

PATSY PIPKIN-PERRY

311 Vanier Drive • Newark, DE 19711

H: (302) 455-9306 • pperrya@yahoo.com • C: (302) 983-6883

PROFILE

- Visionary leader with a clear and consistent record of initiating and managing innovative programs that enhance student performance, increase engagement of students and parents, involve community and business leaders in education, and produce positive student outcomes.
- Skilled and experienced secondary school counselor, program administrator, instructor with experience at both the secondary and college levels, administrative and technical assistant.
- Recognized throughout career for excellence in counseling, teaching, and leadership.
- Very strong analytical, problem solving, interpersonal communication and presentation skills.
- Compelling advocate and proposalist with the proven ability to develop successful funding proposals and administer programs effectively.

PROFESSIONAL EXPERIENCE

CONCORD HIGH SCHOOL – WILMINGTON, DELAWARE

AUGUST 2003–JANUARY 2014

Secondary School Counselor, 2005–2014

Managed a caseload of more than 285 students in all grade levels in a school with more than 1250 students in grades 9 through 12. Served as a consultant to faculty, staff, and parents, education and career/college planning from A – Z, curriculum planning and for 5 years ending in 2011 administered the DSTP, the state's standardized achievement test. Worked closely with 4 other counselors to ensure a unified and effective counseling program, coordinated diversity programming and activities for Black History Month, coordinated a summer co-op program, served as Vocational Education Liaison, and assisted in coordinating activities and academic programming.

- Initiated and led a Counseling Group Project for at-risk students designed to provide both academic support and mentoring on life skills.
- Coordinated the Concord Achievers' Academy, which invites professional and business leaders to speak to students and operates a small entrepreneurship enterprise at the school. Led the successful proposals and presentations for seed funding from the State and secured grant funding from a local bank before bringing the Academy to self-supporting status.
- Guided preparation of competitive presentations for students enrolled in business classes, consistently winning 1st Place in Parliamentary Skills and reaching state and national competitions.
- **Delaware State School Counselor of the Year, 2010.**
- Led the Group Counseling Practicum Project, *Empowering African American Males to Succeed, February–April 2005.*

Co-op Coordinator / Business Teacher, 2003–2005

Planned and taught classes in business and management and supported counseling activities and assisted in planning and presenting a summer teacher "Student Achievement Workshop."

- Organized the 1st Business Professionals of America Chapter.
- Developed a Group Counseling and Mentoring program for at-risk African American males.

OXFORD AREA HIGH SCHOOL – OXFORD, PENNSYLVANIA

AUGUST 2001–AUGUST 2003

Assistant Principal

Assisted in all areas of school administration in a 4-year, secondary school, supervising the work of faculty and support staff and leading programs dealing with disruptive students. Strengthened community relations, chaired the Student Assistance Team, and collaborated with state outreach agencies.

- Wrote a successful proposal for \$18,500 in State funding for the *Blazing New Trails Service Learning* program in 2003.

- Collaborated with the Oxford Educational Foundation for Oxford Area High School in developing a successful proposal for \$20,000 in State funding for a *Mentoring Program* in 2003.
- Developed the successful proposal for a \$50,000 program, *Alternative Education for Disruptive Youth*, funded under 24 P.S. Article XIX-C in compliance with PA Dept. of Education Act 30.
- Wrote the Student Activities Manual and revised the 9th Grade Orientation Manual.
- Launched and led the Graduation Project Program for seniors to comply with state requirements.

PATSY PIPKIN-PERRY

PAGE 2

DELAWARE STATE UNIVERSITY, WILMINGTON
Adjunct Professor of Business

SEPTEMBER 1999–JUNE 2001

DELCASTLE TECHNICAL HIGH SCHOOL – WILMINGTON, DELAWARE
Business Education Teacher

AUGUST 1996–JUNE 2001

Planned and taught business education classes.

- Led the Business Professionals of America Chapter, which won the BPA Chapter of the Year for student involvement in service activities.
- Transform the statewide Business Professionals of America Recognition Awards Program and served as State Supervisor. Was instrumental in Delaware winning the Professional Cup at the National Leadership Conference in 1998.
- Established a successful BPA membership strategy that led to the Delcastle chapter receiving the Largest Chapter Award in 1998.

NEWARK HIGH SCHOOL – NEWARK, DELAWARE

NOVEMBER 1985–AUGUST 1996

Business Education Teacher

Chaired the Vocational and Business Education Department and oversaw scheduling and recruitment of Business faculty.

- Wrote the successful proposal for a \$13,000 award for “Integrating Computer Technology with Academics, 1994.
- Wrote the successful proposal for a Carl Perkins Grant of \$6,000 to fund “An Innovative Advanced Studies Program in Automated Accounting and a College Accounting Program, 1991.
- **Teacher of the Year** 1991–1992.
- Elected to BPA Board of Directors and served as an officer.
- **State BPA Advisor of the Year** twice, a peer-elected award.

GOLDEY BEACOM COLLEGE – WILMINGTON, DE

JUNE 1980–NOVEMBER 1985

Assistant Professor

Served as Senior Instructor of Adult Education Program.

EDUCATION

Wilmington University

M.Ed., in Secondary School Counseling, 2005
Certificate in Secondary School Administration, 1990

The Catholic University of America

M.A. in Business Education & Office Administration, 1982

Benedict College

B.S. in Business Education, 1973

OTHER PROFESSIONAL RECOGNITION

Board Representative, National Classroom Educator’s Advisory Council, Delaware School Counselors’ Association, Equity Leader, McKinney Vento Act (Homeless) Coordinator, Black History Month Coordinator, Peer Mentoring Advisor, Connecting Generations Mentoring Coordinator and School District High School Teens Against Bullying Advisor, Association for Supervision and Curriculum Development (ASCD)

Robert Anderson, Sr.

29 Carriage Lane, Newark, DE. 19711

{302} 562 – 3421- andersonandyr@yahoo.com

andersonandyr@yahoo.com

A dedicated resourceful Education Professional with proven ability. He has varied experiences at every level of public and private education with a vision to provide educational support services and share effective education practices that are based on first-hand knowledge as well as educational research.

EDUCATION

Kittrell Junior College

Kittrell College, North Carolina

Major: Social Science – Associate of Arts A. A.

June 1967

Barber – Scotia College

Cabarrus Avenue

Concord, North, Carolina

Major: Social Science Major

Minor: English – B. A.

May 1969

Villanova, University

Bryn Mar , Pennsylvania

Major: Secondary Educational Administration – M. A.

May 1976

LEAN Tech Academy ATTACHMENT 1 & 3 Section 1.2 Founding Group and School Leadership
(Attachment 1) School Founder
(Attachment 3) Project Leader
Family Foundations Academy – Start of the school year planning July 2007

Teacher Appraisal Support November 2007 June 2008

Sarah Pyle Academy Jobs Development and Program Administrator – June 2006 - 2007

School contact for Student Employability

509 Courses and State of Delaware coordination

Student Interviews

Supervision of Job development

Job Staff Supervision

Staff Development

Thurgood Marshall Elementary School Administrative Support February 2005 – June 2006

District Level Administrator Coordinator Pre-K- 12, Accelerated, Advanced, Alternative Programs June 2004 – July 2006

All programs and services

Small Learning Communities at the high school level

Principal Glasgow High School July 1987 – 2004

Partner The Greenery Florist and Landscape Service September 1980 – 1985

Principal Gauger Middle School 1980 - 1987

Associate Principal Christiana High School 1979 – 1980

Additional Education

University of Wyoming

Certificate: Student Leadership July 1992

Portland State University

Portland, Oregon

Certificate: Student Leadership July 1993

Peabody College/Vanderbilt University

Nashville, Tennessee

Certificate: Educational Leadership

“Corporate Culture” Dr. Terry Deale July 1987

University Colorado

Boulder, Colorado

Certificate: Magnet School Education May 1984

EXPERIENCE

Educational Consultant/ Owner of BRIDGE BAKES, LLC	July 2007 to present
Stubbs Elementary School - Administrative Support Services	June 2011 – August 2011
Stubbs Elementary School – Administrative Support Services	August 2011 – July 2011
Stubbs Elementary School – Administrative Support Services	November 2009 - July 2010
Bayard Elementary School – Acting Building Administrator	November 2007 – July 2008

Assistant Principal Central Middle School	1976 – 1979
Quasi-Administrator/Student Advisor	1972 – 1976
Personnel Administrator New Castle County Government	
{First Director New Castle County Summer Jobs Program}	1971 – 19 73
Teacher {Honors U. S. History and Black Studies}	1969 - 1973

COMMUNITY ACTIVITIES

Member of the City of Newark Planning Commission
Founding member Newark Community Day's
Newark 250 Anniversary Committee
Member Omega Psi Fraternity
Scholarship Coordinator AUMP Methodist Church Inc. 1980 - 1980

COMMUNITY SPEAKER

History and Times of Martin Luther King
It's Morning Time
\$0 Acres and a Mule in the twentieth and twenty first Century
The Black Experience In America 1619 to present

AWARDS

Church Leadership Award St. John A M church 2010

Cool School Technology Award 2004

Awarded a school National Science Foundation Grant

of \$ 787,000 to develop A school MEOSOSM BUIDING and use

4 high school staff and staff from the national Smithsonian Institute

to build a facility and develop curriculum. 2000

Recognition award for developing a "Holistic" Approach to

Student Services. 1977 – 1978

DANIKA PERRY
10104 Baldwin Circle
Holly, MI 48442
(302) 983-0375
Danika.Perry@genesys.org

EDUCATION

Genesys Regional Medical Center

Grand Blanc, MI

Clinical Health Psychology Post-doctoral Training Program – expected graduation – August 2015

Expected date to sit for Examination for Professional Practice in Psychology – January 2015

Philadelphia College of Osteopathic Medicine

Philadelphia, PA

Clinical Psychology Doctorate Program (Psy.D.) degree granted – August 2013

Philadelphia College of Osteopathic Medicine

Philadelphia, PA

Counseling and Clinical Health Psychology Master's Program (M.S.) degree granted - July 2008

DISSERTATION RESEARCH IN CLINICAL PSYCHOLOGY

Title: Examining Levels of Posttraumatic Stress Disorder Symptoms and Treatment Attendance Rates amongst Children Living in Different Caregiver Settings

Abstract: This study examined symptoms of posttraumatic stress disorder (PTSD) and treatment attendance rates among a sample of youth (ages 7-16) who engaged in treatment for PTSD. The purpose was to determine if there was a difference in the level of PTSD symptoms and/or the number of sessions attended between those children living in foster care and those living with their primary non-foster caregiver(s). In addition, the treatment attendance rates of foster care children were examined to determine if there was a relationship between the level of PTSD symptoms and the child's treatment attendance rates. Results revealed that there was no significant difference between children living in foster care and children living in the non-foster caregiver setting. Furthermore, there was no significant difference in treatment attendance between the two groups and no significant relationship between treatment attendance amongst foster care children and their PTSD symptoms at 6 months after they began treatment. Limitations and implications can be discussed upon request.

CLINICAL PSYCHOLOGY POSTDOCTORAL FELLOWSHIP

Clinical Health Psychology Postdoctoral Experience (Genesys Medical Center Flint, MI)

Consortium/Hospital Medical Health Care Setting

09/2013 – 08/2015

- **SUPERVISION**
- Developing a collaborative child weight management program within primary care
- Teach a developing model of patient-centered clinical interviewing skills to family and internal medicine residents
- Operate from an Integrated Primary Care model with family medicine, internal medicine, and OB/GYN residents
 - Deliver hospital consultative-liaison services in a 410-bed community based teaching medical center
 - Provide short-term integrated care to an underserved, and underinsured population of adults, youth, and children
 - Facilitate behavioral medicine education on multiple levels of learning including medical students and residents

- Implement evidenced based treatment to inform clinical practice including CBT, MI, ACT and DBT
- Offer community-based education to various support groups for cancer, stroke, and diabetes management
- Develop presentations for professional conferences regarding clinical health psychology/behavioral medicine topics
- Co-facilitated a pilot weight management program for teens and their families.

CLINICAL PSYCHOLOGY DOCTORAL INTERNSHIP/PRACTICUM EXPERIENCE

Doctoral Psychology Internship Experience (PCOM Center for Brief Therapy Philadelphia, PA)

Department/School Clinic & Community-Based Health Care Setting 07/2012 – 06/2013

- Collaborated with primary care patients to develop a goal-oriented, problem-focused treatment plan
- Implemented evidenced based treatment utilizing CBT, MI, and MBSR strategies to provide person-centered, culturally responsive treatment to primary care patients and patients in outpatient mental health treatment.
- Consulted with primary care physicians, surgeons, and specialty care physicians to facilitate integrated care
- Conducted a 6-8 week psychoeducation wellness program focused on weight- or chronic pain management
- Provided supervision and mentorship to a master's level clinician in training
- Co-facilitated group supervision for practicum students
- Attended didactic trainings to inform clinical practice and enhance identity as developing clinical psychologist
- Assisted with management of marketing of psychological services offered at the Center for Brief Therapy
 - Primary supervisor: Bruce Zahn, EdD, ABPP

Doctoral Psychology Practicum Experience (PCOM Center for Brief Therapy Philadelphia, PA)

Department/School Clinic & Community-Based Health Care Setting 07/2011 – 05/2012

- Applied cognitive behavioral techniques and empirically based treatments in outpatient therapy to address biopsychosocial concerns amongst diverse populations
- Conducted mental health screening assessments for individuals with physical health challenges
- Served as a behavioral health consultant to primary care physicians of patients from underserved communities
- Provided behavioral health consultation to the primary care physicians and medical care team
- Met with licensed psychologist weekly to enhance case conceptualization, diagnostic, and cognitive behavioral skills
- Received specialized supervision in the administration, interpretation, and provision of feedback for comprehensive psychological assessments
- Collaborated with a team of post-doctoral, doctoral level, and master's level clinicians in training
- Facilitated brief didactic seminars to medical students
 - Primary supervisor: Barbara Golden, Psy.D., ABPP

Doctoral Psychology Practicum Experience (Friends Hospital Philadelphia, PA)

Inpatient Psychiatric Setting—Evaluation and Admissions Center 01/2011 – 05/2011

- Conducted mental health screening assessments in an acute care center
- Assisted with outpatient treatment planning and case management activities
- Contributed to the interdisciplinary team of behavioral healthcare professionals
- Met with licensed psychologist weekly to discuss diagnostic skills, ethical practice, and career development
- Conducted process groups with topics such as self-care, anger management, and resiliency
- Facilitated group presentations, attended didactic group seminars and multidisciplinary case conferences
 - Primary supervisor: Kenneth Glass, Ph.D.

Doctoral Psychology Practicum Experience (Friends Hospital Philadelphia, PA)

Inpatient Psychiatric Setting--General Adult Unit with a Recovery Oriented Program 06/2010 – 12/2010

- Contributed to the interdisciplinary treatment team; formulated and revised individualized treatment plans
- Collaboratively developed case conceptualizations and implemented cognitive behavioral interventions
- Provided individual therapy to males and females between the ages of 19 – 64 with a mental health or dual

- diagnosis
- Conducted process groups with topics such as mood management, cognitive distortions, and values based living
- Discussed plan for maintenance of mental health during family support education meetings
- Met with licensed clinical supervisor to discuss case presentations and treatment planning
- Collaborated with patients and interdisciplinary team to provide comprehensive after-care coordination
- Facilitated group presentations, attended didactic group seminars and multidisciplinary case conferences
 - Primary supervisor: Paige M. Novick-Kline, Psy.D.

CLINICAL PSYCHOLOGY PRACTICUM EXPERIENCE (cont.)

Master's Psychology Practicum Experience

(Delaware Guidance Services for Children & Youth, Inc. – Wilmington, DE)

Outpatient Treatment Setting--Outpatient and Intensive Outpatient Therapeutic Services 08/2007 - 06/2008

- Shadowed practicum supervisor and other therapists during initial evaluations and therapeutic sessions
- Collaborated with the client's therapist, and the client in order to help develop the client's treatment plan
- Helped to enhance the interests and strengths of youth clients through community exposure
- Joined parents at school meetings in order to facilitate family-school communication
- Gained knowledge about trauma-focused cognitive behavior therapy
- Linked families to and assisted with access to community resources
 - Primary supervisor: Stephen Moores, LPCMH

RELEVANT WORK EXPERIENCE

08/2009 – 06/2012 Delaware Guidance Services for Children & Youth, Inc. - Elementary School Counselor

- Developed trust and rapport to address therapeutic needs of over 80 students in grades Pre-K - 5
- Utilized cognitive behavioral and dyadic developmental psychotherapy techniques in individual and family therapy
- Facilitated therapeutic groups with a focus on grief and loss, divorce, social skills and bully-prevention
- Collaborated with school staff members and parents to create 504 plans and Individualized Education Plans (IEP)
- Helped to link parents with supportive services in the community
- Coordinated student council projects to enhance school spirit and support community service projects
 - Primary supervisor: Melora Lucas, LCSW

05/2008 - 08/2009 Delaware Guidance Services for Children & Youth, Inc. - Community Interventionist

- Strengthened therapeutic alliance by engaging with clients at home, school, and in the community
- Utilized cognitive behavioral and attachment focused family therapy techniques in therapeutic sessions
- Facilitated exposure to healthy outlets in the community to help enhance the wellbeing of clients
- Held weekly groups for adolescent females clients (ages 13 – 16) focused on decision-making, problem-solving, etc.
- Co-facilitated group therapy sessions with clinical team members
- Joined parents at school meetings in order to facilitate family-school communication
- Linked families to community resources to reduce family stressors
- Attended meetings with the Division of Child Mental Health to review progress of clients on designated caseload

Primary supervisor: Dianne Necastro, LCSW

09/2007 – 02/2008 Parkway Academy Alternative Discipline School - High School Counselor

- Met with students, parents and outside support services for students' educational transitional planning
- Addressed the psychosocial needs of 8 -10 at-risk students during individual and group sessions

- Assisted with establishment and monitoring of functional behavioral assessments for each student
- Connected students with community resources and maintained consistent contact with outside agencies
- Demonstrated proactive and prompt crisis intervention strategies
 - Primary supervisor: Stephanie Bollinger, LPCMH

ACADEMIC ACTIVITIES

Colleague collaboration for abstract submission to Society of Pediatric Psychology Conference – 10/2014

Co-Presenter at the Xavier University of Louisiana College of Pharmacy Health Disparities Conference – 03/2014
Topic: Lifestyle Change Clinic: An Interprofessional Team Approach

Presented at the Pennsylvania Psychological Association Spring Conference – 03/2013
Topic: Behavioral Health Psychology Assessment and Intervention of Obesity among Children and Adolescents

ACADEMIC ACTIVITIES (cont.)

Presented dissertation research to Delaware Valley Association of Black Psychologists – 11/2012

Instructed a doctoral level Behavior Medicine class – 10/2012
Topic: Assessment and Treatment of Child/Adolescent Obesity
Course: Behavioral Medicine – 1st Year Clinical Psy.D. Course

Class Co-Chair – spring 2009 – spring 2013

Teacher's Assistant for Immersion Project Experience – fall 2009 & 2010
Mentorship Activity with Philadelphia College of Osteopathic Medicine Psy.D. Faculty

New Student Orientation Diversity Panel Participant – July 2008

PROFESSIONAL AFFILIATIONS

Student Affiliate – Collaborative Family Healthcare Association – since 2011
Student Affiliate - Association of Behavioral and Cognitive Therapies – 2008 - 2014
Student Affiliate – Delaware Valley Association of Black Psychologists – 2008 - 2014
Student Affiliate - Philadelphia Society of Clinical Psychologists – 2008 - 2014
Student Affiliate - American Psychological Association – since 2007
Member - American Psychological Association of Graduate Students – since 2007
Student Affiliate - Pennsylvania Psychological Association – 2007 - 2014

LEADERSHIP ACTIVITIES / VOLUNTEER WORK

Michigan State University Chief Resident Leadership Training Retreat – 05/2014
Co-Presenter: Knowing Yourself and Your Team

FitKids360 - A 6 week Weight Management Program for Adolescents and their families – 03/2014 – 04/2014
Behavioral Health Co-facilitator: Grand Blanc High School, MI

Consortium for Advanced Psychology Training (C.A.P.T.) Diversity Committee – since 09/2013

Doctoral of Clinical Psychology 1st Year Student Mentor – 08/2013 - present
Philadelphia College of Osteopathic Medicine, PA

Culturally Aware Psychologists (CAPS) 4th Annual Diversity Conference – 03/2013
Workshop Facilitator
Philadelphia College of Osteopathic Medicine, PA

Delaware Valley Association of Black Psychologists
Community Outreach for the elderly – 11/2012
Pre-Kwanzaa Celebration and Holiday Bizarre Volunteer – 12/2012
Career Day 2013 - Exploring Careers in Psychology and Counseling: Graduate School Panelist – 03/2013

Mt. Zion U.A.M.E. Church Newark, DE
Praise Dance Coordinator and Choreographer for girls (ages 10 – 17) – 2006 - 2012
Vacation Bible School Teacher of High School Students – 2005 - 2011

LEADERSHIP ACTIVITIES / VOLUNTEER WORK

Alpha Kappa Alpha Sorority Inc., Zeta Omega Chapter - Wilmington, DE and Zeta Beta Omega Chapter – Flint, MI
Emerging Young Leaders Conference – workshop planning committee – 2/2014
Behavioral Health Awareness Day planning committee – 2012-2013
Chaplain for Zeta Omega Chapter – 2010 - 2011
Sickle Cell Anemia Service Project Volunteer – summer 2010
Dr. Martin Luther King, Jr. Day Volunteer – winter 2010
Technology Committee - Website Sub-committee Co-Chair – spring 2008

ADVOCACY

Delaware National Multiple Sclerosis Walk – 4/2013

Academic Advocacy
Diversity Training in Clinical Psychology Doctoral Programs Survey Completion – 11/2012

Legislative Advocacy
Connections Committee – Alpha Kappa Alpha Sorority, Inc. Zeta Omega Chapter – Day at the Capital Planning
Letter to State Congressman – Protection against Medicaid Cuts
Letter to Congressman Castle - Include Psychologists in the Medicare Physician Definition

Health Care Reform
Monetary Donation to the Pennsylvania Psychological Political Association

PROFESSIONAL DEVELOPMENT & SKILLS

Attended the 20th Collaborative Family Healthcare Association Conference – 10/2014

Attended the 35th Forum for Behavioral Science in Family Medicine – 09/2014

Consortium for Advanced Psychology Training (CAPT) Program – 09/2013 – present

Weekly Core Seminar re: Neuropsychology or Clinical Psychology

Attendance at Monthly Behavioral Medicine Grand Rounds

Monthly didactics including: Neuropsychology Rehab, Psychopharmacology and Pathophysiology

Sponsored by: Michigan State University – Flint Area Medical Education

Culturally Aware Psychologists (CAPS) 4th Annual Diversity Conference – 03/2013

Sponsored by: CAPS Program at the Philadelphia College of Osteopathic Medicine

“Black by Popular Demand: The Influence of Race and Culture on Cognitive Deficits in Schizophrenia” – 12/2012

Seminar Facilitator: Beatrice H. Chakraborty, Psy.D., M.S.Ed.

Sponsored by: Philadelphia College of Osteopathic Medicine – Psychology Department

The Group: Systems-Centered vs. Person-Centered – 10/2012

Seminar Facilitator: Yvonne Agazarian, EdD

Sponsored by: Philadelphia Area Group Psychotherapy Society Event

Vitamin D3 for Health, Cancer Prevention and Recovery Webinar – 8/2012

Seminar Facilitator: Georgia Tetlow, MD

Brief Mindfulness Based Stress Reduction Course – spring 2012

Seminar Facilitator: Christine Molnar, PhD

PROFESSIONAL DEVELOPMENT & SKILLS (cont.)

Interprofessional Collaboration and Empirically-based Strategies for Underserved Adults with Chronic Illness:

Barriers, Strategies and Outcomes – 10/2011

Seminar Facilitators: Robert DiTomaso, PhD, ABPP; Barbara Golden, PsyD., ABPP; Deborah Chiumento, Psy.D.

Sponsored by: Collaborative Family Healthcare Association

Workforce Development in Collaborative and Integrated Care across the Health Professions – 10/2011

Seminar Facilitators: Frank deGruy, M.D., MSFM; Cynthia Belar, Ph.D.; Susan McDaniel, Ph.D.;

Gloria Donnelly, Ph.D., R.N., Stacy Collins, MSW; Helen Coons, Ph.D., ABPP

Sponsored by: Collaborative Family Healthcare Association

Childhood Obesity Research in Healthcare Settings – 10/2011

Seminar Facilitator: Jerica M. Berge, Ph.D., MPH, LMFT

Sponsored by: Collaborative Family Healthcare Association

Family Consultation for Change-Resistant Pediatric Obesity – 10/2011

Seminar Facilitator: Florencia Lebensohn-Chialvo – Ph.D. Student University of Arizona

Sponsored by: Collaborative Family Healthcare Association

The Delaware Children’s Department Division of Prevention and Behavioral Health Services – 12/2010

Rethinking Students with Challenging Behaviors: The Collaborative Problem Solving Approach

Workshop Facilitator: J. Stuart Ablon, Ph.D.

Working with High Conflict Families – 11/2010

Seminar Facilitator: Steven Cohen, Ph.D.

Sponsored by: Friends Hospital – Psychology Department

DaKota Williams

240 Bucktail Dr. Middletown, DE 19709 (302)218-2752 dakota.williams@siemens.com

SUMMARY: I have over twenty years of industrial chemistry experience working with a wide range of chemistry products. This includes testing and evaluation of chemical concentrations for a variety of products such as pigments, plastics and most recently medical diagnostics. I also have 15 years experience in real estate sales as a licensed residential Realtor® in Delaware and Maryland.

EDUCATION

University of Delaware, Newark, DE 1975 - 1977
Major: English

Delaware Tech., Stanton, DE 1995 - 1996
Major: Chemical Manufacturing Technologist Certificate

Omega Real Estate School, Pike Creek, DE 1999
Residential Real Estate Certificate

EMPLOYMENT HISTORY

SIEMENS HEALTHCARE DIAGNOSTICS, Newark, DE 2009 – Present

- **Staff Technologist**

Reagent testing in the Verification Testing Lab. Perform basic testing on Dimension instruments to ensure quality material is being released. Participate in technical problem solving and trouble shooting.

CIBA SPECIALTY CHEMICALS CORPORATION, Newport, DE

- **Senior Staff Technologist** 1989 – 2007

Designed book of Ciba Pigments in waterborne and solvent borne systems for global distribution
Disperse, spray and analyze paint samples including color matching and color analysis
Conduct reaction using up to 5 liter flask, Test Rheology, Ph and moisture analysis
Operate and troubleshoot two roll mill, extruder and injection molder
Color Analysis, Color Matching, Prepare and present reports, provide training to new hires

Long & Foster Real Estate 2013 – Present

- **Realtor**

Residential real estate agent. First time home professional. Short sale specialist.

Prudential Fox & Roach Realtor 2005 -- 2013

- **Realtor**

Residential real estate agent. First time home buyer professional. Short sale specialist.

Re/max Sunvest Realty

2000 --2004

- **Realtor**

Residential real estate agent. First time home buyer professional.

(Attachment 1) School Founder

PERSONAL EXPERIENCE

Director, Board of Directors Newport Site Employees Federal Credit Union 2003 -- 2005

Mentor, Program Volunteer Junior Achievement of Delaware 2001 -- 2007

ACHIEVEMENTS

Nominated as a Five-Star Realtor, Delaware Today Magazine November 2011

Elijah A. Wilson

**676 Widener Lane
Smyrna, DE 19977
(302) 399-6546 (cell)**

Work Experience:

7/08 – 7/11

**State of Delaware, Division of Accounting
Dover, DE**

State Accountant V:

- Compile financial information from the various State agencies for analysis.
- Prepare the State of Delaware's Comprehensive Annual Financial Report (CAFR).
- Perform internal control reviews to ensure the various State agencies are complying with State of Delaware's Budget and Accounting policies and procedures.
- Provide recommendations, guidance and direction to management, customers, other State agencies and school districts for the purpose of understanding, meeting functional and operational goals and objectives.

7/06 – 7/08

**Marion T. Academy Charter School
Wilmington, DE**

Business Manager:

- Ensure the school is adhering to regulatory guidelines, internal controls, cash receipts, capitalization and other internal policies, procedures, and processes that address many aspects of the School's operations.
- Provide fiscal oversight to include the development, implementation, and management of the school's \$5.8 million annual budget, this also includes providing all necessary documentation to DOE and/or the Division of Accounting. This also includes acting in the best interest of the school to reduce expenses without jeopardizing the financial or operational position of the school.
- I have a comprehensive knowledge of the FSF system, governmental finance, and unit counts through State provided training, workshops, and updates and implement these skills to ensure the school is maximizing its revenue potential.
- I have a comprehensive knowledge of the State's Payroll/Human Resources Statewide Technology (PHRST) system. This would include performing the following task:
 - Act as a liaison between the School and the State's Personnel, Benefits, and Payroll office,
 - Completed training of all three modules in the PHRST system,
 - Administer the School's human resource, benefits, and payroll functions utilizing PHRST,
 - Maintain and update all employee's personnel files,
 - Counseled and assisted employees with issues related to HR, benefits, and/or payroll,
 - Handle or assign requests by outside agencies or companies concerning employees' personnel information,
 - Assist the PHRST Readiness Team in the implement of the system upgrade,
 - Provide monthly PHRST checklists to DOE,
 - Perform other tasks as required.
- Work with outside agencies (the Auditor's Office, the School's insurance company, the EPA, the City of Wilmington and other governmental agencies, DOE, the Unemployment office, etc.) to ensure the School is in full compliance with all applicable laws and regulations.
- Review the breakfast and lunch meal tracking system in the cafeteria, on the server, and on administrative computers to ensure we are adequately tracking and reporting activity with regards to the School's food service program. Allowing the school to keep accurate records for billing, maximize its efforts to collect revenue, and provide greater reporting for analysis, decision making, and submission to DOE.

- Manage the food service program. This include reviewing and approving the meal benefit forms to determine who receives free or reduced breakfast and lunch, submitting monthly reimbursement claims to DOE, files are properly maintained, ensuring the cafeteria staff is completing the proper paper work on a daily basis, they are complying with food service safety and health regulations, and monies are being properly accounted for and turned in on a daily basis.
- Manage outside vendor contracts (i.e. transportation, food service, facilities, and technology). This included, in some cases, negotiating price and terms, enforcement, and responding to issues, as necessary.
- Ensure the building is being properly maintained and in good working order according to regulatory guidelines
- Represent the School at various DOE and/or State project meetings, in-service training, workshops, Manager's meetings, informational updates, etc.
- Initiated the effort to determine which teacher's are highly qualified. This included working with the teacher to complete the information in the DEEDS system, obtaining the supporting documentation, and educate/consult them on what would qualify them to be highly qualified. This also included working with DOE to ensure the School and teachers get credit for the highly qualified status.
- Coordinate the school's pupil accounting system. This consist of ensuring that the school is properly maintaining student records according to the requirement of DOE and/or other regulatory agencies (e.g. attendance reporting). This would also include working with support staff, teachers, and DOE to completely automate student records.
- Performed other duties as necessary or required to ensure the success and continued well being of the School.

7/02 – 7/06

**Kuumba Academy Charter School
Wilmington, DE
Director of Operations/Finance:**

- Responsible for ensuring the development of comprehensive policies, procedures, and processes which address all aspects of operations, such as: finance, facilities, vendor contracting, regulatory compliance, and staffing and personnel;
- Provide fiscal oversight to include the development, implementation, and management of the school's \$2.3 million annual budget;
- Responsible for entering transactions into the Delaware Financial Management System (DFMS), the State's Payroll and Human Resource system (PHRST), as well as managing the school's accounts receivables and payables;
- Provide profession support and reports to the Board of Directors, as well as the Finance and Facilities Committee in refinancing a \$2.1 million renovation loan;
- Engage the organization in strategic planning for the purpose of reflection, review, analysis, and effecting changes that promote and enrich the school's services to students, families, staff, and the community;
- Convert strategic goals, plans, and policies into action steps, ensuring their completion within identified time parameters;
- Provide leadership in developing collaborative partnerships and relationships with public and private organizations, agencies, networks, institutions, and individuals to promote and enhance the school's ability to meet its mission;
- Seek funding opportunities through operational efficiencies and negotiations which generated over \$300,000 in additional revenue to support and augment the school's programs;
- Serve as a representative, ambassador, and public spokesperson for the school and seeks opportunities to promote a positive image of the school and its programs; and
- Provide management and leadership to a staff of (7) seven full-time and part-time employees.

12/01 – 7/05

**Client - Simply Styling School of Cosmetology
Wilmington, DE**

Accountant:

- Set up the accounting and payroll systems and maintaining continuous control over financial operations (General Ledger, Payroll, Accounts Receivable and Payables, etc.);
- Responsible for continuously seeking ways to improve operating and profit margins;
- Prepare financial analysis, reporting, and forecasts as a result of business operations and planning;
- Responsible for ensuring that the School's capital requirements are consistent with the organization's business objectives; and
- Perform month-end closings and account reconciliations.

7/01 – 10/01

**Randstad
Wilmington, DE**

Accountant/Auditor:
(Client – Responsibilities)

- **Conectiv** – Responsible for planning and conducting a contract compliance audit of one of the company's primary vendors for the Delaware City Power Plant to ensure they are adhering to the terms and conditions of the stated agreement to provide supplemental maintenance services.

2/00 – 5/01

**AstraZeneca Pharmaceuticals
Wilmington, DE**

Senior Auditor:

- Conducted financial and operational audits and reviews of the different pharmaceutical plants, contracted Sales and Research organizations, the Managed Care business units, Purchasing, Accounts Payable, various vendors, and other areas/business units as necessary.

12/96 - 2/00

**MBNA America Bank, N.A.
Wilmington, DE**

In-Charge Financial Auditor:

- Performed preliminary and/or detail assessments of financially related areas of the company (Fixed Assets, Treasury, Account Receivables/Payable, Account Reserves, Regulatory Reporting, the Accounting operations of foreign subsidiaries, etc.) to determine whether they are adhering to accounting and compliance guidelines, functioning as intended, controls are placed where risk exist, and/or whether there are ways of improving operational effectiveness.

10/95 - 12/96

**Ernst & Young, LLP
Philadelphia, PA**

Audit Staff II:

- Analyzed and reconciled manufacturing and small business clients' records and transactions as well as examined and analyzed the accounting practices used to ensure they were in accordance with generally accepted accounting principles.

Education:

9/91 - 5/95

Delaware State University, Dover, DE
BS Degree in Accounting, 1995

Computer/Systems Knowledge:

First State Financials (FSF), Delaware's Payroll/Human Resource Statewide Technology system (PHRST), E-School Plus, DE Pupil Unit Count System, familiar with a variety of manual and automated accounting and auditing systems, QuickBooks, Oracle Financials, SAP, Microsoft Office, Microsoft Access, Visio Standard (flowcharting application),