

PROFESSIONAL SUMMARY

To utilize my Microsoft Office Suites skills in producing comprehensive quality documents and completing daily business activities as a Virtual Assistant; to provide travel arrangements as an experienced Travel Consultant; and Advocate for the rights of Older Adults and Persons Differently-Abled.

WORK EXPERIENCE

THE SCRIBE – Columbia, MD (Self-Employed)

VIRTUAL ASSISTANT

8/89 - Present

TRAVEL CONSULTANT

1/94 – Present

St John Baptist Church (SJBC) – Columbia, MD

2019 - 2021

Proofing/content verification of weekly church bulletin and other church documents.

Assurance Quality Care, LLC (AQC) – Maryland

2014 – Present

Resumes, flow charts, business manuals, brochures, proposals, letterhead, job descriptions, awards, donation letters, invoice spreadsheets, fliers.

Black Owned Beauty Supply Association (BOBSA) – California

2014 - 2016

Proofed marketing documents, website and made travel arrangements.

New Song Bible Fellowship Church (NSBFC) – Lanham, MD

2015 - 2018

Proofing/content verification of weekly church bulletin and other church documents.

Art & Drama Therapy Institute/Beyond Mask Expressions (ADTI/BME)

1998 / 2021

– Washington, DC [Defunct]

Completed typing assignments, completed Federal government forms (IEPs and ITPs), completed Emergency Preparedness Plan document; created labels and visitor sign-in sheets and email lists; transcribed Board meetings; completed travel plans; created the rehearsal schedules and event fliers, contact email list, and disseminated monthly emails.

J.O.B. Marketing & Travel – Baltimore, MD

1995 – 2007

Proofed and prepared marketing documents, faxed, and assisted related with all related info for visiting bus tour groups and hotel check-ins (PA, NY, NJ, MA, CT, DC, MD, and VA), and an array of travel arrangements for individuals and groups.

Minority Business Enterprise Legal Defense

2012 - 2015

and Education Fund (MBELDEF) – Washington, DC

1990 – 1992

Completed documents, travel summaries, timesheets and budgets, and travel arrangements

American Voyages – Outside Travel Agent, Bethesda, MD [Defunct]

1994 - 2005

Completed requested travel arrangements for groups and individuals (air travel, hotel reservations, cruises, passport information, car rental, destination activities)

IPACHI - Clerk Typist, Washington, DC [Defunct]

6/85 – 8/89

Completed typing assignments for 13 employees (legal documents, Federal government forms (IEPs and ITPs) and reports, monthly data and status reports

Housing & Urban Development (HUD) - Clerk Typist, Washington, DC

12/77 – 6/85

SKILLS

Excellent knowledge of scheduling, researching, answering calls, developing contact list, proofreading and content verification, emailing, formatting, creating forms, scanning using Microsoft Office Suites

EDUCATION

Howard County Community College
Information Technology – Web Developer Certificate 2015-2018

Prince George's Community College (PGCC) – Largo, MD
Received Associate of Arts Degree in Journalism (Honor Student) 1974- 1977

AFFILIATIONS

Member, 2023 Governor's Affirmative Action Committee for MD Democratic Party	3/2023
Board of Directors, Accessible Resources for Independence (ARI)	2/2023
AACR Health Disparities Grant Director, Howard County, MD	2022-2023
Chair, AACR Social Justice Committee, Howard County, MD	2022
Access Committee Member, Howard County Commission on Disabilities	2021 - Present
Chair, St John Baptist Church Social Justice Ministry, Columbia, MD	2021 - Present
Executive Board Member, PATH, Howard County, MD	2021 – Present
Member, Affordable Housing Coalition, Howard County, MD	2020 - Present
Member, MDTAP Advisory Council, Baltimore, MD	3/2011 – 9/2018
Member, Accessibility Advisory Committee (AAC) with WMATA	8/2011 – 6/2014
Member, Board of Directors, Assisted Technology Loan Program (ATLP), Baltimore, MD	9/2010 – 9/2015 10/1999 – 1/2009
Secretary, Board of Directors of Independence Now, Inc. (INI)	9/2010 – 6/2014
Member, Transportation Planning Board (TPB) Access For All Advisory Committee, Metropolitan Washington Council of Governments	10/2004 – 4/2014
Member, City of New Carrollton Board of Elections	5/2003 – 10/2007
Election Judge for General/Primary Elections for Prince George's County	2000 - 2015
Member, Chair, Transportation Action Group (TAG) – Independence Now, Inc.	3/1999 – 6/2014
Member, Prince George's County Commission for Individuals with Disabilities	7/1994 – 7/1997
Member, City of New Carrollton ADA Compliance Committee	11/1993 – 11/1999
Member, MDA (Washington Metropolitan Area) Task Force on Public Awareness	4/92 – 4/96
Secretary, MDA Greater Washington Area Chapter Executive Committee	11/1988 – 11/1994

REFERENCES AVAILABLE UPON REQUEST