

## Chalise C. Latimer

### Education

*University of Maryland, Baltimore County. Baltimore, MD. <sup>[P]</sup><sub>[SEP]</sub> M.A. candidate Historical Studies/Public History*

Related coursework: Legal and Environmental History of Baltimore, Oral History, American Historiography. <sup>[P]</sup><sub>[SEP]</sub>

Special Course Projects: Collaborated with University of Maryland School of Law Student on analyzing an old Baltimore case, the Chissell Case, results; PowerPoint presentation of our findings and a scholarly paper to be uploaded on both the UM Law School and ECPClio websites. Recorded, transcribed and analyzed an oral history interview, created digital story called "[Community Property](#)" using the concepts from the interview. <sup>[P]</sup><sub>[SEP]</sub>

*University of Maryland, Baltimore County. Baltimore, MD. <sup>[P]</sup><sub>[SEP]</sub> B.A. Africana Studies/Community Development May 2009*

### Experience

*Community Outreach Coordinator The Living Legacy Foundation of Maryland March 2020- June 2020*

Developed calendar of outreach activities, including community events, workshops, appearances and other communication opportunities for Maryland High Schools and all Maryland Vehicle Administration locations.

Prepared budget for planned outreach activities.

Conceptualized a new high school outreach program.

Nurtured new and old relationships with collaborative partners including community organizations.

Scheduled outreach presentations in high schools.

Worked with Donate Life MD to educate MVA employees on organ and tissue donation.

Prepared accurate records and reports on the goals of the outreach.

Assisted in the organization of special events, including donor/volunteer appreciation events and other fundraising initiatives.

*Development and Marketing Coordinator Civic Works March 2019- Feb 2020*

Assist in donor stewardship, including managing donor and funder records, preparing and sending donor acknowledgements, and planning donor events.

Write, design, coordinate with vendors, and otherwise coordinate Civic Works' annual appeal, including printed mail and email communications.

Oversee purchasing for development activities including annual reports, annual appeals, stewardship materials, event programs, and more.

Coordinate event logistics including venue selection, catering, and communications.

Maintain, and create new content for, Civic Works' website, social media pages, and email newsletters.

Social media management maintaining program pages and websites and assist them in implementing best practices.

Website administrator ensuring content on website is up-to-date and accurate.

Oversee all email newsletters, including working with programs to source content, writing copy, ensuring emails are reviewed by the appropriate directors, and maintain the schedule.

Maintain Civic Works' marketing and brand guidelines documents and catalogue video footage and photos.

Review program collateral to ensure brand compliance and provide program support.

Coordinate the design and production all Civic Works general marketing materials including: brochures, flyers, signage, annual reports, fundraising appeals, uniforms, etc.

Assist program staff in design and production of program-specific marketing materials.

Event planning responsibilities including Civic Works' all-staff meetings and events, create content for the staff newsletter.

Coordinate with programs on a monthly basis to record program outcomes for the scorecard.

Assist the Director of Volunteers in implementing the annual Ricky Myers Day of Service in October and annual volunteer day.

Alongside Director of Volunteers, plan annual Tower Lighting volunteer appreciation event.

Provide assistance for the bi-monthly board of directors meeting and semi-annual advisory board meeting. Including preparing reports, ordering catering, and printing documents.

Manage purchasing of Civic Works' employee gear and distribution of gear to new employees.

Research grant opportunities and write proposals for Civic Works unrestricted funds; Food and Farm programs.

Manage grants using the CSM program.

*Program Assistant*<sup>[SEP]</sup>

*Yale Heights Community Association March 2015- March 2019*

Grant writing and grant compliance for the YHCA.

Successfully plans, organizes, and executes various community events to foster community engagement and improvement.

Administrative support including but not limited to creating monthly newsletters, event flyers, and other documents using Microsoft Office Suite; responsible for resident correspondence, such as warnings for potential city violations and mediating small neighbor disputes; tracking association dues using Excel; using social media and email listserv to communicate important information to community residents.

Attends various meetings, forums, and events for community associations leaders on behalf of the YHCA President to learn and give input for implementation of community development solutions.

Assists with managing resources and general operations for community association.

Scheduling YHCA monthly community meetings.

Social media management using NextDoor and Facebook to promote community engagement. Increasing YHCA participation by 50% over the course of three years.

Collaborates with YHCA president to develop partnerships and opportunities in effort to create community enrichment events fundraising activities that increase community engagement and neighborhood beautification.

Nurtures existing relationships with Southwestern District BCPD, District Councilman Burnett and Delegate Haynes to ensure a safe community and improve the overall quality of life for our neighbors.

Independently developed a technology program for seniors in the community and summer enrichment creative writing program for middle grade students. <sup>[SEP]</sup>

*Program Coordinator Assistant*

*Office of Minority Health and Health Disparities. Department of Mental Health and*

*Hygiene*<sup>[SEP]</sup> *October 2010- February 2011*

Researching & analyzing major causes of health disparities in minority groups, specifically African American men and boys with a focus on hypertension, education and mental health. <sup>[SEP]</sup>

Developed program models to be implemented in low income urban areas that would address these issues.

Fact checking for health disparity statistics for all of the Maryland counties.

Worked with team members to create a social media presence for the MHHD.

Tested different variable options for interacting with minority groups effected by designated disparities.

#### *Program Coordinator Assistant*

*Jacques Initiative Program, Institute of Human Virology Oct 2006- Feb 2010*

Grant management including performing and maintaining grant compliance by organizing confidential client files to reflect the services provided by the program.

Responsible for creating the JIP newsletter and press pack.

Create event flyers; various documents and projects; calculating test results and discussing implications of those scores.

Implemented privacy policies and procedures associated with HIPPA guidelines; administering intake screenings to maintain grant compliance.

Assisted in preparing and leading HIV 101/102 workshops and weekly client support groups.

Administered intake screening interviews for HIV patients interested in the Jacques Initiative program.

Learned client retention, enrollment, and event planning to administering medications.

Assisting in developing new methods and techniques to efficiently accomplish assigned tasks, identify deficiencies and recommend methods for improvement.

#### **Other Experience**

*Master Barber/Owner*

*Brick Mortar Barbering May 2011-present*

Performs barbering services allowed within the State of Maryland licensing regulations.

Providing customer service meeting with clients for consultations and to perform various hair care services.

Schedules appointments.

Accounting & Bookkeeping collecting payments for services rendered via cash/credit/invoice for maintaining financial records for banking and tax purposes; general account management for paying rents, purchasing product, advertising using Intuit.

Contracts negotiating with various vendors to achieve optimal profit for the barber shop.

Branding and Merchandising through conceptualizing and launching product and service packages increasing client retention and growth.

Creates advertising and special promotions to increase ROI.

Licensed to provide apprenticeship for individuals seeking a career as a Journeyman Barber.

*Manager/Master Barber*

*Contemporary Cuts Barber Shop, Catonsville, MD Jan 2001-May 2011*

Performed barbering services allowed by State of Maryland licensing regulations.

Managed a barber shop with a monthly intake of more than \$15,600.

Performed accounting and bookkeeping for barbershop.

Supervised a team of 3+ members.

Provided input in the decision making component of the hiring process at the Barber Shop.

Coordinated arrangements for meetings, hair expos, continuing education classes, and special functions.

### **Credits and Certifications**

Master Barber

AFP Fundamentals of Fundraising Course

Wordpress Developer

Wordpress Level 1 & 2