

Dana Shourbaji

Objectives

Continue to provide leadership and management of business. Build effective work community environment with more inclusion for people with disabilities. Consult and mentor business partners to create more inclusive workplace environments.

Key Qualifications

27 years of experience in business startup and growth, operations management, staff development and mentorship, client relations, trouble shooting, early childhood education, teaching

Experience

ABC Daycare Inc. DBA Little Lighthouse, Ellicott City, MD
2009-current Principal Operator

Managed, grew childcare business from starting enrollment of fifty to maximum capacity with over a hundred children in challenging expansion project. Began Captains Camp summer program with partner business

Little Lighthouse Daycare Inc, Columbia, Ellicott City, MD

1999 -2008: Principal Operator- Planned, organized, launched full-time childcare business. Complete operation setup, recruit, train & develop staff, implement facility and grounds set-up, implement early learning programs with curriculum, assessment, & classroom management system. Grew business to capacity, started expansion project to increase capacity.

Top Notch Services, Inc, Columbia, MD

1989-1999: Principal Owner/Operator- Planned, launched from ground up and manage cleaning company. Full operation set up, recruiting, training, policy & procedure implementation, marketing, budget forecasting, client relations.

UMAB Pharmacology/Toxicology, Baltimore, MD

1986-1988: Assistant to head of Dept. – Administrative duties included purchasing, inventory tracking, employment contracts, record keeping of various research projects, correspondence, and radioactive testing.

Education

SNHU Stamford, Conn. EGD Feb. 2017
GPA 3.78 General Studies, Major Psychology

University of Tennessee, Knoxville, TN. 1982-1985
Business, language studies

Special Projects & Awards

- Consulting, advise business startups and troubleshoot, reorganize existing business partners (Kim's Custom Creations, Camp Vine, Camp Taqwa, Noor Academy, Kristina's Crafts, Consider Yourself,) 2010-2016
- Excellence in Employment Award Howard County Arc, 2015
- Business Leadership Award, Howard County Commission on Disability Issues, 2015
- Excellence in early childhood education award, 2007, 2011, 2012
- Hosted Bosnian refugees and helped integration process 1994-1995

Personal

Howard county resident for 27 years, married 33 years to Raghid Shourbaji, four children; Farida, Khallid, Aminah, Zayneldin who graduated from howard county public schools. Interests include reading, biking, fishing, cooking, travel, volunteer work.