

PO Box 517 ~ Stafford, TX ~ 77497-0517

CEO

- ◆ ADMINISTRATOR – INSTRUCTOR -TRAINER -PROFESSOR(ADJUNCT) ◆
- ◆ BUSINESS ADMINISTRATION & MANAGEMENT FOR DEVELOPMENT AND OPERATIONS◆
- ◆ Domestic and International - Small Business Certification and Development ◆

A highly experienced and educated Business Administrative Executive with an impressive entrepreneurial and corporate record of instructing, training and consulting with small businesses to help position and garner marketability in various highly competitive markets. Possess strong technical skills and hands-on experience as a leader, trainer and instructor within a cultured environment of administration, organizational and developmental leadership with the ability to analyze the need within any given platform to transform deficiencies into significant opportunities and cost-effective solutions moving to the next level.

AREAS OF EXPERTISE

- International Business Development
- Project Management
- Contract Management
- Business Trainer, Instructor, Professor
- Leadership Development & Research
- Leadership & Operations Management
- Internal/External Audit Procedures
- Distinguished Credentialed Mediator
- Federal Grant & Contract Management
- Research & Development Entrepreneur
- Small Business Certification Specialist
- Advanced Arbitrator

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

ADJUNCT-PROFESSOR - BUSINESS ADMINISTRATION/MANAGEMENT

Houston Community College, Houston, TX (2015 – Current (Adjunct Professor))

Instructor for the following courses: Introduction to Business – Small Business Management – Human Resource Management – Human Resource: Training & Development – Benefits and Compensation – Management Labor Relations – Personal Finance Planning – Organizational Behavior – Principles of Management – Supervision – Introduction to Technical Writing – Human Relations

INSTRUCTOR FOR BUSINESS VENTURES

Small Business Administration & Small Business Development Centers, Houston, TX (1996 – Current)

Consultant and Instructor of Business Development, Leadership and Project Management
 Instructor, Consultant and Trainer for Export and Import Compliance
 Continuing Educational Trainer for Small Business Development of State and Federal Tax Filing Laws and Statutes
 Instructor for Business Development, Entrepreneurship and Small Business Startups, New and Existing Business Structures

ADVANCED ARBITRATOR & MEDIATOR

CREDENTIALLED DISTINGUISHED MEDIATOR

Arbitrators Worldwide, Inc, Stafford, TX (1990 – Current)

Arbitrates disputes within any industry to bind both to specific terms and conditions contracts
 Conducts hearing to evaluate contentions of parties regarding disputed contract provisions
 Analyzes information obtained, using knowledge of facts in issue and industry practices
 Issue and renders binding decision to settle disputes, protect public interest, prevent and minimize business loss and interruptions
 Serve as Ad Hoc Arbitrator in all disputes concerning all or specific agreements

CEO - ADMINISTRATOR OF BUSINESS DEVELOPMENT

RDC Corporation, Stafford, TX (1988 – Current (Contractor))

Small Business troubleshooter for Federal and state small business grant and proposal, program and contract compliance consultant
 Proficient in ensuring programs, projects, or activities works towards clear outcomes with a monitoring and evaluation systems
 Experience in building sustainable positive high-end teams, networks and relationship with Small Disadvantaged Businesses

CEO - ADMINISTRATOR OF BUSINESS DEVELOPMENT CONTRACTS FOR PROGRAM AND PROJECT PROCUREMENT

OMB & SBA Departments - SBA Program Specialist for 8(a), HUB, and Minority Disadvantaged Business (1997 – Current) (Contract):

- Examine the scope of work to be performed under the proposed contract by contractor or a subcontractor
- Determine if subcontract is probable for only a subset of the work expected to be performed
- Assess impact of identified issues and standards to facility-based revenue programs
- Extensive knowledge of state and federal policies and procedures of compliance with SBA Certifications and Program

GRANT ADMINISTRATOR OF BUSINESS DEVELOPMENT AND PROGRAMS DOMESTIC/INTERNATIONAL

For the following States – (CA, AZ, OK, KS, GA, TX, TN, NY, PA, DC, OH (1994-Current Contractor Auditor)

- Extensive knowledge of HUB-Zone Program and 8(a) Program policy and procedure for hiring vendors
- Review budget planning, spending records, receipts, and revenue projections for contracting and subcontracting
- Understanding of regulatory structure and ability to research regulatory requirements for compliance with HUD
- Develops audit procedures and systems to discover and prevent fraud with operational accounting
- U.S. Housing & Urban Development (HUD), policy and procedure for funding, buying and selling

VP OF R&D FOR BUSINESS DEVELOPMENT AND HUMAN RESOURCES

Johnson & Associates (2003 - 2015)

- Restructured the administration, financial, and operational functions for 3 departments, 15 managers, and 150 staff.
- Directs and coordinates audit on research and development activities for organizational products, services, or ideologies
- Plans and formulates budgets and cost aspects for research and development in RFP's
- Approves and submits proposals considered feasible to management for consideration and allocation of funds
- Approves allocates funds from department budget regarding allowable and disallowable costs
- Recruit, hire, and train department staff, evaluate staff performance, and develop goals and objectives for staff

V.P. OF BUSINESS DEVELOPMENT, PROJECT AND PROGRAM MANAGER

Anointed Child Care, Inc. (2007 - 2014)

- Provided business development services to individuals, entrepreneurs, for-profit and non-profit corporations
- Provided grants, contract, and proposal writing to small and medium business firms
- Consulted on all RFP's for grants, proposals, and contracts for business aspects and collaboration
- Coordinated programs inter-departmentally, and with government, public, and private community agencies
- Reviewed and negotiated RFP's for grants, proposals, and contracts in compliance with GSA

ADMINISTRATOR FOR PROPOSED PROJECTS

Quick Protection, Inc. (2008 - 2014)

- Negotiated and re-negotiated scope and statements of work for grants and proposals, programs and contracts
- Prepared financial and fiscal (quarterly, bi-annual, and annual) reports to granting agencies
- In-depth knowledge of export and import regulations (ITAR, EAR, OFAC, ATF, Customs)
- Demonstrated ability to make independent judgments regarding the application of US Export Regulations
- Educate and train to ensure compliance with US export, non-US import, and Foreign Corrupt Practices Act (FCPA) regulations

TRAINING SPECIALIST (24 YEARS)

- SBA Entrepreneur Business Startup, New and Existing Development and Program Specialist Trainer
- Certified Professional Leadership and Project Management Trainer & Instructor
- Professional Consultant & Trainer for Continuing Educational for Small Business Development, Startups, New and Existing Business Structures
- Executive & Corporate Trainer for Business Entrepreneur Seminars for Fortune 500, Universities, and Colleges
- Consultant, Trainer & Instructor for Business Educational and Training Institutions

PROFESSIONAL DEVELOPMENT

Doctorate	Business Administration (current studies)	2019
Masters	Business Administration (University of Phoenix) (conferred '09)	2009
BS / BA	Business Administration (University of Phoenix) (conferred '08)	2008
B/PM	Project Management (University of Phoenix) (conferred '06)	2006

REFERENCES

PROFESSIONAL EXPERIENCE (30 YEARS)

Business Administrator Methods, Research, and Management - Plan and monitor the executive administration of financial and operational functions for organizations. Interpret policy and procedure guidelines. Recommend, develop, and implement administrative improvements. Inform Board of administrative operations, problems and activities. Provide a breakdown of the business and financial affairs and fiscal management of the administration. Enhance operational effectiveness, emphasizing cost containment. Ensure compliance with all regulatory agencies governing rules of regulatory policy and procedures. Continually monitors and maintain operations, programs, professional affiliations and enhances professional development for administration.

Budget Control and Auditing - Review and approve, prepare recurring financial and budget reports for internal and external purposes. Audit annual budget to ensure expenditures were within authorized fiscal budgets. Sustain all financial activities and accounts, including the monthly, quarterly and annual reconciliation of accounts, with authorization to oversee all activities related to budget allocations, revenue and expenditures. Examine and analyze records, reports, operating practices, and documentation. Review and analyze audited department's management and administrative practices including utilization of resources, organizational structure, budgeting, procurement, program policies, facilities and equipment, operating procedures, techniques, and annual reports. Develop audit strategies based on plan, pattern position, and perception with procedural and time budgets for specific audit assignments in accordance with professional and organizations policies and procedures.

Federal Grants Administrator and Management - Academically, Public and Private Corporate Sector - direct the development and administration of RFP's for grant, proposal and contract programs with comprehensive evaluation and management. Manage the RFP's portion of the budget, financial reporting function, obtain all pre-award clearance, performing cost analysis of budgets, preparing and issuing awards. Monitor departmental grant expenditures and ensure timely grant reimbursements, conduct internal audits of grant programs, ensure federal and state compliance with all grant agreements. Twenty-six years of experience with writing RFP's for grants, proposals and contracts, including administration and close of grant awards in compliance with legal, federal and state policies, procedures, and regulations.

Federal Contract Administrator, Management, and Negotiator - Full knowledge and understanding of negotiation procedures, legal aspects and ramifications of contractual obligations of RFP's. Direct activities concerned with the preparation of bids and progress reports for contracts, RFPs, and agreements with full responsibility through entire process as negotiator and adviser of major contracts for various clients, customers, and bidders to include specifications, price, date of delivery and contractual provisions as required. Review bids for conformity to contract requirements and determines acceptable bids. Evaluate and arbitrate claims or complaints regarding any contract performance to determine necessity for amendments, extensions or termination of contracts according to federal and state guidelines in reference to compliance for performance, service, and delivery of contracts.

Project Management - Create and manage project budget. Identify resources needed and assigns responsibilities. Supervise day-to-day operational aspects of the project and scope. Review deliverables understanding the pricing model and billing procedures with accurate forecasting of revenues, profitability, net profit margin, and bill rates. Prepare for federal and state audit reviews. Minimize exposure and risk. Determine appropriate revenue recognition and monitor timelines to meet project deadlines.

Financial Management - Understand the revenue models, P/L, and cost-to-completion projections for decision-making. Assure project's legal documents are completed and signed. Develop standards including policies, procedures, tools and educational documents Perform internal chart audits and focused reviews with recommendations for any identified procedural issues Assist with external audits and provide oversight of facility and division level retrospective audit program. Drive improvement via action plans/targeted education by assessed education program requirements.

Business Finance and Revenue Cycles - Plan, organize, develop techniques and establish internal controls to manage financial services and analyze operations. Oversee, manage, and audit all PRL billing practices including insurances, contracts, master files, billing platforms, and accounts. Oversee, manage, and audit all billing practices including insurances, contracts, master files, billing and collections platform and processes for Medicaid and Medicare, and accounts. Compare financial leverage ratios for adequacy of internal controls and cost estimates against external controls. Extensive knowledge of registration processes and commercial insurance. Establish performance standards to evaluate cost and efficiency based on deficiencies noted from audits. Perform, review, and certify adequacy of cost comparisons and analyses. Oversee and manage the performance and development of all billing and coding managers, billing platform, trainers and contract specialist.

Strategic Formulation and Planning - Conduct customized analysis to address the activities of a firm for organizational renewal, growth, and transformation. Responsible for developing and implementing strategic vision and determining the environmental factors to define the characteristics of the business to foster target markets and opportunities with situation analysis, approaches to internal scanning and crafting corporate strategies. Defining and documenting strategic development plans with timeline management, budget analysis, and operational guidelines with implementation outlines and management reporting.