

# Farida Guzdar

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## GUIDING PRICIPLES

Highly motivated, values-driven individual who can work efficiently and effectively with a diverse range of individuals and welcomes the opportunity to interact with people from a variety of backgrounds. Thrives on challenges and out of the ordinary projects that encourage out-of-the-box thinking and creative solutions. Over 30 years of progressively responsible experience in Howard Community College's vice presidents' and president's offices. A passion for motivating and inspiring colleagues and students to realize their potential.

## COMPETENCIES

|                         |                             |                                 |
|-------------------------|-----------------------------|---------------------------------|
| Coaching and Mentoring  | Executive Office Management | Special Events Management       |
| Team Building           | Creative Problem Solving    | Interpersonal Communications    |
| Fund and Friend Raising | Working with and on boards  | Hosting International Visitors  |
| Budget Management       | Business Writing            | Expert editing and proofreading |
| Community Volunteer     |                             |                                 |

## LANGUAGES

Mastery of English and fluency in several Indian Languages (Hindi, Gujarati, and Bengali)

## WORK EXPERIENCE

### Howard Community College (HCC)

#### **Executive Assistant to the President** March 2000 – January 2018

*Responsible for providing executive level support to the college president and serving as a liaison to the college community including HCC board members and foundation directors, as well as external constituents including legislative, business, and community leaders. I worked for President Emeritus Dr. Mary Ellen Duncan and current president Dr. Kathleen Hetherington.*

- Managed the president's schedule, prepare her for meetings and follow-up
- Drafted correspondence, speeches, presentations, and weekly update for the president
- Served on the diversity committee and several search committees
- Planned and organized special events and fundraisers
- Managed the president's cost center and special accounts
- Served on Middle States accreditation committee
- Served on the Commission on the Future's international education task force
- Interacted regularly with the board of trustees and foundation board of directors
- Managed the president's office and supervised up to four staff members at one time
- Hosted international visitors from Turkey and Russia including itinerary and home stays
- Worked with the international education office, and interacted with the English Language Institute (ELI) and English as a second language (ESL) departments

#### **Executive Assistant to the Vice President of Institutional Advancement (VPIA)**

##### **September 1989 – February 2000**

- Supported the VPIA's management of public relations, development, research and planning, and auxiliary services functions

## RECENT PROFESSIONAL ACCOMPLISHMENTS

- Coordinated HCC's United Way Campaign (2009 and 2012)
- Board Member - Foreign-born Information Referral Network (FIRN) a nonprofit organization in Howard County, Maryland, that empowers immigrants, refugees, asylees and other foreign-born individuals by helping them to access community resources and opportunities (July 2009 – June 2012); International Gala Committee (July-November 2009); board vice chair (November 2010 – present); American Success Awards planning committee chair (2011); secured event donors.
- Contributed articles to HCC's literary journal *The Muse*
- Served on Howard Community College Middle States Committee on Mission and Goals, Planning, Resource Allocation and Institutional Renewal, and Institutional Resources (FY2009); served on Middle States committee in FY99. *The Middle States Commission on Higher Education grants accreditation to higher education institutions.*
- Secured speaker for HoCoPoLitSo and HCC's *A Literary Gathering of Women* (March 2009)
- Served on the Commission on the Future's international education task force (Fall 2007)
- Coordinated arrangements for HCC President's Installation (Fall 2007)
- Assisted with presidential transition at HCC (FY2007)
- Contributed to the development of HCC diversity committee's goals, redefined diversity events and employee participation at HCC and participated in Choose Civility events (FY2007)
- Coordinated arrangements for international visitors to HCC, including groups from Brazil, China, Denmark, Macedonia, Mexico, Republic of Korea and the aforementioned Russia and Turkey (FY2005-present)
- Served as the HCC representative for the Academy for Education Development Center for International Exchanges Open World Leadership Program and hosted a group of Russian women leaders for a week for three years including developing and coordinating their itinerary to visit local legislative, community and business leaders and organizations (FY2003-FY2005)
- Coordinated travel arrangements and participated in HCC's trip to Turkey to visit colleges to partner with for student and faculty exchanges (Spring 2005); coordinated arrangements for several groups visiting from Turkey, including a dance troupe, and hosted Turkish students in my home (FY2005-2008)
- Participated in HCC's EXCEL leadership development program (Spring 2004)

## COMMUNITY AND VOLUNTEER ACTIVITIES

- Since its inception in 1987, facilitated the development office with the college's premier event, the Grand Prix, an equestrian fundraiser; coordinated 100+ volunteers for three years and developed "job descriptions" for each volunteer; volunteered each year in the sponsor tent, greeting and hosting special guests.
- Volunteered at numerous HCC events over the 30 years.
- Visited and provided support to cancer patients at Howard County General Hospital through the Claudia Meyer Cancer Center.
- Volunteered at Columbia Festival of the Arts; the Howard County Center for the Arts' Celebration of the Arts; Wine in the Woods, and Rep Stage at HCC.
- Volunteer as driver for Neighbor Ride, a service that provides car rides to seniors (2015-present).
- Serve on the Woodford B Condo Board since 2003; president since 2018.
- Coached students through HCC's Step-Up program (2007-2017).
- Member of Women's Giving Circle of Howard County.
- Contributed recipes from my cultural background to HCC's international cookbook.
- Created and raised funds the Guzdar Family Music Endowment at HCC to provide scholarships to music students. Hosted music fundraiser on June 2, 2018, with recitals by scholarship recipients and music faculty. The current value of the endowment is \$35,000 and so far four students have received music scholarships.
- Member of Columbia Association's International Multicultural Advisory Committee (2018-)

## EDUCATION

- B.A., Geography, Loreto College, University of Calcutta, India (1975)
- B.S., Business Administration, University of Maryland University College (2010)