover was set up and organized. All teachers participated in a Williamsburg, Virginia Christian Leadership Conference once/year

Cape Henlopen High School, Lewes, Delaware 1994-1995
Subjects taught: Problems of Democracy, American History and Ethnic Studies.

Smyrna High School, Smyrna, Delaware 1991-1993
Subjects taught were World History, American History and Honors American History.

FBLG Middle School, Yigo, Guam 1986-1987
While in Guam, I taught reading, social studies and a mini-course in softball. Set up the first in-school suspension program led me to organize and design a program just for the school.

Student Teaching, Central Middle School, Dover, Delaware 1991
During my student teaching I taught Social Studies and Clinic to over 100 eighth grade students.

Other Related Experience/Activities: 1990-1995
Graduate Assistant, Delaware State University, Dover, Delaware
Organized and developed a Resource Library for Education majors.

Coordinator, National Youth Sports Program, Dover, Delaware 1990-1993
I organized workshops/seminars for children ages 10 – 16

Betsy Renzo
6 York Road, Wilmington, DE 19803
(215) 933-9297
E-mail Address: betsy.cepparulo@gmail.com

Education

- Stanford University, School of Education, Palo Alto, CA** **June 2012**
- Master of Arts in Education: Policy, Organization and Leadership Studies
- Temple Beasley School of Law, Philadelphia, PA** **May 2007**
- Juris Doctor
 - Senior Note/Comment Editor, Temple Political and Civil Rights Law Review
 - SPIN (Student Public Interest Network) Steering Committee
 - Women's Law Caucus
- Skidmore College, Saratoga Springs, NY** **May 2004**
- Bachelor of Arts- Summa Cum Laude in Psychology, Minor in Italian Language
 - Deans list: 2000-2004
 - Phi Beta Kappa; Periclean Honors Society; Psi Chi, National Honors Society in Psychology
- George School, Newtown, PA** **June, 2000**
- High School Diploma

Education Employment

- WAVE Learning System** **August 2020- Present**
Director
- Founder and Director of educational equity nonprofit program that partners with schools to offer support for distance learning during the COVID-19 pandemic.
 - Program management, strategy and organization
 - Supervising, training, and managing team of 15 employees
 - Fundraising and development - writing grants, leading fundraising team meetings, and managing corporate sponsorships
 - Budgeting and finance - overseeing projected cash flow and actual income and debt
 - Cultivating and securing partnerships - drafting and executing memoranda of understanding, negotiating terms of partnership agreements, and meeting with program partners.
 - Overseeing and supervising program operations at multiple sites
 - Drafting policies and procedures for programmatic excellence
 - Responding to student behavioral, academic, and emotional needs
- Wilmington Friends School** **August, 2015-Present**
Grade Dean, Global Peace & Justice Studies Teacher, US History Teacher, Faculty Staff Administration Committee Clerk
- Grade Dean -Ninth and Tenth Grade
 - Full time high school teacher, concentrating on social justice and global/local diversity
 - Clerk- Faculty Staff Administration Committee
 - Founder- Service Learning Committee
- Eastside College Preparatory School** **August, 2013-July, 2015**
AP Government & Politics teacher, Speech & Debate coach, certified Zumba instructor
- Full time teacher AP U.S. Government & Politics
 - Full time teacher Speech & Debate elective
- Aspire Public Schools** **June, 2012-July, 2013**
Executive Specialist to CEO
- Assist the CEO in matters related to Executive functions, including the organization of Board of Directors' meetings, research, writing, reviewing, planning, and organizing internal and external events, documents, and funder relationships.

Legal Employment

Drinker, Biddle & Reath, LLC

August 2017- August 2019

Law Clerk

- Research and writing of legal memoranda, drafting of pleadings, assisting in case management for the corporate real estate team.

Williams & Hand, P.C.

October 2009- July, 2011

Second Year Associate, Doylestown, Pa

- Family law litigation, including divorce, equitable distribution, child custody, spousal support, child support and protection from abuse.

Supreme Court of the Republic of Palau

September 2008-September 2009

Law Clerk for the Four Supreme Court Justices, Koror, Palau

- Draft and research legal memoranda, opinions and orders; advising the legislature on drafting new legislation, administer and grade the Palau Bar Examination, assist the judges with trial and motions.

United States District Court for the Eastern District of Pennsylvania

September 2007- August 2008

Law Clerk for the Honorable Cynthia M. Rufe, Philadelphia, Pa

- Draft and research legal memoranda, opinions and orders; research and assist the judge in trial and motions.

Defender Association of Philadelphia

May 2006-May 2007

Legal intern, Philadelphia, PA

- Oral advocacy in motions, bench warrant hearings and preliminary arraignments; client interviewing and advising; researching and brief writing; negotiating plea bargains and diversionary programs.
- Extensive training in criminal defense and appellate issues.

Volunteer

Bryan Allen Stevenson School for Excellence

Aug. 2017- Present

Founding Board Member & Secretary of the Board, Sussex County, DE

- Opening in the Fall of 2022, the Bryan Allen Stevenson School for Excellence will be the first public charter school of its kind in Sussex County, Delaware. Modeled after author, lawyer and Equal Justice Initiative Executive Director Bryan Stevenson’s work with underserved communities, the school will provide learning and service opportunities for traditionally underserved students.

Publications and Awards

- **High School Curriculum Fellowship 2017**, International Center on Nonviolent Conflict. Grant for developing curriculum and teaching unit on civil resistance movements and nonviolent direct action.
- **Pennsylvania Family Lawyer**, Volume 32, Issue No. 1, March, 2010; *Gruber Test not Controlling Where children Relocated Pursuant to Earlier Order: R.M.G., Jr. v. F.M.G.*, 986 A.2d 1234 (Pa. Super. 2009). Reviews and summarizes the law in this case note.
- **Temple Political and Civil Rights Law Review**, Fall 2006; *Unveiling the Juvenile Purgatory: Is Life Really Better than Death?* Makes an argument for a proportionality review of crime and punishment for juveniles receiving mandatory life without parole following the abolition of juvenile capital punishment.

Personal

- Zumba Fitness Instructor, YMCA

January, 2012- Present

References: References available upon request

CURRICULUM VITAE

Katherine L. Cauley

Personal Data

Citizenship United States of America
Home Address 11 Sabrina Drive Rehoboth Beach, Delaware 19971
Home Telephone 937 469 1695
Email katherine.cauley@wright.edu

Education

MCP Hahnemann University, Executive Leadership in Academic Medicine, 2000
University of Maryland, PhD, 1985
University of Cincinnati, MEd, 1978
DePauw University, BA, 1974

Professional Experience, *Highlights*

Wright State University, Dayton Ohio 1993-Present

Professor Emeritus, Retired

Professor, School of Medicine, School of Public Health, and School of Professional Psychology, where I developed and taught the service learning curriculum with a focus on interprofessional community-based clinical training for health professions students

Vice-Chair Department of Community Health

Director, Center for Healthy Communities, for which I secured over \$5million in grants and contracts annually to support community-academic partnerships and interdisciplinary curricular development

Director, International Education, placing fifty students a year in developing countries

Director, Community Engaged Scholarship and Teaching for the University

Published over forty peer reviewed books and articles, made over 100 national and international presentations at professional conferences; provided numerous domestic and international consultations; provided extensive service to the academy and the community

Served as board chair and board member on numerous community based educational and social services organizations

Presidential Award for Faculty Excellence in Community Engagement

George Washington University, Washington, DC 1989-1993

Assistant Professor, Department of Psychology

Director, AIDS Policy Center

Iona College, New Rochelle, New York 1985-1989

Associate Professor, Psychology, Freshman Year Experience

Director, Psychological Service Center

Updated December, 2021

Women's Legal Defense Fund, Washington, DC 1983-1985

Prince George's County Public Schools, Maryland 1976-1983
Bowie, Oxon Hill High Schools, Oxon Hill Junior High School,
English, Speech and Theater

Deer Park High School, Cincinnati, Ohio 1974-1976
English, Speech and Theater

Volunteer Experience in Retirement, present

Dialogue Toward Action

Group Facilitator for Anti-racist Workshops

Braver Angels at <https://braverangels.org/our-story/>

Delaware State Coordinator, trained Moderator for workshops aimed at bridging the political divide and encouraging civil dialogue in communities

Bryan A. Stevenson School of Excellence <https://www.basseinc.org/>

Board of Directors, Secretary, Member, Development Committee Member,
Education Committee Member

CAMPRehoboth <https://www.camprehoboth.com/>

Grants Committee, volunteer at various public events

Center for Inland Bays <https://www.inlandbays.org/>

Support Center activities with time and enthusiasm

ESL Program with Lutheran Church of Our Savior <https://tinyurl.com/esllcos>

Advisory Board Chair, Level 3 Instructor

University of Delaware, Biden School of Public Policy and Administration

Advisory Board member

Selected Publications relevant to Service Learning Curricular Development
Cauley, K., & Sweeney, R. (2007). Strengthening diversity through community and civic engagement: Sustaining the student-institution-community relationship. *Metropolitan Universities Journal*, Vol. 18 (1). (R)

Updated December, 2021

- Cauley, K., Canfield, C., Clasen, C., Dobbins, J., Hemphill, S., Jaballas, E., & Walbroehl, G. (2001). Service learning: Integrating student learning and community service. *Education for Health*, Vol. 14(2), pgs. 173-181. (R)
- Cauley, K. (2000). Principle 1: Partners have agreed-upon mission, values, goals and measurable outcomes for the partnership. In Connors, K., & Seifer, S. (Eds). *Partnership Perspectives*, Issue II, Volume I, San Francisco, California: Community-Campus Partnerships for Health. (invited)
- Canfield, A., Clasen, C., Dobbins, J., Cauley, K., Hemphill, S., Rodney, M., & Walbroehl, G. (2000). Service-learning in health professions education: A multiprofessional example. *Academic Exchange*, Vol. 4, pgs. 102-108. (R)
- Cauley, K. (2000). Integrating student learning objectives with community service objectives through service learning in health professions schools curricula. *Community Campus Partnerships for Health National Conference*, Pre-conference Publication. (Invited)
- Cauley, K., Jaballas, E., & Holton, B. (2000). Medical students go back to kindergarten: Service learning and medical education in the public schools. In Seifer, S., Hermanns, K., & Lewis, J. (Eds.). *Concepts and Models for Service Learning in Medical Education*. Washington, D.C.: American Association for Higher Education. (R)
- Cauley, K., Maurana, C., & Clark, M. (1995). Service learning for health professions students in the community: Matching enthusiasm, talent, and time with experience, real need and schedules. In Raybuck J. (Ed.). *Expanding Boundaries in Service and Learning*. Washington, D.C.: Cooperative Education Association, pgs. 54-57. (R)

Please inquire through telephone or email for additional or more detailed information. Thank you.

Denise M. Snyder

25382 S. Oak Drive, Millsboro, DE 19966
(h) 302-934-8655 (c) 302-542-8305
dsnyder2558@gmail.com

“...Mrs. Snyder makes students feel accepted, valued and successful. Her interactions emphasize positive outcomes. She builds on the contributions of students. She shows sensitivity and assists when needed...”

Mary Bixler
former administrator, East Millsboro Elementary School

“...Mrs. Snyder assesses her own performance by consistently having discussions with peers and supervisors. She makes an effort to improve upon what she knows and is doing as it relates to performance and learning...”

Lesia Jones
Supervisor of Special Projects
Indian River School District

Professional Profile

Energetic and enthusiastic coordinator and leader who is involved in local church, district, conference and jurisdictional ministries within the United Methodist Church.

Recently retired from the Indian River School District, July 1, 2014

- Holds Masters Degree in Elementary Education and Bachelors Degree in Special Education. Also certified in Early Childhood Education.
- Experienced in use of the Internet and educational as well as office software.
- Dedicated to enthusiastic and dynamic teaching and leading as a means of creating and nurturing a lifelong love of knowledge in children, youth and adults.
- Dedicated to providing resources and education surrounding the issues of Social Justice that interfere with success for all persons.

Education, Honors and Certifications

B.S. Special Education

Bloomsburg University, Bloomsburg, PA 1980

M.S. Elementary Education

Salisbury University, Salisbury, MD 1995

Kappa Delta Pi Honor Society Member

Professional Certifications

Early Childhood Education

Key Qualifications

Certified in Elementary (K-6) and Special Education (0-21), Certified in Early Childhood Education (birth-2), Certified Lay Speaker, Dover District Lay Leader (United Methodist Church), Member of Nominations Team for Northeastern Jurisdiction of United Methodist Women (United Methodist Church), President of the Northeastern Jurisdiction of United Methodist Women (United Methodist Church).

Plan and instruct participants using wide variety of teaching aids, motivational and implementation strategies to engage participants in active learning.

Incorporate learning modality principles into small group and individual instruction. Develop and conduct inter-generational activities. Utilize resources available through various sources. Design and adapt curriculum to fit individual needs for children, youth and adults.

Coordinate meetings, instruction, activities, etc. as well as take part in all of these when necessary.

Working currently with United Methodist Women to enhance Vacation Bible School and Sunday School Curriculum making the lessons friendlier for teachers and students with disabilities.

Author of the Children’s Study for United Methodist Women Mission u 2018, “What About Our Money”.

"...always eager to learn how to improve and further develop partnerships that foster success. ...flexible to outside demands without compromising her core principles..."

Darlene St. Peter,
former supervisor.

"My ability to share my love of learning with children, youth and adults is truly a gift I acknowledge and accept."

Denise Snyder

Experienced Educator

Designed and conducted various faculty, student and parent workshops for training and educational purposes. Coordinator of program for Early Childhood Special Needs children for 6 years. Classroom teacher for 29 years. Conducted tutoring sessions for students. Planned and implemented busing/transportation for Early Childhood Special Education students. Provided in-service training for teachers. Conducted evaluations for students to determine if Special Education services were needed. Maintained records of student progress and Individual Education Plans. Worked in conjunction with State of Delaware Birth to 3 program staff to insure smooth transitions between our programs for parents and students.

Experienced Leader within the United Methodist Church

Planned and conducted worship services in my local church as well as throughout the Peninsula-Delaware Conference of the United Methodist Church. Held various positions within the local church such as Administrative Council Secretary, Family Ministries Coordinator, Sunday School Superintendent, Local Missions Coordinator, Youth Council Co-Leader.

Planned and conducted workshops and trainings for United Methodist Women including being the Dean for the School of Christian Mission for a 2 year term. Planned and conducted District and Conference training events such as The Well, District training days, United Methodist Women District Events, etc.

Dover District Lay Leader, elected June 2012. Northeastern Jurisdiction United Methodist Women Nominations Team Member, elected May 2012. Northeastern Jurisdiction United Methodist Women President, elected May 2016, Usher for Peninsula-Delaware Annual Conference 2008-2015. President Dover District United Methodist Women. Secretary Peninsula-Delaware Conference United Methodist Women, Vice President Peninsula-Delaware Conference United Methodist Women.

Currently working with United Methodist Women Northeastern Jurisdiction Leadership Team to plan and hold our quadrennial event on the Waterfront in Baltimore, MD in 2020. This event includes nationally known speakers, service projects for participants, overnight lodging and meals. We anticipate 600 attendees for the event.

Theological Base through Lay Servanthood

Certified Lay Speaker within the Peninsula-Delaware Annual Conference. The following courses have been completed: Basic Lay Servant, Living Our Beliefs, Go Preach, Leading Worship, Devotional life in the Wesleyan Heritage, Discovering Spiritual Gifts. I am also an avid reader.

Among the books I have recently read are: Educated, Just Mercy, Unapologetic, Catch the Fire, So You Want to Talk About Race, American Like Me, No Justice, White Rage, Homegoing, Small Great Things, Worshiping With United Methodists, Renegade Gospel, Why I Am a United Methodist, Cross Talk, UnChristian...What a new generation really thinks about Christianity, White Like Me, Finding Our Way...Love and Life in the United Methodist Church.

Computer Skills

- **Software:** Microsoft Windows®, Microsoft Office including Word, Publisher, Excel and PowerPoint.
- Working knowledge of the Internet
- Working knowledge of social media such as Facebook

Employment

Educator

- **Special Education Teacher, Early Childhood through grade 5, Indian River School District, August 1980 to June 2008**
- **Coordinator for Transitioning Our Toddlers to School program, Indian River School District, August 2008 to July 1, 2014**
- **Special Education Coordinator, Middle and High School grades 6-12, Sussex Academy, October 2016 to June 30, 2018**

Professional Affiliations

National Association for the Education of Young Children
Teachers Network Leadership Institute Fellow
Delaware State Education Association
National Education Association
Delaware State Education Association Retired
United Methodist Women

Community Service

Volunteer at West Side New Beginnings teaching Vacation Bible School to students during June and July. Topics include managing money, being a leader, loving others, managing behavior, success in school.

Prepare meals at the Soup Kitchen of Grace United Methodist Church, Millsboro every Thursday.

Serve on multiple committees within the Peninsula-Delaware Annual Conference of The United Methodist Church.

Teach Mission u classes in Baltimore, MD and Reading, PA dealing with Social Justice concerns.

Teach healthy cooking classes as a Pampered Chef Consultant.

Karl J. Armand

karl_armand@comcast.com

2871 Aramingo Avenue/ Philadelphia/ PA | 19134 | tel: 609.284.7956

EDUCATION: WIDENER UNIVERSITY, Delaware Law School, Wilmington, DE

Juris Doctor, Graduation: December 2016

Delaware Journal of Corporate Law - Widener Law Review

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: August 2009

MAJOR: Law and Business

People First Certificate in Human Resource Management

EMPLOYMENT HISTORY:

COMCAST BUSINESS, Philadelphia, PA

National Contracts Manager

January 2018– Present

- Managed compliance checks, and negotiated contractual documents including RFPs and NDAs for mid-market, local and federal government, and education agreements.
- Onboarded and trained new CHQ contract team members; designed and facilitated E-Rate contract training for national sales and support teams; moderated contract compliance team ENPS huddles- including month to month data tracking/analysis and escalation followup.
- Leveraged knowledge of telecom products/services while coordinating among business, legal, and finance teams to create positive customer experiences and ongoing relationships.

J.P. MORGAN CHASE, Newark, DE

Compliance Analyst- Money Laundering Investigator

November 2017– January 2018

- Performed investigations on high profile financial accounts based on political entanglement and banking trends to determine risk factors, uncover illegal acts and analyze client fit.
- Enforced corporate and banking regulations to ensure compliance and avoid violations.

DI CROCE LAW OFFICE, Shamong, NJ

Law Clerk/Summer Associate

April 2017– October 2017

- Performed legal research, drafted pleadings, briefs, contracts and non-disclosure agreements.
- Handled criminal defense, real estate/property, corporate/small business cases and lawsuits.

CHESTER COUNTY DISTRICT ATTORNEY'S OFFICE, West Chester, PA

Certified Legal Prosecuting Intern

May 2016 – December 2016

- Appeared in court on behalf of Chester County District Attorney for Preliminary Hearings.
- Analyzed complaints, prosecuted crimes and negotiated plea agreements in criminal cases.

WEITZ & LUXENBERG, Cherry Hill, NJ

Paralegal/Legal Intern

April 2015 – August 2015

- Drafted motions and prepared asbestos product information packages for asbestos litigation.
- Perform research on bankrupt corporations with histories of asbestos exposure to employees.

TUCKER LAW GROUP, Philadelphia, PA

Paralegal

September 2009– September 2013

- Managed personal injury and employment/EEOC cases from client intake through resolution.
- Portfolio included litigation on behalf of and against corporations, hospitals, and universities.

SKILLS & PROGRAMS

- MS Office, MS OneDrive, MS Teams, Pramata, Salesforce, Sharepoint, Westlaw.

Karen V. Higgins

Phone: 302-595-4122

Cellular: 240-350-6265

E-mail: kvalhig@gmail.com

322 Friedman Dr

New Castle, DE 19720-5625

Employment Status – Retired May 31, 2013

Education

Master of Arts, Business and Organizational Security Management
Webster University - 2004

Bachelor of Science, Criminal Justice
University of Delaware - 1978

Certifications

USPS Advanced Leadership Program – 2004: Nominated and successfully completed a management leadership program sponsored by the U.S. Postal Service. Attendees selected from a cross section of employees nationwide. Focus of the program included personal awareness, business foundations, business decision making, and strategic business planning. Successful candidates were recognized with engraved bricks in the foundation of the U.S. Postal Service training facility in Potomac, MD.

Criminal Law Paralegal – 1978: Attended and successfully completed the Institute for Para-Legal Training, Philadelphia, PA obtaining certification as a Criminal Law Paralegal. Employed as a para-legal specializing in subrogation cases for the law firm of White & Williams.

Post-Retirement:

January 2018 – Present: Founding Board Member, Bryan Allen Stevenson School of Excellence

July 2014 – Present: Board of Directors, Priority Plus Federal Credit Union, Newport Delaware

April 2014 – May 2019: Northern View Management Corporation, Homeowner's Association
Board of Directors

March 2014 – Present: Volunteer Tutor, Literacy Delaware (formerly Literacy Volunteers Serving Adults), Basic Reading

Employment

Spanning a career of 32 years with the U.S. Postal Service. I worked in an entry level clerk position for approximately four years before reaching my objective of becoming a postal inspector in the U.S. Postal Inspection Service. A postal inspector is a federal law enforcement agent with responsibility for the protection of postal employees, facilities and assets.

Responsibilities of postal inspectors include, but are not limited to mail fraud, corporate fraud and other financial crimes: money laundering, emergency preparedness, disaster management, mail theft, corporate security, and executive protection. I have worked in each of these areas as either a primary assignment or as the manager/executive responsible for the function.

Positions Held

April 2011 – May 2013: Inspector in Charge, Philadelphia Field Division - Executive position with responsibility for a field division encompassing the Eastern and Central Districts of Pennsylvania, Southern New Jersey and the State of Delaware.

March 2005 – April 2011: Inspector in Charge, Intelligence Group – Executive position with responsibility for management of Headquarters based groups supporting the investigative and security functions of the U.S. Postal Inspection Service. Duties included liaison with Information Technology and development of investigative databases, oversight for the Career Development Unit, Technical Services Division, and the Polygraph Unit. Offices located in Washington, DC, Arlington, VA and Potomac, MD.

July 2004 – March 2005: Assistant Inspector in Charge Washington Field Division – Provided direct supervision of four team leaders and the Manager of the Postal Police Division (armed uniform security officers) making a team of approximately 160 employees covering the District of Columbia and the States of Maryland and Virginia. Areas of focus included revenue fraud, personnel and facilities security, dangerous mail substances, and financial crimes investigations. Office location Columbia, MD.

September 2002 – July 2004: Assistant Inspector in Charge, Manager, Project Services Group – Direct report to the Assistant Chief Postal Inspector, responsible for the development of nationally focused projects to support investigative and security programs. Office location Washington, DC.

October 1999 – September 2002: Assistant Inspector in Charge, Strategic Planning and Management Process – Responsible for development of the Annual Performance Plan in compliance with the Government Performance and Results Act (GPRA). Assisted in the development of the Inspection Service five-year strategic plan. Office location Washington, DC.

September 1995 – September 1999: Team Leader, Revenue Investigations – Supervisor of team of federal agents responsible for investigating crimes, which defrauded the Postal Service of revenue. Office location Philadelphia, PA.

July 1989 – September 1995: Postal Inspector Field Agent – Working Revenue Investigations, Internal Crimes, and Internal Narcotics Investigations in a team environment and holding responsibility for development of individual case load. Performed analysis and coordination leading to the arrest and conviction of multiple subjects in each functional area. Office location Newark, NJ.

September 1985 – July 1989: Postal Inspector Field Agent – Twelve-week basic training program followed by initial field assignment. Reopened an unstaffed domicile with a primary focus on external crimes including mail theft, assaults, robberies and burglaries. Office locations Potomac, MD and Chattanooga, TN.

April 1981 – September 1985: Clerk craft employee with varying assignments in mail processing. Office locations Philadelphia, PA and Wilmington, DE.

Amy Golden-Shepherd

Director of Diversity, Equity, and Inclusion
School Librarian

amygoldshep@gmail.com

302-379-9474

Diversity, equity, and inclusion educator and leader who facilitates trainings for faculty and staff and provides opportunities for students to thrive in their school experience. Preschool through eighth grade independent school educator and librarian.

Skills & Expertise

- Anti-racist Education
- Racial Identity Awareness
- Microaggression/
Microaffirmation Instruction
- Affinity Group
Implementation
- Parent
Education
- Strong Writing Skills
- Event Management
- Extensive knowledge of
children's literature

Professional Experience

St. Anne's Episcopal School | Middletown, DE

Director of Diversity, Equity, and Inclusion

Librarian (2005-Present)

Introduced and implemented a robust diversity, equity, and inclusion training plan for faculty and staff. Developed a student diversity council for middle school students and implemented affinity groups. Compiled an anti-racist/racial literacy curriculum for Preschool-Eighth Grade.

- Researches and invites top diversity and inclusion experts to lead multiple sessions on crucial topics.
- Provides opportunities for all students to feel valued, heard, and affirmed in their identities.
- Facilitates parent education opportunities
- Provides access to print and digital resources to teachers and students.

*In the time of Covid-19, created and implemented an equitable distance learning program for students unable to return to school in person.

Bryan Allen School of Excellence | Sussex County, DE

Board Member, Community Engagement Subcommittee Chair (2018-Present)

Boys and Girls Club of Delaware | Middletown, DE (2003-2004)

Education Director for a school site.

Chester Upland School District | Chester, PA (1998-2002)

First Grade Teacher in a bilingual first grade class

Education

Cornell University, Diversity and Inclusion Certificate 2018

Temple University, B.S. Early Childhood and Elementary Education

BRADLEY OWENS, J.D.

Wilmington, Delaware
brad@socialcontract.org
(302) 745-7380

For the past decade, I have immersed myself in the criminal justice system, dedicating my work to helping those who have been marginalized and incarcerated, especially those who also suffer from mental health, substance use, and chronic health disorders. Over time, I have developed the approach to address these social issues with evidence-based practices, while also pursuing solutions that incorporate social entrepreneurship, healthy living, and community collaboration. In efforts to actualize my ambitious vision to create lasting social change, I deliberately developed my skills in technical writing, public speaking, and interpersonal communication. Below are specific areas of expertise and interests.

- Criminal justice systems
- Prison reentry services
- Capital punishment
- Juvenile justice
- Case management
- Cognitive behavioral treatment
- Program design & implementation
- Project management
- Staff training & development
- Quality assurance & improvement
- Nonprofit management
- Grant writing
- Public speaking
- Social entrepreneurship

EDUCATION

Charlotte School of Law | Charlotte, North Carolina
Juris Doctor (2015) | Magna Cum Laude; GPA 3.57 (Top 10%)

Delaware Law School | Wilmington, Delaware
Paralegal Certificate (2012) | GPA 4.0

West Chester University of Pennsylvania | West Chester, Pennsylvania
Bachelor of Science, Criminal Justice (2010) | Cum Laude; GPA 3.3

RELEVANT EXPERIENCE

Social Contract, LLC | Wilmington, DE | socialcontract.org
Senior Consultant, July 2020 – Current

- Manage the *Advancing Wilmington Through the Workforce Project* which includes the design and implementation of *Central: a capacity building entity for DE social service programs*.
- Support State of Delaware contracts related to the Department of Corrections, cognitive behavioral treatment programs, and reentry services.

Delaware Psychological Services | Newark, DE | delawarepsychologicalservices.com
Director of Outreach and Engagement, Nov. 2019 – July 2020

- Develop and sustain relationships with client referral sources (e.g., hospitals, psychiatric centers, primary care providers, prisons, inpatient treatment centers, schools, etc.).
- Supervise Peer Support staff to ensure high quality “in-reach” and service linkage.
- Provide training and resources on evidence-based practices, including CBT, motivational interviewing, employment practices, etc.

Connections Community Support Programs | Delaware (Statewide) | connectionsensp.org

Training Coordinator | *Correctional Behavioral Health Programs, Nov. 2017 – Current (PT)*

- Train program staff in cognitive behavioral treatment (CBT) group facilitation and program fidelity to ensure close adherence to principles of effective intervention.
- Lead fidelity monitoring and new program implementation efforts in the Key/Crest Program, the largest residential treatment program in Delaware correctional facilities (over 400 active participants).

Director | *Reentry Planning Services, November 2017 - June 2019*

- Directed and managed reentry team (10 FTEs) to provide reentry planning services for over 300 incarcerated or formerly incarcerated individuals per month.
- Prioritized services for individuals with significant chronic care, mental health, and substance abuse needs.

Project Manager | *Opioid Use Disorder Case Management Project, March - June 2019*

- Managed the launch of a two-year, \$600K State Opioid Response Grant in partnership with the Delaware Division of Substance Abuse and Mental Health and the Delaware Department of Corrections.
- Led upstart of a case management team (4 FTEs) to identify, engage, and connect pretrial inmates to community-based Opioid Use Disorder treatment resources upon release from jail.

Lead Trainer & Group Facilitator | *Think Things Through CBT Program, Nov. 2017 – Current*

- Managed the implementation of a new CBT program, Think Things Through, in Delaware prisons (using curricula from Univ. of Cincinnati Correctional Institute).
- Currently facilitating two group cohorts at Howard R. Young Correctional Institution.

Delaware Center for Justice | Wilmington, Delaware | dcjustice.org

Reentry Navigator, October 2015 - November 2017

- Served as a case manager at the Achievement Center in partnership with the Wilmington HOPE Commission, provided case management services for high-risk men returning to the community following incarceration, and facilitated over 300 CBT groups.
- Played a critical role in the Reentry Court Program with the Superior Court and with Probation and Parole department in New Castle County.
- Achieved 95% employment rate for clients served in FY 2016. Out of 41 enrolled clients in FY 2016, only four clients received new felony charges.

8th Amendment Project | Charlotte, North Carolina | 8thamendment.org

Law Clerk, November 2014 - May 2015

- Assisted with the campaign to abolish the death penalty in the State of Delaware.
- Compiled data and analysis on restitution and inmate employment statutes from each State's Department of Corrections (data used to support arguments for policy reform).
- Conducted legal research and drafted memoranda regarding execution methods and the constitutionality of the death penalty.

MHM Services, Inc. | Dover, Delaware | mhm-services.com

Sex Offender Treatment Specialist, August 2010 - April 2012

- Implemented sex offender treatment program in Delaware prisons, co-facilitated daily group sessions, and interviewed hundreds of inmates eligible for treatment participation.

COMMUNITY SERVICE

Jordyn K. Owens Memorial Foundation | Delaware

Founder, 2010

- 501(c)(3) fund established with the Delaware Community Foundation in memory of my younger sister, Jordyn Owens.
- Traveled to Delaware high schools to speak on issues related to underage drinking, drug use, and decision-making. Spoke to tens of thousands of teenagers between 2010-2015.

Blueprint Communities | Wilmington, Delaware

Core Team Member, 2016 - 2017

- Served on planning committees focused on community redevelopment initiatives throughout Northeast Wilmington.
- Provided insight and advice related to current community crime issues, economic development plans, and community organizing.

Invisible to Invincible | Charlotte, North Carolina

Co-Founder, 2014

- Created youth mentoring program for incarcerated youth (ages 16-17).
- Program has served hundreds of youth and is still in operation today.

BUSINESS AND CONSULTING SERVICES

Conflux, LLC – “Where ideas and solutions come together.”

Founder & Managing Member (Est. 2019), bradowens@conflux302.com

- General consulting services on projects related to the areas of expertise outlined above.

COMMITTEES, BOARD MEMBERSHIPS, CERTIFICATES & AWARDS

Co-Chair, Case Management Committee, Delaware Correctional Reentry Commission (Current)

Board Member, Bryan Allen Stevenson School of Excellence (2018 - Current)

Certified Lead Trainer, CBT Programming, Univ. of Cincinnati Correctional Institute (2018)

Award Recipient, Judge Haile L. Alford Excellence Award, MJL Section of the DSBA (2016)

REFERENCES

Kathleen Jennings
Attorney General
Delaware Dept. of Justice
kathleen.jennings@delaware.gov
(302) 379-4445

Jim Elder
Former Bureau Chief, Correctional Healthcare
Services, Delaware Dept. of Corrections
james.elder@delaware.gov
(302) 222-4272

Honorable Charles Butler
Judge, New Castle County Superior Court
charles.butler@delaware.gov

Cerron Cade
Delaware Secretary of Labor
cerron.cade@delaware.gov
(302) 983-4621

Dr. Robin Timme
Chief Psychologist, Connections, CSP
rtimme@connectionscsp.org
(302) 383-4099

Dr. Dorothy Dillard
Director, Center for Neighborhood
Revitalization & Research
Delaware State University
ddillard@desu.edu

(302) 893-1131

Charles Madden
Director of Talent Acquisition
Delaware Prosperity Partnership
cmadden@choosedelaware.com
(302) 588-6259

(302) 753-1406

Corie Priest
Community Engagement
Delaware Attorney General's Office
cpriest@delaware.gov
(302) 298-5302

JOSEPH HILL KIM, DO FAAFP

123 Village Drive

Seaford, Delaware 19973

302-629-7166 (h) 443-614-7454 (c)

daekim@aol.com (h) joseph.h.kim@tidalhealth.org (w)

CERTIFICATION

Fellow, American Academy of Family Physicians
2013-current
Board Certified in Family Medicine
2006-current

PROFESSIONAL LICENSES

Delaware Physician License

POSTGRADUATE TRAINING

St. Francis Hospital
Family Medicine Residency
Wilmington, Delaware
June 2003-June 2006

EDUCATION

Philadelphia College of Osteopathic Medicine, Philadelphia, Pennsylvania
Doctor of Osteopathy
August 1999-June 2003
Salisbury State University, Salisbury, Maryland
Bachelor of Science, Summa cum Laude
Major: Biology
August 1994-June 1998

EMPLOYMENT

Family Physician, TidalHealth Medical Partners, Laurel, Delaware

- Provide inpatient and outpatient care
- Nanticoke Physician Network
- February 2009-current

Hospitalist, Nanticoke Memorial Hospital, Seaford, Delaware

- Provide part time coverage for hospitalists
- October 2007-2015

Medical Director, Peninsula Home Care, Seaford, Delaware

- Provide medical guidance in home care
- 2009-2018

Family Physician, Office of Curtis Smith, DO, Laurel, Delaware

- Provided inpatient, nursing home, and outpatient care
- August 2006-January 2009

House Physician, St. Francis Hospital

- Provided emergent care for hospital patients
- Directed cardiac and respiratory codes

- October 2004-2006

HONORS, AWARDS, AND ACTIVITIES

Alternate Delegate, American Academy of Family Physicians Congress of Delegates

- March 2019-current

Clinical Assistant Professor, Philadelphia College of Osteopathic Medicine

- July 2019-current

Clinical Assistant Professor of Family and Community Medicine, Sidney Kimmel Medical College of Thomas Jefferson University

- January 2019-current

Clinical Instructor, Philadelphia College of Osteopathic Medicine

- January 2019-July 2019

President-Elect of Medical Staff, Nanticoke Memorial Hospital

- January 2019-current

Board of Director Member, Nanticoke Memorial Hospital

- January 2019-current

Committee Member, eBright Health, LLC. Choosing Wisely Work Group

- July 2018-current

Chairperson, Family Practice Department, Nanticoke Health Services

- January 2017-2018

Chairperson, Nanticoke Integrated Health Alliance

- July 2015-2019

Director, Medical Student Education, Nanticoke Health Services

- July 2015-current

Member, Workforce and Education Committee, Delaware Center for Health Innovation

- October 2014-2018

Board of Director Member, Nanticoke Health Systems

- January 2011-December 2014

President of Medical Staff, Nanticoke Memorial Hospital

- January 2013-December 2014

Chairperson, Bylaws Committee, Nanticoke Memorial Hospital

- January 2011-2013

Board of Director Member, Delaware Academy of Family Physicians

- May 2012-current

President, Delaware Academy of Family Physicians

- May 2012-2013

Treasurer, Sussex County Medical Society

- 2010-2011

Speaker, Delaware Heart Truth

- Educate prevention, assessment, and treatment of cardiovascular disease in women

- 2010-2011

Chairperson, Family Practice Department, Nanticoke Health Services

- January 2009-December 2010

Sussex Child Health Promotion Coalition Member, Seaford, Delaware

- 2008-2010

Peer Review Committee Member, Nanticoke Memorial Hospital

- 2008-2010

Chief Resident, St. Francis Family Medicine

- 2005-2006

PROFESSIONAL MEMBERSHIPS

Delaware Academy of Family Physicians

- 2003-present

Medical Society of Delaware

- 2003-2017

American Academy of Family Physicians

- 2000-present

COMMUNITY AND VOLUNTEER EXPERIENCES

President, Kim and Evans Family Foundation, Inc.

- January 2018-current
- Our mission is to better the lives of disadvantaged people and animals in Sussex County and beyond.

Board of Director Member, Bryan A. Stevenson School of Excellence, Georgetown, DE

- January 2020-current

Board of Director Member, the Jefferson School, Georgetown, Delaware

- May 2014-June 2020

Preceptor for students

- Teach and mentor nurse practitioner and medical students
- 2009-current

Coordinator for Salisbury University Pre-Medical Student Shadowing Program

- Established program for qualified pre-medical students to follow community physicians
- 2010-current

INTERESTS

Preventive medicine, travelling, mentoring students, community fund-raising

REFERENCES

Available upon request

Diaz J. Bonville

Diaz, the fifth eldest of two brothers and three sisters was born December 24, 1955 to the late Roland Harrison Bonville, Sr. and the late Sara Bell Shockley Bonville. He grew up in Slaughter Neck, Delaware and attended public schools in Slaughter Neck and the Cape Henlopen School District graduating in 1973. He went on to attend College at Delaware Technical and Community College in Georgetown, Delaware, where he received an Associate's Degree in Human Services with a strong concentration in program management and administration.

Diaz lives in Rehoboth with his wife of thirty seven years, the former Linda Elizabeth Duffy. Together, they have three daughters, Dilinda, 1999 graduate of Cape Henlopen High School and a Paraprofessional for the Cape Henlopen School District; Latoya, 2006 graduate of Grambling State University, Grambling, Louisiana, and Jalisa, a 2012 graduate of Howard University, Washington, D.C.

Diaz is Co-Founder/Volunteer OF the West Rehoboth Children & Youth Program, a community based after-school and summer enrichment program for at-risk, low-income, disadvantaged youth.

In addition to his school work duties, Diaz is quite busy in his church as well. He is a member of Faith United Methodist Church in Rehoboth, Delaware where he serves on several ministries to include administrative council assistant, care team, finance, health education/wellness, lay leader, pastor parish relations, trustees, worship, text message ministry, and vision team. Diaz is a volunteer on several community organizations. He has over thirty years' experience in mobilizing and organizing at-risk communities, children, youth and their families, church and after school and summer enrichment programs.

He was the first in his family to graduate from high school and college. As an African American, he has many first. He was the first African American Community Prevention Coordinator for the cities of Rehoboth Beach and Lewes, the first to receive the Delaware Technical and Community College Alumni Walk of Success, first Community Home-Liaison for the Indian River School District TOTS Program, first to serve as president of the Coalition for West Rehoboth, first African American to serve as Safety Educator for Sussex County, first African American School / Community Home Liaison for the Indian River School District A.P.E.L.L. (Accelerating Preliterate English Language Learners) Program, first African American to serve as Kent/Sussex Outreach Coordinator for U.S. Congresswoman Lisa Blunt Rochester (Delaware At-Large)

Diaz church, school and community involvement has brought him several honors and rewards. His volunteerism has gained local, state, and national media attention to include two televisions commercial to educate the community about prostate cancer and cauterization. In his spare time, Diaz enjoys reading, traveling, writing, public speaking, mentoring, volunteering and the Spanish culture. His favorite quote is "To whom much is given much is expected" and "Moving On – Moving Forward."

Diaz J. Bonville

35681 Wolfeneck Road
Rehoboth, Delaware 19971
(Home) 302-645-7544 – (Cell) 302-528-2265
(E-Mail) Diaz122455@aol.com

Objective: To obtain a professional position in the Human Services field / Politics where I can apply my diverse skills in a myriad of settings.

EMPLOYMENT EXPERIENCES

U.S. Congresswoman Lisa Blunt Rochester Delaware-At-Large) Kent/Sussex County Outreach Coordinator (2017 – Present)

Responsibilities Include:

- Supervise staff and oversee downstate office;
- Speaks to local groups when the Congresswoman is not available;
- Travels throughout the Kent and Sussex Counties to keep abreast of local concerns;
- Meets with elected officials and representatives of local groups on behalf of the Congresswoman;
- Prepares periodic reports for the State Director on pending cases and district activities in Kent and Sussex Counties.

INDIAN RIVER SCHOOL DISTRICT

Family Service Coordinator (2017 - Retired)

Responsibilities Include:

- Initiate collaborative partnerships with parents to establish mutual trust and respect.
- In collaboration with other staff, as appropriate, assess each family's need for social services; develop an individualized plan that responds to the family's need; deliver and/or coordinate the delivery of needed social services to each family; review and update;
- Collaborate with other staff, as appropriate, to develop individualized Family Partnership Agreements (FPA) that describe the family's goals, strengths, responsibilities and timetables and strategies for achieving these goals; build upon any pre-existing family plans; review and revisit with families so the FPA remains current and useful; monitor; analyze; aggregate; report.
- Provide comprehensive community resource information to families, individualizing to respond to the family's needs and concerns to the maximum extent possible;
- Refer families to community agencies/programs; assess accessibility, relevance and usefulness of assistance received;
- Assist with the establishment and maintenance of ongoing collaborative relationships with community organizations responsive to the concerns of the families of children birth through age 5, pregnant women and their families; participate in community awareness events.

INDIAN RIVER SCHOOL DISTRICT

A.P.E.L.L. (Accelerating Preliterate English Language Learners)
School / Community Liaison – (2014 – 2017).

Responsibilities Include:

- Act as a school contact for family.
- Interpret cross-cultural information.
- Assess family needs.
- Explain school policies and community resources available.
- Connect families with accessing food banks and donated clothing.
- Assist with registration.
- Conduct interview with family and student in regards to past schooling experiences.
- Assess students' level of proficiency in native language.
- Explain program options and graduation requirements.
- Medical information and immunizations.
- Translate school communications.
- Interpret parent conferences, school meetings, school events.
- Conduct home visits as necessary.
- Assist students with transition between programs, schools, events.
- Serve as an advocate for students.
- Assist students with scheduling, home work, and after school and summer school programs.
- Consult with home school teachers and counselors in regards to students' needs.
- Communicate with families in regards to students' progress.
- Assist with assessment of students' strengths and weaknesses, collaborate with family, community, A.P.E.L.L. teachers / paras and home school teachers / seek support from community agencies for students and their families, attend parent meetings as needed.

INDIAN RIVER SCHOOL DISTRICT

T.O.T.S. (Transitioning Our Toddlers To School) Community Home-Liaison
(2010 – 2014).

Responsibilities Include:

- Interrupter/Translator for Hispanic population.
- Assists teachers in the instructional process.
- Works with students, parents, education staff, school, and community to identify eligible students.
- Works closely/on-going communication with teachers/administration at all facilities.
- Conducts Home and Community-Based visits.
- Advises families of T.O.T.S. and community resources.
- Maintain student's records and protects their confidentiality, as directed by program coordinator.
- Performs other assigned duties.
- Builds partnerships with community members from district poverty pockets.
- Providing transportation for T.O.T.S. students when needed.

INDIAN RIVER SCHOOL DISTRICT

Student Advisor (1999 – 2010)

Responsibilities Include:

- Assists students in dealing with academic, social and career expectations as they relate to a multi-cultural, multi-racial community.
- Develops a relationship between students, home, teachers, and administration to help students emotionally, socially, and academically.
- Works to prevent students from dropping out of school.
- Interfaces with minority populations on a regular basis.
- Increases the academic, social, and vocational expectations of the total student population. Advises and assists the student population in obtaining the services provided by other agencies for the betterment of the student, family, and school.
- Provides individual and/or group advisory services in relation to students' school experiences, progress in learning, and interaction with the community.
- Consults and cooperates with school and pupil personnel services, and teachers to discover and to help develop abilities of students.
- Works with students on an individual basis in the solution of personal problems related to home and family relations, health, and emotional adjustment.
- Works to improve student's self-image and career aspirations.

INDIAN RIVER SCHOOL DISTRICT

Bridges Coordinator/Summer School Administrator Part Time). This is a professional position in the field of providing remedial educational services to middle/high school students **(2000 Summer Only).**

Responsibilities Include:

- Participation in staff orientation.
- Notify potential participants.
- Register participants and maintain attendance records.
- Assist in staff training.
- Communicate transportation needs to the Director of Instruction.
- Finalize student lists.
- Supervise daily program activities.
- Keep daily staff attendance records.
- Communicate substitute needs to the building principal.
- Submit teacher and student attendance records.
- Serve as liaison between teachers and District Office.
- Oversee Bridges post-test administration.
- Submit high school pass-fail rosters, grades, and course counts.
- Record "pre-test and post-test" data.
- Compile and submit gains data.
- Track student daily attendance
- Submit attendance roster.
- Gather and submit final grades.
- Calculate and submit staff hours.

WEST REHOBOTH CHILDREN AND YOUTH PROGRAM, REHOBOTH, DELAWARE.

Co-Founder/Program Director. This is a community based program for low-income /at-risk children and youth ages 5-15. **(Part Time 2002 – 2017).**

Responsibilities Include:

- Planning and organizing a structured curriculum for at risk youth.
- Provide cultural educational enrichment activities, computer tutorial, homework assistance, health and nutritional programs and educational field trips.
- Designing and implantation of a flexible, after school program.
- Oversees volunteers, peer helpers, youth leaders, activities including submission of weekly reports.
- Completion of all record keeping, attendance, monthly narratives, time sheets, and reimbursement reports.
- Myriad of secretarial duties.
- Collection, verification and submission of employee time sheets.
- Planning and coordinating programs with the Executive Director, including arts and crafts, culture enrichment, health and welfare and nutrition education.
- Assists with other duties as directed by executive director.
- Prepare press releases and contact media for special programs.

CHILD, INC. FAMILY SUPPORT & PARENT EDUCATION SERVICES.

Parent Education Instructor (Part Time Position) – This is a professional position in the field of providing families and educators with the knowledge and resources that will help families become an integral part of their children's educational process **(Part Time 2000 – 2003)**

Responsibilities Include:

- Conducting parent training sessions.
- Assisting in development of curriculum.
- Coordinating activities with consultant trainers as well as with volunteers.
- Identifying program participants whom may need to be brought to the attention of the Division of Social Services or referred for clinical services.
- Communicate effectively, particularly in public speaking and instruction.
- Ability to prepare accurate reports and communications in writing.

JOBS FOR DELAWARE GRADUATES, INC., GEORGETOWN, DELAWARE.

Summer Worksite Trainer/Coordinator – This is a professional position in the field of assisting academically at-risk youth during the summer subsidized employment experience **(June 2001 – August 2001 and June 2002 – August 2002 Summer Part Time).**

Responsibilities Include:

- Assist in the recruiting and qualifying phase of the program.
- Provide employer orientation to subsidized employment goals and procedures.
- Evaluate each workday to plan integration of learning rich workplace activities, and to develop SCANS comprehensive and work skills.

- Conduct participant orientation to the workday; establish work site procedures and expectations.
- Provide ongoing job and like skills training and counseling to participants.
- Integrate learning rich activities into the work place in conjunction with employers.
- Oversee the participants' work.
- Work with the employer/supervisor to evaluate participants' work habits and needs.
- Address special needs of participants to assist them in achieving work place competencies.
- Act as a liaison and ombudsperson on behalf of participants with Social Service Administrators and other professionals to address specific issues.
- Maintain accurate records and portfolios for participants.
- Submit weekly reports, time sheet and other data as required in reporting guidelines.
- Plan and implement recognition activities for participants who have achieved work place competencies.
- Assume other responsibilities as mutually agreed upon by the Worksite Trainer/Coordinator and the designated County Career Specialist.

CITY OF REHOBOTH BEACH, DELAWARE REHOBOTH BEACH, DELAWARE. Community Prevention Coordinator (1991 - 1995). The community prevention coordinator is responsible for mobilizing/organizing the community to address the issue of substance abuse prevention. This is a full-time position hired by and answerable to city government.

Responsibilities Include:

- Meet all local officials, inform them about the DECCASA program and explore the development of partnerships.
- Conduct outreach to local groups including churches, civic groups, businesses, schools, parent groups, youth groups, labor organizations, etc. to generate an awareness of the project and a growing enthusiasm for the prevention of substance abuse. Help these groups to form linkages with local government and with each other.
- Assist local groups to identify ways in which they can begin to promote substance abuse prevention.
- Represent the community at Cluster meetings, form appropriate linkages.
- Provide Above The Influence training to all interested groups (at least 200 people per year) in the community, attempting to reach as many people as possible with the most extensive ATI training.
- Attend weekend training retreat to learn about and become immersed in the ATI culture-based change model.
- Plan diversion activities for community youth age 12 - 15, as specified in the WCASA Model.
- Work closely with the mayor and city government.
- Provide culture-based change intervention strategies designed to impact community norms and values about alcohol and other drug use and abuse.
- Responsible for grant writing, fund raising, development of volunteer resources, and new program design and implementation.
- Coordinating and supporting Community Advisory Board in doing fund raising and in conducting Community Needs and Resource Assessments And Prevention Action Plans.

**UNIVERSITY OF DELAWARE CO-OPERATIVE EXTENSION,
GEORGETOWN, DELAWARE. (1995 - 1999)**

Extension Agent/Safety Education - This is a professional position in the field of highway safety, injury prevention and community education.

Responsibilities Include:

- Planning and coordination of comprehensive, multi-disciplinary highway safety program for Sussex County.
- Develop and maintain computer database for highway crashes/incidents from information from Delaware State Police and other agencies to determine priority-programming needs.
- Develop, implement, and monitor countywide community highway safety education and awareness activities.
- Responsible for the administrative day-to-day operations of the Sussex County CTSP office including accounting, personnel supervision, preparing county and state reports, and completing and maintain state reimbursement.
- Plan, write, and coordinate media campaigns to insure continuous, effective coverage of noteworthy highway safety activities.
- Develop highway safety-related materials to provide information, education, and awareness to citizens of county.
- Prepare safety grant proposals for ongoing financial support of CTSP in county.
- Identify additional sources of revenue to support projects.
- Perform other related duties as may be assigned by Extension Safety Specialist.

**DELMARVA CLERGY UNITED FOR SOCIAL ACTION, INC., ELLENDALE,
DELAWARE (Administrator Temporary Part Time)**

Responsibilities Include:

- Develops and coordinates grant-funded programs for community based programs.
- Reviews literature dealing with funds available through grants from government agencies and private foundations to determine feasibility of developing programs to supplement local annual budget allocations.
- Discusses program requirements and sources of funds available with Administrative Board and personnel.
- Confers with personnel affected by proposed program to develop program goals and objectives, outline how funds are to be used, and explain procedure necessary to obtain funding.
- Works with fiscal officer in preparing narrative justification for purchase of new equipment and other budgetary expenditures.
- Writes grant application, according to format required, and submits application to funding agency and foundation.
- Meets with representatives of funding sources to work out final details of proposal.
- Directs and coordinates evaluation and monitoring of grant-funded program or write specifications for evaluation or monitoring of program by outside agency.

- Assists administrative personnel in writing periodic reports to comply with grant requirements.
- Maintains master files on grants.
- Monitor paperwork connected with grant-funded programs.

EDUCATION

- Associates Degree in Human Services, Delaware Technical & Community College, Georgetown, Delaware.

STACIE BURTON

24925 Johnson Road • Georgetown, DE 19947 • (302) 344-5724
stacie.burton@yahoo.com

PASSIONATE PHILANTHROPIC ADVOCATE

Positive change advocate passionate about diversity training, social justice, urban planning, and community organization. Strategic planner values variety in perspectives, ideas, and contributions of community builders. Proven interpersonal, communications, and multi-tasking skills within a fast-paced environment. Team leader who exercises high integrity while driving productivity. Seeking leadership opportunities and is dedicated to creating positive changes within communities.

EDUCATION & EMPLOYMENT

Master of Science in Management – Organizational Leadership - 2017

Master of Science in Management – Public Administration – 2015

Bachelor of Science in Business Management – 2014

Wilmington University, Georgetown, DE

Office of the Governor

Community Liaison and Keep Delaware Litter Free Coordinator

2018- Present
Statewide for Delaware

- Staff the governor at various events and meetings.
- Meet with stakeholders, community leaders and organizations as a conduit to the governor.
- Prepare briefing memos for the governor.
- Organize and establish partnerships for community cleanup efforts.
- Coordinate and plan events to advance governor's message and agenda.

Staff Assistant and Constituent Relations Support

2016-2018

Dover, DE

- Assist staff with all administrative needs.
- Create cases in Sales Force for constituents and provide timely responses to inquiries.
- Build relationships with every state agency liaison to assist with case work processes.
- Provide help with tracking, printing and delivering tributes and proclamations.

DELAWARE MENTOR

2015 – 2017

Direct Support Professional

Georgetown, DE

- Structure activities towards increasing self-confidence, self-awareness, and leadership development for teens.
- Partner with clinical staff to devise individual behavioral plans while providing transportation for various outings.
- Uphold energetic atmosphere encouraging active participation, positive role modeling, and peer/group motivation.
- Record client activities, important behavioral details and progresses.

Delaware Democratic Party

Aug – Nov, 2016

Field Organizer

Georgetown, DE

- Tactfully recruited and managed volunteers and consistently trained them in one-on-one and group settings.
- Set and achieved measurable targets by meeting strategic goals and exceeding challenges with a positive attitude and outcomes.

SUSSEX COUNTY GOVERNMENT

Accountant I

2006 – July 2016

Georgetown, DE

- Perform management of operations: planning, deadline compliance, and program development.
- Prove proficiency in accounting functions consisting of general accounting, journal entry preparation, general ledger, payroll, reconciliations, budgeting, financial statement research and conducted profit/loss reviews.

NOTEWORTHY CERTIFICATIONS

- NIH Training Certification for Protecting Human Research Participants, 2015
- Fair Housing Act I, 2014
- Interpersonal Communication, Telephone Etiquette, and Customer Service Training, 2014

COMMUNITY INVOLVEMENT

- **National Board Member**, Turning Point Suffragist Memorial (TPSM)
- **Board Member**, Foster Grandparents Advisory Council
- **Board Member**, Innocence Delaware
- **Board Member**, National Coalition of 100 Black Women (NCBW)

DERICK D. DAILEY
ddailey6@gmail.com | (267) 303-1992

EDUCATION

Fordham University School of Law, New York, NY 2017
J.D., *Louis Stein Scholar*
National Black Law Students Association, *National Chair* (2016-17)

Yale University, New Haven, CT 2014
M.A., Theology and Ethics, *Dames Scholar*
Yale Presidential Public Service Fellow

Westminster College, Fulton, MO 2011
B.A., Political Science, *Triple "S" Scholar*; Senior of the Year

EXPERIENCE

Davis & Gilbert LLP, New York, NY 2021 – present
Litigation Associate

United States Attorney's Office, Wilmington, DE 2019 - 2021
Assistant United States Attorney

Chief of the Financial Litigation Unit: responsible for the collection of debt and litigation stemming from debt owed to victims of criminal and civil judgments, including but not limited to, civil fraud prosecutions, criminal restitution, defaults on government loans, environmental fines, and overpayments made by the United States and various government programs; conducts depositions and debtor examinations, responsible for millions in outstanding debt, manages over 300 active files, supervises FLU Paralegal, and partners with local and state agencies

Civil/Criminal Litigation: manages complex general defensive litigation, tax, and healthcare fraud cases with a focus on the Federal Tort Claims Act, the False Claims Act and the Anti-Kickback Statute, handles civil rights and affirmative enforcement litigation involving ADA matters and spearheads the Sexual Harassment in Housing Initiative; handles white-collar criminal matters from indictment to sentencing

Consumer Bankruptcy and Corporate Financial Restructuring: responsible for chapters 7, 11, and 13 bankruptcy matters, including adversary proceedings

Other Responsibilities: federal representative on the District's Re-entry Court; serves as a member of the office's Leadership Council; and coordinator of the Summer Law Clerkship Program

Dowd Bennett LLP, St. Louis, MO 2017- 2019
Litigation Associate

Participated in all phases of trial preparation in state and federal court, including discovery, case management and strategy, depositions, and motion practice; defended claims including those under the False Claims Act and the Anti-Kickback Statute; assisted on regulatory corporate compliance matters for a number of Fortune Global 100 companies; managed a federal prisoner's 1983 claim in federal court; settled a labor and employment claim involving a shooting at a national bank headquarters; served as Special Advisor to the St. Louis City Circuit Attorney's Office relating to criminal justice issues; and assisted in the development of the report of the Ferguson Commission after the shooting of Michael Brown in Ferguson, Missouri.

Legal Extern, Eastern District for New York

Researched and drafted memoranda relating to white-collar and public corruption matters; drafted Responses to 3582(c)(2) Motions to Modify Terms of Imprisonment

Brennan Center for Justice at NYU School of Law, New York, NY

2015

James E. Johnson Legal Intern

Researched and drafted memoranda relating to municipal voter identification programs and campaign finance reform and assisted in publishing "*The 50-State Student Voter Guide and Building a Diverse Bench: A Guide to Judicial Nominating Commissioners.*" (2016).

Teach For America, Blytheville, AR

2011- 2012

5th and 6th grade Teacher

Taught Middle School Reading, Social Studies and English/Language Arts; co-founded the Parent-Teacher Partnership and facilitated community engagement opportunities

LEADERSHIP AND CIVIC ENGAGEMENT

- Yale Club of Philadelphia Board, *Director* (2019 - present)
- Bryan Allen Stevenson School for Excellence Board, *Director* (2019 - present)
- Whitney/Strong Foundation Board, *Director* (2019 - present)
- ArchCity Defenders Board, *Director* (2019); Young Friends Chairperson
- Merit Selection Panel for U.S. Magistrate Judge Hon. Nanette A. Baker, *Member* (2018)
- Justice Revival, *Board Member* and *Treasurer* (2017 – present)
- Yale Black Alumni Association Board, *Director* and *Executive Officer* (2015 – 2019)
- Bread for the World, Bread for the World Institute and the Alliance to End Hunger Board, *Director* and *Executive Officer* (2009 – 2017)

PUBLICATIONS

- Contributing Author, *Lament and Hope*, Bread for the World Newsletter, Washington, D.C. (2019)
- *Righteous Resistance: A Church on the Margins*, Justice Revival Blog, Washington, D.C. (2018)
- Contributing Author, *Mr. President: Interfaith Perspectives on the Historic Presidency of Barack Obama*, Sims Publishing, Washington, D.C. (2017)
- *Divine Possibility: Ending Hunger by 2030*, New Haven: Yale University Press. (2014)

SELECT SPEECHES AND PRESENTATIONS

- Lecturer, Political Science Department at Rutgers University – New Brunswick, New Brunswick, NJ (2019)
- Panelist, Parkway Center City Middle College, Philadelphia, PA (2019)
- Panelist, Public Interest Law Day at Villanova Law School, Villanova, PA (2019)
- Executive Lecturer, *Theo-Legal Imagination: Doing the Right Thing, In the Right Way, For the Right Reasons*, Hancock Symposium on Democracy, Westminster College, Fulton, MO (2019)
- Keynote Speaker, KIPP St. Louis 2019 Senior Pennant Ceremony, St. Louis, (2019)
- Presenter, *Freedom of Religious Expression in the Prison Context*, Continuing Legal Education Course, Dowd Bennett 2019 Firm Retreat, Boca Grande, FL (2019)
- Moderator, *The Power and Purpose of a Black Prosecutor*, featuring St. Louis City Circuit Attorney Kimberly Gardner and St. Louis County Prosecutor Wesley Bell, Washington University – St. Louis School of Law, St. Louis, MO (2018)
- Keynote Speaker, Westminster College Freshman Convocation, Fulton, MO (2017)

BAR ADMISSIONS

- Admitted in District of Columbia and State of Missouri; New York (admission pending)

PROFESSIONAL ASSOCIATIONS

- American Bar Association; National Bar Association and Federal Bar Association

Jonathan Edwards
(302) 535-1025
jonathan.edwards21@yahoo.com

Education

Bachelor of Behavioral Science, May 2014, Delaware State University

Work Experience

Loft Realty, Licensed Salesperson, July 2020 to Present

- Analyze market trends, conditions, and activities to accurately advise clients in competitive markets
- Build and maintain relationships with clients to ensure satisfactory transactions
- Manage appointments and show homes to prospective buyers
- Generate list of properties based on buyers needs
- Help clients list homes for sale and prepare competitive market analysis

Citizens National Bank, Change Agent, June 2020 to Present

- Helping to implement and create new ways to bank across our footprint
- Coaching branches on how to improve systems and processes
- Managing information and data through different waves of change across our footprint
- Brainstorming with team leads on effective ways to bring quality transition and effective change
- Maintaining and leading branches through certification processes

Citizens National Bank, Universal Banker, March 2019 to June

2020

- Engage with customers to develop a positive customer experience; strive to make each customer interaction the best experience of their day
- Develop new and existing customers by understanding their financial needs, providing products and solutions to help them spend and save
- Go above and beyond for customers to strengthen and retain long term relationships
- Grow new business and drive referrals to branch colleagues and partners to support the broader financial needs of customers
- Serve as the financial liaison to customers while providing world class customer service
- Open new accounts and assist with teller transactions as needed
- Bring a positive energy and confidence to Citizens Bank and its customers every day
- Receive consistent laudatory comments from customers and leadership alike

Sallie Mae, Personal Loan Banker, April 2018 to January 2019

- Initiates the start-to-finish process for new personal loans
- Assists customers with disbursement issues and online access
- Maintains monthly disbursement goal of 700k-1 million+
- Ensures customers have knowledge of comparative interest rates and benefits
- Markets the benefits of our loan product to ensure our customers make informed decisions

Sallie Mae, Collector I, September 2017 to April 2018

- Communicate with debtors in regards to the repayment of their delinquent debt
- Profile debtors and obtain financial information. Update demographic and financial information on each call. Negotiate the best possible arrangements.
- Refer accounts for legal or administrative wage garnishment processes if applicable as dictated by department and/or client requirements.
- Work within FDCPA, state regulations, department/division & DMO Compliance Policies.
- Maintain clear, concise and accurate documentation of all attempts and/or contacts made and received for accounts in accordance with company and client specifications.
- Maintain current knowledge of and comply with all federal and state rules and regulations governing collections including FDCPA, Privacy Act, FCRA, etc.

Incorporating Services, Ltd., Client Services Assistant, February 2017 to July 2017

- Responsible for assisting in corporate formations and filings
- Filing of company charter documents
- Retrieval of corporate record retrievals
- Handle phone call requests for expedited filing or retrievals
- Assist with UCC searches and filings
- Provides nationwide services to wide range of clientele, law firms, accounting firms and other corporate service companies

Jonathan Edwards
215 Thornton Street, Dover, DE 19901

Dover Federal Credit Union, Member Service Representative, June 2015 –September 2016

- Promoted to Member Services Representative assuming responsibility for interviewing loan applicants, obtaining credit reports for all accounts, verifying debts, reviewing credit reports for adverse history, credit inquiries, and debt repayment information
- Wholly met and exceeded all established consumer and personal loans goals by \$550k over 4 month period!
- Fully responsible for timely, accurate, and complete loan file submissions to loan processors and underwriters thus developing good professional relationships enabling timely loan application movement
- Above and beyond customer interaction which results in alleviating customer concerns by keeping them updated on the status of their loan by face to face interaction and follow up phone calls

Dover Federal Credit Union, Call Center Representative, April 2015-June 2015

- Name-selected to assist in Call Center because of exceptional customer service skills and talent for dealing with difficult customers.
- Responsible for handling incoming phone calls from members and other departments to research errors and member issues.
- Calmed difficult members by can-do attitude, compassion, and concern.
- Skillful in active listening; identified and recommended products and services to help meet members' needs.

Dover Federal Credit Union, Teller, June 2014 - April 2015

- Balanced currency, coin, and checks in cash drawers at ends of shifts, and calculated daily transactions using computers, calculators, or adding machines.
- Cashed checks and paid out money after verifying that signatures are correct, that written and numerical amounts agree, and that accounts have sufficient funds.
- Received checks and cash for deposit, verified amounts, and checked accuracy of deposit slips.
- Examined checks for endorsements and verified other information such as dates, bank names, identification of the persons receiving payments and the legality of the documents.
- Entered customers' transactions into computers in order to record transactions and issue computer-generated receipts.

Honors

Sallie Mae Top Performer, April 2018, Member Sigma Alpha Pi, National Society of Leadership and Success*Member of Chi Alpha, Campus Ministries *Member of National Society of Collegiate Scholars* Delaware State University Academic Scholarship Recipient*Aspire Scholarship Recipient

Licenses

Delaware Real Estate Salesperson License

Skills & Service

Audio Engineering and Production for Pentecostals of Dover since 2015
Production Lead Coordinator for Convoy of Hope Dover