

**OBJECTIVE:** To utilize and leverage academic background, strong networking, communication, and organizational skills to pursue an opportunity with the Howard County Board of Social Services.

**WORK SUMMARY:** Over 30 years of both professional and volunteer work experience including experience with Howard County Public School System (HCPSS), Hewlett Packard (HP), Electronic Data Systems (EDS), and Maryland Parent Teacher Student Association (PTSA).

**EDUCATION:**

Bachelor of Arts, Business Administration, Concentration in Marketing, University of Delaware, Newark, Delaware, December 1984

Master of Arts, Management of Aging Services (MAgS), The Erickson School, UMBC, Baltimore, Maryland, December 2017

**PROFESSIONAL EXPERIENCE:**

**Howard County Public School  
Home Hospital School Teacher**

**August 2000 – Present**

- Provide short-term itinerant instructional continuity to students who are unable to attend their regular school of enrollment due to physical illness, disability, or chronic health impairment. Often responsible for servicing some of the most fragile students in the county.
- Coordinate with student's home school teacher to continue their academic work and to remain current with their peers in support of a smooth transition back into their home schools.
- Maintain contact and collaboration with teachers, guidance counselor, a variety of administrators and parents for each student on current roster.
- Document student progress and log necessary reporting documents as required by HCPSS.
- Interface with student parents, Central Office, and home school support resources to facilitate a positive academic experience.

**Substitute School Teacher**

**August 2000 – June 2001**

**August 2011 - Present**

- Respond to automated request for substitute teaching assignments. Implement existing teaching plans and improvise when necessary if plans have not been provided.
- Manage student behavior in a safe and positive fashion while following stated objectives of the classroom instructor.

**Hewlett Packard Corporation**

**Sales Representative**

**May 1988 – June 1991**

- Responsible for the planning, execution, and achievement of \$1.5 million sales quota leveraging products and services while developing and maintaining strong customer rapport.
- Territories included both the private sector and the federal market.
- Created a business funnel, developed new business leads and contacts while also maintaining existing customer base.
- Regularly conducted executive level briefings to non-profits, private sector, and federal government representatives.

**Electronic Data System Corporation****DISD (Dealer Information Systems Division) Marketing Research****April 1985 – May 1988**

- One of initial team members responsible for researching, creating specifications, and marketing a fully integrated networked computer solution for General Motors Automobile Dealers.
- Traveled across the country designing and implementing focus group interviews at key GM automobile dealers to better understand the financial and business requirements of a system solution. Data collected directly contributed to the financial management, project guidance and technical direction of the product solution.
- Worked closely with an independent research company to define research parameters.
- Integrally involved in the business negotiations for a third-party system solution.
- Key member of the group tasked with developing and implementing sales training for the newly hired sales force.
- Promoted into a sales representative responsible for a tri-state territory (Maryland, Delaware, and Virginia) and a sales quota of \$1.2 million to include both product, services, and support.
- Worked closely with other GM corporate divisions including GMAC to leverage sales and corporate/customer rapport.
- Recognized by for exemplary performance and outstanding customer satisfaction level.

**VOLUNTEER EXPERIENCE:****Glenelg High School Parent Teacher Student Association.****Chairperson, After Prom Committee****September 2006 – June 2011**

- Responsible for the event coordination of an annual \$30,000 After Prom Event that provided a safe and substance free alternative for students. Responsibilities included: planning, fundraising, volunteer coordination, and securing individual, corporate, and county donations.
- Organized and successfully implemented first ever Ghost Out Program in Howard County high schools. This is a national program recognized for highlighting the dangers of drinking and driving.
- Actively participated in the GHS School Improvement Team (SIT) Committee as a representative to work with staff and administration to better support overall identified school goals.
- Responsible for monitoring GHS List Serve, an independent Yahoo group developed to facilitate timely communication with the community.

**Glenelg High School Cross Country Parent Representative****September 2006 – September 2012**

- Coordinated, designed, ordered, and delivered Spirit-Wear for the Cross Country team. Worked closely with the vendor to provide quality product, at a reasonable price, and a timely fashion. Team is in excess of 100 athletes.
- Coordinated and solicited volunteers to provide meals for 30 athletes attending Cross Country Camp. Volunteers were tasked with developing, preparing, and serving two meals and a snack within a limited budget.

**Howard County Parks and Recreation Warhawks Field****Hockey Executive Board****November 2009 – November 2014**

- Worked closely with Howard County Parks and Recreation and to design, develop, fund, and implement a female field hockey program in Western Howard County. The program was met with incredible positive response and successfully completed a first season with 250 athletes. The program grew to exceed 300 athletes by the fall of 2011.
- Age Group Coordinator: Recruited coaches, developed and conducted evaluations of athletes to insure fair and balanced teams, contributed to development of coaches, clinic, and developed and executed a six-day player workshop prior to the season opening day.
- Coach: Instructed a team of 11 girls (3<sup>rd</sup> and 4<sup>th</sup> grade) to complete a successfully winning season.
- Uniforms and Spirit Wear: Coordinated and implemented several uniform fitting sessions during athlete evaluation. Secured donations for league pinnys to supplement uniform equipment for every Warhawk Field Hockey athlete.

**Bushy Park Elementary School Parent Teacher Association****Yearbook Committee Chairperson****June 2009– June 2010**

- Recommended and implemented the first school wide yearbook as a fundraiser. Worked closely with the photographer to design, develop, and price a school yearbook. Negotiated a price based on size, number of copies printed, and deadlines being met in a timely fashion. Successfully pre-sold 350 yearbooks.

**Howard County Meals on Wheels Program**

**August 1995-August 1997**

- Delivered meals to Howard County residents who were unable to provide meals for themselves. Communicated any information back to the central office that would indicate meals not being eaten or potential financial distress.

**ADDITIONAL EXPERIENCE:**

**Property Management**

**September 1990 - Present**

- Home business managing three properties in Maryland and Virginia. Responsibilities include marketing and securing tenants, background investigations, financial management, monitoring and completing maintenance requests, and general administration.

**OTHER ACCOMPLISHMENTS AND RECOGNITION:**

**Howard County Volunteer of The Year Nominations:**

Nominated in Spring of 2000 and the Spring of 2007 for Volunteer of the Year due to my contributions to Bollman Bridge Elementary School and Glenwood Middle School, respectively.

**Recognized by the Howard County Board of Education:**

Honored at a ceremony in the Spring of 2008. The Howard County Board of Education hosted the ceremony. Recognition was for the contributions made to the school system over many years of service. Nomination was made by Glenwood Middle School Principal Rick Wilson and Special Educator Amy Strahl.

**REFERENCES**

Delegate Warren Miller  
Maryland House of Delegates

David Yungmann  
Howard County Council – District 5

Harold F. Gracey Jr.  
Partner, Topside Consulting Group LLC

Elizabeth Benevides  
Associate Director  
Hussman Foundation / Hussman Institute for Autism

Tabussum Majid, PhD  
Executive Director, The Integrace Institute

Johnnie Nussbaum  
Owner, Identity Promotions LLC