

Kimberly London Plant, MBA

12746 Britain Avenue
Baton Rouge, LA 70814
kplant@cox.net

Residence: (225) 275-4718

Cellular: (225) 955-1780

March 9, 2009

Chairman, Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808

RECEIVED

MAR 10 2009

RE: VICE PRESIDENT LOUISIANA HOUSING FINANCE AGENCY

LOUISIANA HOUSING FINANCE AGENCY

I'm both willing and able to work in conjunction with Milton Bailey, President/CEO to manage operations and assure that every Louisiana resident is granted an opportunity to obtain safe, affordable, energy efficient housing.

I am an adept problem solver with a record of effective leadership. The diversity of my leadership experience is extensive and has allowed me to demonstrate my acumen in planning and implementing both small and large projects that required me to develop the scope, goals, work plans, budgets, cost/benefit analysis, timelines, execution strategies, and measurement processes for assessing progress toward goals and desired project outcomes.

Additionally, I can organize, lead, train/develop, and motivate personnel as well as facilitate an effective team-oriented work environment. I'm articulate and computer savvy with exceptional interpersonal communication, written and presentation skills. Further core competencies encompass flexibility, adapting to change readily, and assimilating complex information quickly.

My multi-functional background, ability to exceed objectives, and collaborative leadership style will enable me to be a valuable addition to your staff. I look forward to meeting with you to further discuss your specific needs and my commensurate qualifications.

Sincerely,

Kimberly London Plant, MBA

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RECEIVED

MAR 11 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

Kimberly London Plant, MBA

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Baton Rouge, LA 70814
klplant@cox.net

Residence: (225) 275-4718

Cellular: (225) 955-1780

PROFILE

Critical thinker and strategic decision-maker with a proven record in project and operations management coupled with a collaborative leadership style. Adept at resolving complex issues, negotiating workable plans, reducing costs, increasing efficiencies, and improving bottom line profitability. Committed to putting forth the energy and effort necessary to produce results while being held to high levels of accountability.

SUMMARY OF QUALIFICATIONS

Leadership

- Analyze business information and processes. Set priorities; convey expectations, implement strategies and measurement procedures for assessing progress toward goals and business outcomes.
- Organize, lead, and motivate assigned personnel, and facilitate an effective team-oriented work environment that fosters optimum results.
- Research and fact-find combined with fundamental understanding of general business systems and organizational operations, policies and procedures.
- Represent organization in a positive, professional and enthusiastic manner when working with both internal and external clients to build and maintain viable, productive business relationships.

Project Management

- Identify and clarify business problems, system requirements, project scopes, project benefits, preliminary project costs and schedule estimates. Manage multiple projects concurrently and effectively in a fast-paced, demanding environment.
- Work with executive management, department heads and supervisors to influence the selection of project team members. Determine the appropriate balance in the utilization of internal vs. external resources in project execution.
- Interact with project teams in the preparation of key planning documents, project control schedules, project milestone schedules, resource planning and project budgeting.
- Perform comprehensive risk analyses to ensure potential threats to project success are identified, analyzed and addressed through mitigation or contingency strategies.
- Continually review project status, and monitor schedules and other key planning documents to ensure successful completion of project.

Kimberly London Plant, MBA -- Page 2

EXPERIENCE

Assistant Vice President – EFT/CUCB Operations (February 2008 – Present)

Louisiana Credit Union League & Credit Union Cooperative Branching, LLC. – Harahan, Louisiana

Direct the overall operations for the Louisiana CO-OP Shared Branching Network and the LCUL Electronic Funds transfer department. Oversee the stand-alone Credit Union Service Center branches and ensure compliance of Human Resource Management policies as mandated by federal and state labor laws. Serve as Security Officer for CUCB Corporation. Perform as liaison between credit unions and 3rd party vendor relationships. Prepare, manage and interpret accounting data and spreadsheets for financial analysis.

Key Accomplishments

- Earned a promotion to AVP within the first year of employment
- Overhauled/implemented efficiency measures for the servicing and invoicing process for the department
- Continued professional development by earning a CCUE and CFSP designation and a CFMS certificate

Assistant Vice President - Branch Manager (February 2005 – February 2008)

Neighbors Federal Credit Union – Baton Rouge, Louisiana

Managed retail branch, account services, and facility operations. Managed and balanced, on a daily basis, approximately \$2.5 million in cash and negotiable instruments. Supervised a staff of 25 in 3 distinct functional areas. Responsible for 52% loan volume and 47% membership base. Researched, implemented, and analyzed business development initiatives.

Key Accomplishments

- “Branch of the Year,” 2006.
- “Mystery Shop Service Excellence,” 2006.
- “Most Improved Branch,” 2005.
- Improved sales and service as evidenced by numerous member compliments.
- Assisted with the coordination of a \$2 million facility remodel.
- Earned “Exceeds Standards” productivity ratings on each performance evaluation since initial 90-day probationary period.

Project Manager/Business Development/Branch Administration (September 1995 – February 2005)

LA Capitol Federal Credit Union – Baton Rouge, Louisiana

Managed Branch Retail and Account Services Operations. Led Strategic Planning Committees; coordinated electronic, remote, and web-based services; facilitated training and development sessions; and assisted with product/service research and development.

Key Accomplishments

- Key consultant in the development of a Management Training Program for career planning and succession planning of senior managers.
- Coordinated the research and selection of a \$2.5 million Core Data Processing system.
- Served on the Consulting Committee for various products/service offerings, i.e., creating a paperless society through the use of technology, business services development, and share branching strategies.
- Assisted with the design and construction of 6-floor building for new headquarters.

Kimberly London Plant, MBA -- Page 3

EDUCATION

Master of Business Administration, 2001
University of Phoenix – Baton Rouge, Louisiana

Bachelor of Science, Mathematics, 1993
Southern University – Baton Rouge, Louisiana

Professional Development/Designations/Certificates:

Certified Credit Union Executive, 2008
CUNA

Certified Financial Services Professional, 2008
CUNA

Certified Financial Management Specialist, 2008
CUNA

Management Development Institute, 2006
NAFCU

PROFESSIONAL & CIVIC ACTIVITIES

- Baton Rouge Area Chamber of Commerce
 - Education Council
 - Leadership Development Council
- Financial Women International, Member
- Baton Rouge Area Bank Security Association, Treasurer
- Young Leaders Academy, former Board of Director

Denise Ackoury

From: jennifer maggio [jennifermaggio98@hotmail.com]
Sent: Tuesday, March 10, 2009 1:58 PM
To: Employment Opportunities
Subject: Jeff Maggio Resume--
Attachments: final draft.rtf

In reference to your open position, I have attached a copy of my resume. I have been employed with the same company 8+ years, but it recently announced its closure within 30 days. I am a goal-oriented, honest, hard worker who has vast knowledge in management, sales, recruiting, audit, and has a likeable personality. Please advise if you cannot access this resume and I will fax it to you.

Jeff Maggio
225-773-0652

Hotmail® is up to 70% faster. Now good news travels really fast. [Find out more.](#)

Jeff Maggio

12605 Warwick Ave, Baton Rouge, LA 70815

Home-225-272-3179 Cell-225-773-0652, e-mail: jemaggio@yahoo.com

Objective

To utilize my abilities in an exciting and challenging work environment to pursue a career with a strong organization that believes in its customers and invests in their employees.

Work Experience

Assistant Vice President/Branch Sales Manager

1/2001 - Present HSBC, Baton Rouge, Louisiana

- Responsible for leading the sales activities of all personnel within a \$45MM branch, ensuring full utilization of the customer relationship management system to meet and exceed established sales goals. Manage operations and customer service activities within a branch, in delivering financial services products to current and potential consumer and business customers, while meeting established plans and ensuring regulatory compliance. Identify customers with additional profit potential and develop action plans to expand these relationships; utilize sales programs to acquire new relationships. Deliver business plan growth and income objectives; manage, coach and support branch employees on developing, managing and growing profitable customer relationships to support these efforts. Won numerous awards for production and consistently recognized as a top producer within the company.

Assistant Manager

11/1998 - 10/2000 Enterprise Rent-A-Car, Baton Rouge, Louisiana

- Responsible for writing rental contracts, contacting customers, body shops, and insurance companies daily. Oversee inventory of vehicles and maximize profitability with sales of ancillary products. Trained staff and organized marketing programs designed to increase business.

Bar Manager

1/1996 - 10/1998 Sullivans Steak House/ Ringside, Baton Rouge, Louisiana

- Responsible for all ordering and stocking of all liquor, beer, wine, and bar supplies in a high volume location. Coordinated scheduling of bar staff, and cocktail waitresses, maintained relationships with vendors to ensure optimal efficiency and generate high profit for organization, in addition to all other bartending duties.

Education

University of Central Oklahoma, Edmond, Oklahoma

- Major in Business Marketing

Westwood High School, Austin, Texas

- Graduated 3.6 GPA

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Cynthia B. Burch, Esq.
1300 Reece Road, Apt. 116
Charlotte, N.C. 28209
(704)-996-7546
cburch123@yahoo.com

March 18, 2009

Chairman, Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808

Re: Vice President, Louisiana Housing Finance Agency Position

Dear Mr. Chairman:

Enclosed please find a copy of my resume presented to you as an application for the position of Vice President, Louisiana Housing Finance Agency. I have seventeen years of experience/expertise in all aspects of housing, including low income housing development, mixed-finance and mixed-use housing developments, public housing operations, housing discrimination, mortgage lending, landlord-tenant laws and mediation, HUD contracts and grants, to name a few.

As my resume indicates, I am a Certified Low-Income Property Manager, and was the CEO of Laurel Management which is the management firm for a New Orleans developer that applied for and was awarded four LIHTC Go-Zone awards from LHFA. As the CEO and certified property manager, I developed and implemented the Management Plan and Management Agreement between the property management company and the developer, developed all start-up operations for the company including all required documents under IRS rules and compliance.

As the General Counsel and Director of Risk Management of the Housing Authority of New Orleans I worked with its Development Department to complete LHFA applications and closed various mixed-finance and mixed-use transactions. I worked closely with HUD and all of HUD's laws, regulations and guidelines regarding low income housing development, public housing, and HUD Handbook 4350.3. I worked directly with the U.S. Department of Housing and Urban Development since HANO is a troubled housing authority and in "Receivership by HUD. Post Hurricane Katrina, I assisted in the development of a new safety and emergency management program to reduce the agency's possible future risk and liability which could save the agency hundreds of thousands of dollars.

I was responsible for two budgets totaling over four million dollars and managed attorneys, risk managers, claims adjusters, investigators, IT staff and others. I was responsible for the management of all outside counsel representing the agency in mass tort cases, class actions lawsuits and other serious cases. I am a Certified Mediator and lead by team building and

After your review of my resume, I would welcome the opportunity to meet with you to discuss how I as, Vice President, Louisiana Housing Finance Agency, could make great contributions low income and affordable housing in Louisiana. You can contact me at (704)-996-7546 or via email at cburch123@yahoo.com to discuss a possible interview at your earliest convenience.

Please note, that I was born and raised in New Orleans, and am very familiar with the state of Louisiana. I am working on a temporary assignment in North Carolina, and can relocate back to Louisiana at any time.

Thank you for your time and attention to this matter, and I appreciate your consideration.

Sincerely,

Cynthia B. Burch, Esq.

Enclosure

Cynthia B. Burch, Esquire

1300 Reece Road, Apartment 116
Charlotte, North Carolina 28209
(704) 996-7546; cburch123@yahoo.com

EMPLOYMENT

FALCON PROGRAM MANAGEMENT, LLC, SENIOR CONSULTANT

Charlotte, North Carolina, March, 2007 to January, 2009

Selected Achievements

- **Certified Low-Income Housing Property Manager; President of Laurel Management, LLC** which provides comprehensive and highly skilled experience in the area of **affordable housing development, construction management, land use development, including all due diligence, environmental, zoning, permits, historic preservation approval, approval of budgets and operating agreements; Complete start-up operations for comprehensive LIHTC property management services.** Set systems and procedures in place to ensure successful long-term operations of client properties and complete adherence to Section 42 U.S.C compliance requirements for housing units funded with low income housing tax credits from the Louisiana Housing Finance Agency.

HOUSING AUTHORITY OF NEW ORLEANS, GENERAL COUNSEL and RISK MANAGEMENT DIRECTOR

New Orleans, Louisiana, August, 2004 to March, 2007

Selected Achievements

- Chief attorney and advisor providing legal representation to the Housing Authority of New Orleans in **complex large scale neighborhood development and revitalization programs** including demolition of obsolete public housing, **Low Income Housing Tax Credit applications/awards; regulatory and statutory analysis, real estate development, historic preservation regulations, mixed-finance transactions, construction litigation, multifamily sales, acquisitions, leasing and contracts management, and successful negotiations of major legal claims, corporate and business law, property management, landlord-tenant law, public housing Capital and Operating Funds, procurement, toxic tort class-actions, personal injury, human resources, including OSHA, FMLA, ADA, employee benefits, mediation of employee grievances; Louisiana Civil Service appeals and trials, litigation case management;** supervision and performance evaluation of all legal/risk staff including staff attorneys, paralegals, claims investigator, and Deputy General Counsel; Responsible for the management of all **outside counsel representing HANO in multi-million dollar lawsuits and claims;** As Director of the Risk Management Department, **responsible for the overall management of HANO's insurance portfolio insuring and assessing real property worth over 900 million dollars;** Responsible for the development and accountability of two annual budgets of over four million dollars.

BIG BEND FAIR HOUSING CENTER, INC. - EXECUTIVE DIRECTOR

Tallahassee, Florida, December, 2002 – January, 2004

Selected Achievements

- Chief Executive Officer of a Federal Fair Housing Enforcement Agency, financial management of corporation and accountability to Executive Board of Directors; Supervision of all HUD Program Performance Objectives and Operations, including **Fair Housing Testing in five county area of Florida; Fair Housing and Property Management Training; Mortgage Lending Discrimination, Administration of HUD Contract Compliance;** Responsible for Start-Up of Agency; Recruiting and Hiring of professional staff persons, **Training of new staff in Housing Discrimination, Fair Housing Testing, Predatory Lending;** EEOC policies and procedures.

CBB TRAINING ASSOCIATES, INC. – PRESIDENT

Charlotte, North Carolina, July, 2000 - September, 2002

- Workplace Training in Successful Negotiations of Contracts and Conciliation, Real Estate law and Regulations; Landlord-Tenant Law, Property Management, Mortgage/Discriminatory Lending, Fair Housing Act, Mediation and Conflict Resolution, and Labor and Employment laws.

CHARLOTTE-MECKLENBURG COMMUNITY RELATIONS COMMITTEE

Charlotte, North Carolina, August, 1990 – August, 2000

HUD CERTIFIED FAIR HOUSING PROGRAM MANAGER

Selected Achievements

- Enforcement of the Federal Fair Housing Act for Charlotte-Mecklenburg, North Carolina through findings of fact and law; successful conciliation and mediation of administrative complaints
- Management of all HUD Contract Administration and Program Performance Standards were consistently successfully met
- Effective Management of staff and annual budget in compliance with Federal Regulations
- Preparation of Analysis of Impediments to Fair Housing, and the City's Fair Housing Plan
- Neighborhood Development Department assistance with all federal requirements of the City's Consolidation Plan; Affirmative marketing of minority outreach programs
- Developed and implemented community building initiatives including the Charlotte Urban League, Charlotte Housing Authority Hope VI, Charlotte Apartment Association, Regional Realtors Association, Bank of America; Fannie Mae and Freddie Mac
- H.O.M.E. low-income loan Program, Neighborhood Agent Program; CDC incorporations
- Provided Group Facilitation and Conflict Resolution Training to Neighborhood Organizations
- Determinations of Findings of Facts and Conclusions of Law resulting in fines, penalties, and negotiated monetary Settlement Agreements
- Professional Training and instruction in the Federal Fair Housing Act, Mortgage Lending, Real Estate, Landlord-Tenant law, Property Management, Housing Insurance Practices, Corporate Compliance and Contracts; liaisons with elected officials and governmental agencies
- Managed marketing and public relations including professional training and town meeting events
- Publication of numerous books, legal brochures, articles, newsletters, and electronic videos regarding Fair Housing, Mediation, Community Relations, and Neighborhood Development

▪ **Certified Mediator/Neighborhood Development**

Selected Achievements

- Certified Mediator; developed and implemented a Mediation Training Program in Successful Contracts Negotiations; Landlord-Tenant Conflict Resolution, Fair Housing Complaint Conciliation, Community Harmony and Diversity Training; Housing Dispute Resolution
- Developed and implemented first Landlord-Tenant Mediation, Worthless Check, Juvenile Restitution, Police Referral, and Peer Mediation Programs

Employment and Employee Relations Mediator

Selected Achievements

- Investigated and determined Employment Grievance cases for the City of Charlotte/Mecklenburg County; Legal advise to the City Manager's Office and Human Resources Department on EEOC Complaints, Employee Relations, Discrimination, and Sexual Harassment complaints
- Provided Mediation and Conflict Resolution Services to employees with workplace complaints with ninety- percent success rate;
- Workplace Legal Trainer of labor and employment law, sexual harassment in the workplace

- Family Medical Leave Act, Americans with Disabilities Act, Wage and Hour Laws, Conflict Management, and Diversity Training.

UNITED STATES SMALL BUSINESS ASSOCIATION

Charlotte, North Carolina, May, 1988- June, 1989 – ATTORNEY-AT-LAW

Selected Achievements

- Residential and Commercial Real Estate Closing Transactions, Corporate Compliance, Bankruptcy, Foreclosure and Banking law; Underwriting, Loan Application and Completion

PORTEOUS, HAINKEL, JOHNSON AND SARPY, P.A.

New Orleans, Louisiana, August, 1986-1988 – ATTORNEY-AT-LAW

Selected Achievements

- Insurance Defense Law, Corporate and Commercial Real Estate, Employment and Labor Law, Trusts and Estates; Legal research and writing, Preparation of cases for litigation/settlement; and successful Appellate Briefs to the Supreme Court of Louisiana

EDUCATION

Tulane University School of Law, New Orleans, Louisiana

Juris Doctor, May, 1986

Licensed to practice law in the State of Louisiana

Newcomb College, Tulane University

Bachelor of Arts, Political Science, May 1983, Graduated: Cum Laude

CREDENTIALS

- Recipient of a National Mediation Award (1995) from the United States Department of Housing and Urban Development, for most mediated housing discrimination cases in the Southeast Region
- Recipient of a “Best Practices” Award for the first “Sexual Harassment in Housing” Training Module (1999) from the United States Department of Housing and Urban Development
- Recipient “High Achievement” Award for excellent training skills in Sexual Harassment Training from the City of Charlotte
- Excellent Computer skills in Microsoft Word, Office, Excel, PowerPoint, Microsoft Publisher
- Member: Louisiana State Bar Association, Bar Number: 17451, United States District Court, Eastern District of Louisiana, Housing Development Law Institute, NAHRO, Member Government law section of the Louisiana Bar Association, North Carolina Mediation Center

References Available Upon Request

REGINA DAIGLE

OBJECTIVE

My objective is to utilize my education and management skills to add value to an administrative, marketing and sales team within a progressive firm. I would like to perform at a management level position to offer my skills and encourage others to achieve the best performance for the company and the client.

FUNCTIONAL SUMMARY

I have approximately thirteen years of management experience and I thrive on leading and learning. My experience covers industries such as restaurant, retail, warehouse, customer service, telecommunications and accounting/clerical. I am currently a fourth year student at the University of Phoenix at the Lafayette, Louisiana campus and I am studying for my Bachelor of Science in Business Management. I started with University of Phoenix as a Marketing Coordinator and was later promoted to Enrollment Advisor. I am experienced in Microsoft Office, Excel, Word, and Power Point. I have created and presented several Power Point presentations to small and large groups. I was a member of the Quality of Work Life committee at the University of Phoenix and a leader of the QWL committee for the Lafayette campus for two years.

SUMMARY OF QUALIFICATIONS

02/18/2007 - 03/01/2007 Apollo Corporate University Phoenix, AZ
Marketing Coordinator

- Certification for completion of The Art of Communication training
- Certification for Successful Account Impact Learning Training
- Certification for Successful Account Impact Learning for Financial Management
- Certification for PeopleSoft Training
- Certificate of Completion in Leadership Secrets

EMPLOYMENT

Currently: Lofton Staffing Services, Lafayette, La.

Front Desk Reception and Administrator Assistant

- *Answering multiple phone lines for busy office. Screening calls and transferring calls to appropriate department. Copying, faxing, filing, data entry, mail sorting, and preparing out-going mail for pick up.*

03/01/2006 – 12/05/2008: Apollo Group Inc. Phoenix, AZ.

Marketing Coordinator / Enrollment Advisor

- *As Marketing Coordinator I served as backup support for the Enrollment team. Ran daily and quarterly reports for Enrollment team and Director of Enrollment for the Louisiana campuses.*
- *As Enrollment Advisor I was responsible for recruiting and enrolling students for the degree program best suited for their career and life goals.*

09/01/2005 – 02/28/2006: Motion Industries, Lafayette, LA

Accounts Payable and Accounts Receivable Clerk

- *Responsible for maintaining company accounts and in charge of local collection strategy team.*

08/01/2003 – 06/30/2005: Cingular / AT&T Wireless Call Center, Lafayette, LA

Customer Service Representative

- *Responsible for assisting customers with billing, technical issues, rate plan evaluations and recommendations and new service*

06/01/1994 – 09/01/2000: McLaff of Acadiana, Lafayette, LA

Shift Manager

- *Responsible for quality assurance of product, training new and existing employees, inventory control, product waste, scheduling employees, shift and daily audit and deposit preparation.*

EDUCATION

06/30/2005 – 04/20/2009: *BSB/M Bach of Science in Business Management*

06/2000 – 10/2000 *Burke Baker Real Estate and Mortgaging School Completed; non licensed*

REFERENCES

Marissa Fontenot: Friend of 7yrs
337-224-0843
Rayne, La

April Revels: co-worker of 5 yrs
337-654-7070
Carencro, La

Susan Demet: co-worker of 5 Yrs
337-288-2071
Carencro, La

James T. Kador, Ph.D.
1102 Villa Drive
Baton Rouge, Louisiana 70810
(225) 922-5400 (W) (225) 337-0745(C)
March 18, 2009

Vacancy Announcement- Vice President, Louisiana Housing Finance Agency

Chairman
Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808

Dear Selection Committee:

I have learned that Louisiana Housing Finance Agency is inviting applications for the position of Vice President Housing and Finance. It is with great interest and enthusiasm that I am applying for the position. As my resume indicates, I possess extensive experience as a Cultural Center Director in the Division of Multicultural Affairs, along with teaching graduate and undergraduate education in several areas, advising student groups, coaching, and management-related positions along with research experience. My high energy level, ability to relate effectively with people, strong work ethic, and attention to details are qualities that I possess.

Currently, I serve as an administrator in the East Baton Rouge Parish School System. In this capacity, I serve as a ranking member of the administrative team within the district. I am responsible for ensuring that the educational goals of the students and staff can and will be reached; along with formulating and building collaborative partnerships within the East Baton Rouge Parish School System community.

As detailed below, I feel I meet the required qualifications for the position of Vice President Housing and Finance.

• **Educational Degrees:**

Doctor of Philosophy in Education and Human Resource Studies with emphasis in Student Affairs, Colorado State University.

Master of Education in Administration and Supervision, Southern University.

Bachelor of Science in Biology with a concentration in Microbiology, Southern University.

- **Communication Skills:**
My verbal, written and interpersonal communication skills are strong. I am a person that values and enjoys working with groups of students, faculty and staff from all walks of life.
- **Commitment to Planning and Managing:**
As a Cultural Center Director and now as an administrator in the East Baton Rouge Parish School System, I have full commitment and direct experience in planning, coordinating events and functions, and managing students and staff.
- **Administering and Budgeting Activities:**
With my work with the public and private sector, I have years of experience of fiscal responsibility. I have served as a coordinator of the PEAKS, Fast Track, and McNair Alliance Scholarship programs I was directly responsible for administering and budgeting the funding opportunities. Currently, I have fiscal responsibility experience on multiple levels.
- **Experience with Student Activities and Student Organizations:**
I have extensive experience in working with student activities and student organizations. As a practitioner, I have served as a direct advisor to multiple student organizations and as a student I have served in leadership roles in two student organizations including serving as the Black Graduate and Professional Student Association President and advisor at Colorado State University.

As a motivated self starter and as a result of having worked in the private and public sector for many years, I have a firm understanding of what it takes to work collaboratively with colleagues and students. I am a team player who is capable of delegating and taking direction.

I aspire to work in a community environment where students, faculty, and staff equally assume responsibility for academic and civic engagement. My high energy level, ability to relate effectively with people, strong work ethic, and attention to details are qualities valuable to any organization. Given the opportunity, I know that I can become an immediate production asset to your staff.

The enclosed resume/vitae provide further detail as to my qualifications for the Vice President Housing and Finance position. I welcome the opportunity to meet with you in person to discuss in greater detail how my background and skills would benefit Louisiana Housing and Finance Agency.

Thank you for your time and consideration in this matter. I look forward to hearing from you in the near future.

Educationally yours,

James T. Kador

1102 Villa Drive
Baton Rouge,
Louisiana 70810

Work (225) 344-2145
Cell (225) 337-0745
jkador@ebrschools.org

James T. Kador

Experience

08/2007- Present **East Baton Rouge Parish School System Baton Rouge, LA.**
Assistant Principal Park Elementary School

- *Supervise and Assess Day To Day Operations of Students and Staff.*

11/2005- 08/2007 **University of Northern Colorado Greeley, CO**
Director – Marcus Garvey Cultural Center

- *Develop, Plan, Coordinate and Supervise Student Programs on UNC Campus.*

08/2004- 05/2005 **Colorado State University Ft. Collins, CO**
Program Coordinator for PEAKS Alliance/ Fast Track Scholarship program

- *Communicate/Support students. Assist Principal Investigator.*

09/2003- 05/2004 **Colorado State University Ft. Collins, CO**
Graduate Teaching Assistant / University Supervisor

- *Teach Undergraduate Education Students.*
- *Supervise and Assess Practicum Students Teachers.*

09/1996 – 05/2001 **Capitol High School Baton Rouge, LA**
Teacher / Assistant Basketball Coach

- *Taught Biology and Life Science to grades 10 - 12.*
- *Coached girls and boys basketball.*

12/1987 – 12/1991 **U.S. Marine Corps Camp LeJeune, NC**
Communications Specialist

- *Assured company communication throughout the Marine base.*

Education

01/1992- 05/2003 **Southern University A&M Baton Rouge, LA**

- B.S., (1996) Biology.
- M.S., (2003) Education Leadership. Southern University Baton Rouge, LA
- PhD, (2006) Education Leadership Colorado State University Ft. Collins, CO

Community Service

- Red Cross volunteer first-aider for the Senior Olympics and various Louisiana State University sporting events (1993). Summer "Little League" baseball coach (1996). Volunteer Cancer benefit walker (2004). Red Cross "Katrina" (2005).

Activities

- President- (CSU) Black Graduate Student and Professional Association (2005)
- Co-Advisor- (CSU) United Men of Color
- Member- (CSU) African American Research Consortium
- Member- Omega Psi Phi Fraternity Incorporated (1997)
- Tutor/Assist- (CSU) Minority Graduate and Undergraduate Students. (CSU)
- Member/Co-Advisor- (CSU) Black Student Alliance (2005)

References

- Dr. Chance W. Lewis, Ph.D. Chance.Lewis@tamu.edu
Associate Professor College of Education
Texas A&M University (970) 988-9056
College Station, TX. 77843
- Dr. Gussie Trahan gussie_trahan@subr.edu
Interim Dean of Students
Southern University and A&M College, School of Education (225) 771-4633
Baton Rouge, La. 70813
- Dr. Malcolm E. Scott mmscott@cahs.colostate.edu
Assistant Professor School of Social Work
Colorado State University (970) 491-5818
Fort Collins, CO. 80523
- Dr. Jean Lehmann lehmann@cahs.colostate.edu
Dean
School of Education
Colorado State University
Fort Collins, CO 80523
(970) 491-6317
- Dr. Troy Williams twilliams@selu.edu
Assistant Professor
Physics Department
Southeastern Louisiana University
Hammond, LA 70402
(225) 806-3848

James T. Kador Curriculum Vita

Office:

School Administrator
East Baton Rouge Parish School System
Baton Rouge, LA 70806
(225) 922-5400 (Office)
E-mail: jkador@ebrschools.org

Home:

1102 Villa Drive
Baton Rouge, LA 70810
(225) 337-0745

EDUCATIONAL BACKGROUND

Colorado State University, Fort Collins, CO (August 2003-December 2006)

Degree: Doctor of Philosophy

Major: Educational Leadership/Higher Education

Advisor: Chance W. Lewis, Ph.D.

Dissertation: African American Doctoral Students and the Mentor Roles of their Advisors

Southern University and A&M College, Baton Rouge, LA (August 2002 –July2003)

Degree: Master of Education

Major: Education Administration/Supervision

Advisor: Gussie Trahan, Ed.D.

Southern University and A&M College, Baton Rouge, LA (January 1992-July 1996)

Degree: Bachelor of Science

Major: Biology/Microbiology

Advisor: Brian Lewis, Ph.D.

PROFESSIONAL EXPERIENCE

January 2008- Present: Adjunct Professor, Xavier University New Orleans Louisiana.

August 2007-Present: School Administrator, East Baton Rouge Parish School System.

- Responsible for the effective management of programs, personnel, materials, and facilities in order to develop an optimum learning climate for the unique needs of a particular school site.
- Responsible for directing the operation of the school in accordance with policies established by the Board of Elementary and Secondary Education of the State of Louisiana, the State Department of Education, and the Board of Education of East Baton Rouge Parish.
- Primary responsibility to provide an educational program which is responsive to student needs; while at the same time, addresses the goals and objectives of the district and the school.

November 2005-August 2007: Director, Marcus Garvey Cultural Center, University of Northern Colorado, Greeley, CO.

- Develop, plan, coordinate, deliver and supervise student programs on campus, Especially in the area of student retention, enrichment and community outreach
- Coordinate and provide direct student advising, consultation and problem solving
- Collaborate with Admissions in the recruitment of minority students
- Plan, develop and supervise budget for programs, including expenditures, reports
- Coordinate, organize, develop and conduct educational and cultural programs, workshops, meetings and special events, and conduct program evaluations
- Present/conduct diversity training and presentations, within the University and Greeley Community

August 2004-May 2005: Program Coordinator for PEAKS Alliance/ Fast Track Scholarship program. Colorado State University, Fort Collins, CO

- Communicate/Support students. Assist Principal Investigator
- Coordinate scholarships for underrepresented undergraduate and graduate students
- Coordinate summer research for science, technology, engineering, math students
- Other duties as assigned

May 2004-August 2004: Coordinator, McNair Scholars Program, Colorado State University, Fort Collins, CO

- Responsible for coordinating and mentoring undergraduate students that were interested in conducting research on topics related to Science, Technology, Engineering, and Mathematics
- Recruitment of qualified juniors and seniors, who are seeking careers in research and/or college teaching, to enter graduate school, and obtain doctoral degrees
- Work collaboratively with other programs within the University setting

August 2003-May 2004: Graduate Teaching Assistant / University Supervisor, Colorado State University, Fort Collins, CO.

- Active in teaching undergraduate education students
- Supervise and Assess Practicum Students Teachers
- Writing reports and issuing grades for practicum students/student teachers
- Mentoring, and actively involved with student progress to complete course
- Attended various departmental and college meetings associated with this teaching assignment

September 1996-May 2002: Biology, Capitol High School, Baton Rouge, LA.

- Responsible for teaching the following courses:
 - *Biology*
 - *Physical Science*
 - *Earth Science*
 - *Laboratory research*
- Responsible for grading assignments associated with these courses
- Responsible for student achievement

- Facilitated frequent contact with parents on student progress

DISTINCTIONS/HONORS/AWARDS/CITATIONS

- 2004-2005 Dr. Dawn R. Person Outstanding Graduate Student Award
- 2006 Colorado State University, Office of Black Student Services, Advisor, National Association for Black Engineers, Advisor, Students Against Victims and Evacuees (S.A.V.E.), Co-Advisor, United Men of Color. Co-Advisor, Black Student Alliance
- 2005-2006 Black Graduate Student and Professional association President, Colorado State University.
- 2000 *Outstanding Teacher Award*, East Baton Rouge Parish School System, Capitol High School. Coach, State Champions Girls Varsity Basketball

FEATURED IN THE NEWS/VIDEO DOCUMENTARIES/TELEVISION

- Featured in the Greeley Tribune, UNC center director has high hopes for King's dream On-Line News Events (January 16, 2006), "UNC center director has high hopes for King's dream"

[<http://www.greeleytrib.com/apps/pbcs.dll/article?AID=/20060116/NEWS/101160082&template=printart>].

- University of Northern Colorado, Passing of the Torch in recognition of Dr. Martin Luther King Day in the State of Colorado (January 1, 2006)

RESEARCH INTERESTS

James Kador's research agenda focuses on the following: (a) African American graduate students, progression and completion rates in graduate school, particularly the mentor/advisor roles and the relationship towards completion for the African American graduate students; (b) mentor/advisor roles in navigating the educational process for African American graduate students, particularly for African American doctoral students; (c) recruitment and retention of African American graduate students; and (d) the effects of diversity on a predominately White campus, particularly Affirmative Action, on the academic achievement and university admittance.

PUBLICATIONS

Editorial Positions

Editorships:

-

Editorial Boards:

-

Ad hoc Reviewer:

-

Edited Books

Refereed Book Chapters

Book Reviews

Journal Editorships

Refereed Articles

Articles Under Review or In Progress

- *African American Graduate Students and the Mentor Roles of their*

Advisors, (2006) Essays in Education.

- *Policies and Educational Leadership Accommodation issues facing Children of Migrant Workers (N/D).*
- *Teaching, Learning, Special needs and Diversity issues facing Children of Migrant Workers (N/D).*

Newsletters

- (UNC) Head of the Marcus Garvey Cultural Center News Letter (2005).

Technical Reports

FUNDED RESEARCH GRANTS AND PROPOSALS

RESEARCH GRANTS AND PROPOSALS NOT FUNDED

RESEARCH AND GRANT PROPOSALS SUBMITTED

PAPERS/POSTERS/PRESENTATIONS/WORKSHOPS/KEYNOTE ADDRESSES

International Conferences

National Conferences

Regional Conferences

State Conferences

Invited Guest Lectures/Presentations for Universities

Invited Guest Lectures/Presentations for Public Schools

Invited Keynote/Special Addresses

Invited Lectures/Presentations for Organizations

- UNC 2nd annual Health Disparities Conference Lecturer (2006).

SERVICE

International Committees

National Committees

Task Forces

- University of Northern Colorado Library Symposium Committee (2006).
- University of Northern Colorado Student Advisory Council Member (2005).

Conference Proposal Reviewer

Grant Proposal Reviewer

Consultant

- UNC Diversity Consultant Taskforce Member (2006).
- UNC First Year & Transfer Student Mentoring Program Coordinator (2006).

Judge

Colorado State University Service

DOCTORAL/MASTER'S COMMITTEES

- James Kador, Colorado State University, Educational Leadership, Dissertation Topic: *African American Graduate Students and the Mentor Roles of their Advisors*—(Served as Co-Chair)—(Defense Date: 12/2006).

PROFESSIONAL/SOCIAL/CIVIC AFFILIATIONS

- (CSU) African American Research Consortium (2005-Present)
- African American Board of Cultural Centers (ABCC), (2005).
- Omega Psi Phi Fraternity INC. (1997-Present).

REFERENCES

Dr. Chance W. Lewis
Associate Professor
Department of Teaching, Learning, and Culture
College of Education
Texas A&M University
College Station, TX 77843
(979) 845-8384
Email: Chance.Lewis@tamu.edu

Dr. Gussie Trahan
Interim Dean
College of Education
Southern University and A&M College
Baton Rouge, LA 70813
(225) 771-2290
Email: gussie_trahan@subr.edu

Dr. Malcolm E. Scott
Assistant Professor
School of Social Work
Colorado State University
Fort Collins, CO 80523
(970) 491-5818
Email: mmscott@cahs.colostate.edu

Dr. Troy Williams
Assistant Professor
Southeastern Louisiana University
Hammond, LA 70402
(225) 806-3848
Email: twilliams@selu.edu

Dr. Jean Lehmann
Dean
School of Education
Colorado State University
Fort Collins, CO 80523
(970) 491-6317
Email: lehmann@cahs.colostate.edu

Kaleshe L. Garrison, MSW, GSW

1233 Estalote Ave.
Harvey, La. 70058

Phone (504) 421-7447
Home Phone (504) 362-0422
Email: lishsbox@hotmail.com

March 17, 2009

Louisiana Housing Finance Agency
Attn: Chairman
2415 Quail Drive
Baton Rouge, LA 70808

This letter of introduction is being forwarded to you in order to express my interest in the advertised Executive Director of Social Services vacancy. I have worked as a professional social worker within various community-based non-profit agencies, healthcare, and educational programs within the Greater New Orleans area for the past twelve years. As my enclosed resume indicates, I have had experience working with diverse pools of people, participating in interdisciplinary teams, as well as in various administrative positions. My career has been ever evolving and I have over 6 years in the supervision and/or management of staff personnel.

With a strong background in resource recruitment and community partnerships, I believe that I am qualified and can achieve great success in this position. I am currently employed as a Contracts Manager for UNITY of Greater New Orleans. My responsibilities include but are not limited to resource research and/or recruitment; Community-based advocacy; Coordination of service delivery and special projects (i.e. Qatar Katrina Gift Fund); Networking with funders on the local and national levels; Monitoring spending and project delivery methods of sub-grantee agencies; and Providing technical assistance and education to HUD funded agencies. My training includes monitoring and technical assistance provision for HUD funded programs such as HOME, CDBG, HOPWA, Shelter Plus Care, and Homeless/SHP Programs.

Through my extensive work experience within the community I have become well acquainted with numerous agencies and resources, within the Louisiana area as well as on the Federal level. I have also had the privilege to coordinate and assist with grant writing tasks and funding source recruitment, such as working on the Dept. of Housing and Urban Development's SuperNOFA Application and completing the grant application for the Conrad Hilton Foundation. I am truly interested in being considered as a potential applicant and I hope that you will review my resume. My salary requirements are negotiable based on agency funding, my experience and suitability for the aforementioned vacancy.

I thank you in advance for your time and attention in this matter and I look forward to establishing some form of contact with you in the near future. Please contact me at (504) 421-7447, if you need further information about my experience and/or references.

Respectfully Yours,

Kaleshe L. Garrison
Kaleshe L. Garrison, MSW, GSW

Contact Number (504) 421-7447
Home Phone: (504) 362-0422
Email: lishasbox@hotmail.com

O B J E C T I V E

I would like to utilize the skills and tools I've learned in the Social Work profession in order to assist members of diverse communities and advocate for disadvantaged populations.

E D U C A T I O N

- Bachelor of Science Degree in Psychology
(Minor in the Biological Sciences)
UNIVERSITY OF SOUTHWESTERN LOUISIANA
Degree awarded: December 1995
- Master's Degree in Social Work
School of study: *SOUTHERN UNIVERSITY AT NEW ORLEANS*
Field of Study: *Children, Youth, and Families*
Mode of Delivery: *Administration, Planning, and Organizing*
Date awarded: May 8, 1999
- *Educational supervision for State licensing purposes completed December 21st, 2001.*
- Ancillary certificate as a State of Louisiana provisional school social worker awarded March 29, 2001
- Eligible for LCSW licensing

R E L A T I V E C O U R S E W O R K & T R A I N I N G

- HUD sponsored management and monitoring trainings, focused on the oversight of Homeless Continuum of Care, HOPWA, HOME, & CDBG funding
- Brain Injury Assessment and Intervention Training
- Participated in CARF & JACHO Certification Processes
- Child, Adolescent, & Gerontological Psychological Research
- Substance Abuse Education & Counseling Techniques
- Abnormal Psychological Educational, Observational, & Treatment Techniques
- Anatomical, Physiological, & Pharmacological Research
- Psychological Theories/Treatment Modalities Utilized in Counseling Practice
- Theories regarding the Human Personality and their sources
- Methods of Detection, Prevention, and Treatment of Child Abuse and/or its Victims
- Research and Instruction on Funding Source Recruitment and Award Allocation (Facilitated by the APPA - American Probation and Parole Association)
- BOYSTOWN - Family Teaching Model
- Crisis Intervention techniques and strategies (Individuals & Groups)
- Conflict Resolution and Anger Management facilitator for school-based settings, workplace environments, and/or personal use
- Certified Moral Reconciliation Therapy facilitator
- Grant writing, fundraising, and development experience
-

I N T E R E S T S & A C T I V I T I E S

- Dean's List awards for the academic years of 1994, 1995, 1997, and 1998
- *UNIVERSITY OF SOUTHWESTERN LOUISIANA- Gospel Choir*
- Honor Student Society Member at *USL*
- Member of the NAACP
- Member of the Urban League of Greater New Orleans -Young
 - Young Professionals Member
 - Social and Cultural Committee Member
 - Marketing Committee Member
- Member of the LRE (Law Related Education) Consortium
- Member of the NASW
- Homeless Management Information Systems Steering Committee Member
- Homeless Point in Time Coordinator for Regions 1 and 10
- New Orleans Regional Aids Planning Coalition Member
 - Housing and Systems Subgroup Committee Member
- Advisory Board member of the Orleans Character Counts Association for Youth (OCCAY)
- Member of Delta Sigma Theta Sorority, Inc.
 - Fund-raiser Chairperson (1995-1996)
 - Prolink Committee Member
(Outreach program for troubled adolescent females)

C O M P U T E R S K I L L S

- Demonstrable knowledge and proficiency in Microsoft Office 2007 software & database applications
- Demonstrable knowledge and proficiency in PowerPoint applications
- Demonstrable proficiency in ACT, LOUIS, LAWSON, MIS, & MCKESSON Software applications
- Proficient and creative in database development and computer generated and/or formatted promotional materials
- Proficient user of on-line services and resources located on the Internet
- Skilled in OSIRIS database management and NOVELL applications

W O R K H I S T O R Y

- *Contracts Manager* *(May 2006 – Present)*
UNITY OF GREATER NEW ORLEANS, INC.
Duties: Provision of technical assistance, fiscal, and programmatic oversight to Executive Directors and Managers of HUD funded agencies in the Greater New Orleans Homeless Continuum of Care; Responsible for creating, analyzing, and submitting billing requisitions to local lead agencies (i.e. Dept. of Housing and Urban Development); Agency assigned liaison for several planning committees in the Continuum of Care, Metropolitan Human Services District, and throughout the Greater New Orleans non-profit community.
- *Consultant/Administrative Director* *(May 2005 – August 2005)*
NELSON GROUP HOME, INC; New Orleans, LA
Duties: Created Programmatic, Personnel, Employee, and Participant Manuals; Participated in Interdisciplinary team meetings; Researched funding and/or financial planning activities; Collaboration with State and Federal licensing institutions regarding participant and programmatic development; Conducted internal audits for grant reporting and service provision.

- **Social Worker** (November 2002 - May 2005)
REHABCARE GROUP/ WEST. JEFF. MEDICAL CENTER; Marrero, LA
 Duties: Conducting initial patient assessments and unit orientation upon patient's arrival; Facilitating multiple weekly interdisciplinary team case conferences regarding rehab unit patients; Coordinating the delivery of patients' Durable Medical Equipment, discharge planning, and follow up services; Facilitating Brain Injury Team meetings, Brain Injury Support Groups, Stroke Support Groups, Family Support Group, and THINK FIRST Stroke Education classes; and Conducting utilization review audits and facilitating the authorization process.
- **Social Worker/Community Educator** (May 2002 - September 2002)
MIRAMAR HOME HEALTH CARE; Kenner, LA
 Duties: Conducted Psychosocial and Supportive - Environmental assessments on patients utilizing agency services; Referred patients to community-based, state, nonprofit, and privately funded resource providers; Assisted patients in obtaining services from RTA, The Council on Aging, and Medication Assistance programs; Conducted Community education in-services and presentations for healthcare providers in the Greater New Orleans, Jefferson, St. Tammany, and St. Charles areas; Developed marketing and community education pamphlets to expand agency's referral base.
- **Social Worker/School Counselor** (March 2001 - March 2002)
WESTBANK ALTERNATIVE SCHOOL; JEFFERSON PARISH PUBLIC SCHOOL SYSTEM; Marrero, LA
 Duties: Provided individual and group counseling services to students, who had already been expelled from various Jefferson Parish Middle Schools; Facilitated anger management groups for students; Served as the liaison between the school, Juvenile Court, and various other judicial and/or community-based agencies; Secured donations and participation from community businesses as well as constituents; Assisted with grant reporting tasks; Served as the technology coordinator for the school; Responsible for all installations of updated computer software; Published the school's monthly newsletter; Facilitated and tracked parental participation in parenting classes; Served as a facilitator and coordinator for Moral Reconation Therapy classes taught to both parents and students; Case documentation; Member of the school's Crisis Intervention team; Provided reports regarding school's recidivism rates; Researched and cultivated alternative funding sources for school operational budget and needed supplies.
- **Case Manager** (August 2000 - March 2001)
KINGSLEY HOUSE; New Orleans, LA
 Duties: Collaborated with Family Life Program Manager and created basic structure for CASE MANAGEMENT PROGRAM working with the relocated residents of the ST. THOMAS HOUSING DEVELOPMENT; Created all forms and documents to be used by the Case Management teams in their daily interactions with clients and submitted reports; Assessed the residents prior to and during the relocation process; Created individualized service plans geared toward achieving self-sufficiency, for each resident/family; Provided residents with information and referrals to community agencies for assistance with self-sufficiency goals; Acted as a client advocate in community meetings with HANO, STICC, and HUD personnel.
- **Anger Management Facilitator** (July 2000-October 2000)
KINGSLEY HOUSE; New Orleans, LA
 Duties: Facilitated weekly Anger Management groups for adolescents referred to the FAMILY RESOURCE CENTER in Laplace; Created program

outline, detailing class size, time allotment, session format, and information to be presented, based on desired outcome measures; Created surveys, class materials, documents, and reports to be used in the documentation of parental advisement/feedback, weekly group sessions, client satisfaction, and overall programmatic outcomes.

- **Family Preservation Therapist** (April 2000-October 2000)
KINGSLEY HOUSE; New Orleans, LA
Duties: Provided intensive therapeutic counseling services to families in crisis; Created individualized treatment plans to focus on the needs of the family at time of assessment; Conducted initial, intermediate, and ongoing assessments of family cohesiveness and interactions; Submitted progress reports and requested information to the referring OCS personnel and/or to the court; Assisted families in researching, networking, and engaging with resource providers in their surrounding communities.
- **Behavioral Consultant** (October 1999 - March 2000)
GULF COAST TEACHING FAMILY SERVICES; New Orleans, LA
Duties: Supervised and counseled foster parents providing care to children currently in the custody of the state of Louisiana; Held therapeutic individual sessions with the children/clients in the privately maintained foster homes; Instructed parents in the utilization and implementation of the BOYSTOWN Teaching Family model; Maintained complete and accurate client records as well as the produced court and agency related documents; Served as a liaison between the Office of Community Services, the agency, and the client population; Developed and facilitated in-services for the Professional Parents providing care to the juvenile consumers.
- **Social Worker/Comm. Relations. Assc.** (August 1999 - October 2000)
PREFERRED HOME HEALTH CARE; New Orleans, LA
Duties: Conducted assessments regarding the financial, mental, environmental, and supportive needs of the patients referred to the Home Health agency; Counseled patient's through their losses of ability and/or lifestyle adjustments; Sought out needed and helpful community resources to assist the patients; Participated in referral recruitment at various healthcare facilities; Served as a liaison between the agency and patient; Marketed the agency and its services throughout the Greater New Orleans, Jefferson, and outlying parishes.
- **Administrative Director** (August 1998 - July 1999)
TEEN COURT OF GREATER NEW ORLEANS (Jefferson Parish-Eastbank & Westbank); Harvey, LA
Duties: Interviewed, assessed, and screened all juvenile offenders and their parent(s)/guardian(s), who are referred to the program; Consulted with and prepared court reports/documents for the Jefferson Parish Diversion program as well as FINS (Families In Need of Services); Reviewed dockets that were to be utilized during the teen Court hearings; Supervised all daily activities that took place within the office; Developed and facilitated educational classes for the juvenile offenders and their parent(s)/guardian(s); Maintained and audited all records; Supervised all staff members and volunteer participants; Recruited, developed, and coordinated community service placements and resources for participants; Recruited and maintained a constant and reliable volunteer pool of youth and adults; Researched and cultivated alternative funding sources; Development of reports, graphs, charts, and presentations for funding source representatives and board members; and Performed and/or coordinated Public Relations activities on behalf of the Teen Court program.

- **Family Preservation Therapist** (April 1997 - July 1999)
IMPACT FAMILY PRESERVATION SERVICES; New Orleans, LA
 Duties: Assisted families in crisis to resolve issues surrounding the children within their homes; Provided counseling, advocacy, and referral services to families in need; Provided individualized assessments, treatment plans, and counseling to the children/adolescent populations served; Production of court and agency related documents; Maintained complete and accurate client records; worked in conjunction with the Orleans and Jefferson Parish Offices of Youth Development and the populations that they encompass.
- **Intern (Southern University School of Social Work during 1997-1998)**
WEST JEFFERSON MEDICAL CENTER - Social Service Department; Marrero, LA
 Duties: Performed all duties of a student intern. During the twelve month placement, preventative need assessments/screenings, grief counseling, financial resource referrals, community service referrals, and individual and group counseling sessions were completed; Maintenance of complete and accurate patient records and chart documentation on the various nursing units was required. All tasks were assigned and supervised by the Social Services Department Manager.
- **Youth Specialist** (October 1996 - April 1997)
COVENANT HOUSE; New Orleans, LA
 Duties: Provided residents with an orientation to the mission and principles of the facility. Taught the residents household managerial skills, monitored their behavior and facilitated shift transition meetings. As a youth specialist I provided crisis intervention and follow-up counseling services/resource referrals and was required to document daily activities, critical incidents, and significant events to be reviewed by the unit Case Managers.
- **UIFSA Intake Specialist / Case Manager** (August 1996 - October 1996)
JEFFERSON PARISH DISTRICT ATTORNEY'S OFFICE OF CHILD SUPPORT & ENFORCEMENT; Harvey, LA
 Duties: Assisted clients with various types of interstate child support cases; Computerized tracking of missing / non-paying parents; Updating case files either manually or by computer; and Served as a liaison between the client and other state agencies (i.e. Medicaid, Office of Family Services, and Juvenile Court).
- **Mental Health Technician / Case Manager** (February 1995 - May 1996)
NORTHSIDE TREATMENT CENTER; Lafayette, LA
 Duties: Responsible for the physical well-being of patients, monitored and charted patient behaviors, held community groups and/or individual sessions with clients to discuss mental and/or emotional problems; Conducted initial, periodic, and discharge assessments of client's mental status and medications; and Documented all client activity, both social and psychological, during their stay at the facility.
- **Sales Associate** (September 1994 - November 1994)
SEARS; Lafayette, LA
 Duties: Responsible for the sale of merchandise, organized store displays, maintained the organization of the department, and conducted daily account auditing.

- **Nursing Aide Trainee** *(April 1993 - July 1993)*
TOURO-SHAKESPEARE; Algiers, LA
ACADIAN OAKS; Harvey, LA
Duties: Responsible for bathing, feeding, changing, and general physical/
custodial care of patients. Duties also consisted of monitoring patients'
vital signs and fluid intake / output measures.

** Salary History can be made available upon request.*

** Salary and benefits are negotiable.*

Phone (504) 421-7447
Home Phone (504) 362-0422
Email lishasbox@hotmail.com

Professional References:

- **Robert Chandler**
Housing and HIV Services Director
1125 North Tonti Street
New Orleans, LA 70119
(504) 239-0441
- **Kelisha Garrett-Bartholomew, MBA, LPN**
Financial Advisor, Merrill Lynch
601 Poydras Street, Suite 2500
New Orleans, LA
(504) 275-9044
- **Adrian Todd, LCSW**
Associate Director of Programs, Kingsley House
1600 Constance Street
New Orleans, LA 70131
(504) 523-6221
- **Judy Nasralla, LCSW**
Case Management Supervisor, West Jefferson Medical Center
1101 Medical Center Blvd.
Marrero, LA 70072
(504) 347-5511
- **Ronald McClain, LCSW, JD**
Executive Director, Family Services of Greater New Orleans
2515 Canal Street
New Orleans, LA 70119
(504) 822-0800
- **Chandra Crawford, PhD**
Director of Public Policy, UNITY of Greater New Orleans
2475 Canal Street, Suite 300
New Orleans, LA 70119
(504) 821-4496, ext. 115
- **Terrell Haynes, MPA**
Lighthouse 21st Century Program Director, Volunteers of America of GNO
4152 Canal Street
New Orleans, LA 70119
(504) 485-0147

APPLICANT: READ THE INSTRUCTIONS ON PAGE 2 BEFORE FILLING OUT THIS APPLICATION
Print clearly or type. Staple all loose pages before submitting application.



STATE PRE-EMPLOYMENT APPLICATION

STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
P.O. BOX 94111, Capitol Station
Baton Rouge, Louisiana 70804-9111

AN EQUAL OPPORTUNITY EMPLOYER

SEE INSTRUCTIONS ON PAGE 2

FOR OFFICE USE	
Action(s) _____	JS NO.
Session _____	V.P.
Data Entry Completed _____	S.R.
ISIS _____	

LAST Penn
 FIRST Jonathan
 MI
 P

Parish of Residence East Baton Rouge	Are you 18 or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other names ever used	Social Security Number								
NAME - First Jonathan	Middle Patrick	Last Penn	4	3	3	5	7	5	3	5	3
Mailing Address 10730 Hillrose Ave.			Work Telephone No. () -								
City Baton Rouge			State LA			Zip Code 80810					
Home Telephone No. (318)272-4015			Email Address JPENNis17@aol.com								
ARE YOU REQUESTING A REGRADE? <input type="checkbox"/> YES <input type="checkbox"/> NO											

Register, Job Title(s) or Test Series Applied for	FOR OFFICE USE					ADDITIONAL TITLES					
	SER	CD	REJ	GRD	TR		SER	CD	REJ	GRD	TR

ALL TITLES LISTED ABOVE MUST HAVE THE SAME SERIES NO.

JOB LOCATION AVAILABILITY - IMPORTANT: Mark at least one (1), but no more than twenty (20) parishes. Mark only the parish (es) where you are willing to work. If you fail to reply to an inquiry or decline an offer of employment in a parish you marked, you will be removed from the eligible list. Availability information on your most recent SF-10 will be your availability for all jobs for which you have applied.

<input type="checkbox"/> 01 Acadia	<input type="checkbox"/> 09 Caddo	<input checked="" type="checkbox"/> 17 E B R	<input type="checkbox"/> 25 Jackson	<input type="checkbox"/> 33 Madison	<input type="checkbox"/> 41 Red River	<input type="checkbox"/> 49 St Landry	<input type="checkbox"/> 57 Vermilion
<input type="checkbox"/> 02 Allen	<input type="checkbox"/> 10 Calcasieu	<input type="checkbox"/> 18 E. Carroll	<input type="checkbox"/> 26 Jefferson	<input type="checkbox"/> 34 Morehouse	<input type="checkbox"/> 42 Richland	<input type="checkbox"/> 50 St Martin	<input type="checkbox"/> 58 Vernon
<input type="checkbox"/> 03 Ascension	<input type="checkbox"/> 11 Caldwell	<input type="checkbox"/> 19 E. Feliciana	<input type="checkbox"/> 27 Jeff Davis	<input type="checkbox"/> 35 Natchitoches	<input type="checkbox"/> 43 Sabine	<input type="checkbox"/> 51 St Mary	<input type="checkbox"/> 59 Washington
<input type="checkbox"/> 04 Assumption	<input type="checkbox"/> 12 Cameron	<input type="checkbox"/> 20 Evangeline	<input type="checkbox"/> 28 Lafayette	<input type="checkbox"/> 36 Orleans	<input type="checkbox"/> 44 St Bernard	<input type="checkbox"/> 52 St. Tammany	<input type="checkbox"/> 60 Webster
<input type="checkbox"/> 05 Avoyles	<input type="checkbox"/> 13 Catahoula	<input type="checkbox"/> 21 Franklin	<input type="checkbox"/> 29 Lafourche	<input type="checkbox"/> 37 Ouachita	<input type="checkbox"/> 45 St Charles	<input type="checkbox"/> 53 Tangipahoa	<input type="checkbox"/> 61 WBR
<input type="checkbox"/> 06 Beauregard	<input type="checkbox"/> 14 Claiborne	<input type="checkbox"/> 22 Grant	<input type="checkbox"/> 30 LaSalle	<input type="checkbox"/> 38 Plaquemines	<input type="checkbox"/> 46 St Helena	<input type="checkbox"/> 54 Tensas	<input type="checkbox"/> 62 W Carroll
<input type="checkbox"/> 07 Bienville	<input type="checkbox"/> 15 Concordia	<input type="checkbox"/> 23 Iberia	<input type="checkbox"/> 31 Lincoln	<input type="checkbox"/> 39 Pte. Coupee	<input type="checkbox"/> 47 St James	<input type="checkbox"/> 55 Terrebonne	<input type="checkbox"/> 63 W. Feliciana
<input type="checkbox"/> 08 Bossier	<input type="checkbox"/> 16 DeSoto	<input type="checkbox"/> 24 Iberville	<input type="checkbox"/> 32 Livingston	<input type="checkbox"/> 40 Rapides	<input type="checkbox"/> 48 St John	<input type="checkbox"/> 56 Union	<input type="checkbox"/> 64 Winn

Please check the type of employment you will accept:

Permanent Temporary

Note: Temporary Appointments are no more than 36 months.

Are you claiming Veteran's Preference points on this application?

YES (If "Yes" complete military service information on Page 3)
 NO

AUTHORITY TO RELEASE INFORMATION: I consent to the release of information concerning my capacity and/or all aspects of prior job performance by employers, educational institutions, law enforcement agencies, and other individuals and agencies to duly accredited investigators, human resources staff, and other authorized employees of the state government for the purpose of determining my eligibility and suitability for employment.

I certify that all statements made on this application and any attached papers are true and complete to the best of my knowledge. I understand that information on this application may be subject to investigation and verification and that any misrepresentation or material omission may cause my application to be rejected, my name to be removed from the eligible register and/or subject me to dismissal from state service.

I HAVE READ THE STATEMENTS ABOVE CAREFULLY BEFORE SIGNING THIS APPLICATION:

Signature of Applicant: _____

Date: 2/17/09

Social Security No. 4 3 3 5 7 5 3 5 3

(For Verification):

General Instructions

- Be sure you include your Social Security Number and Zip Code.
 - Answer all questions and provide complete information about prior employment and education.
 - List ALL prior employment. Attach additional sheets if needed.
 - Keep a copy of your completed application for your own records.
 - Do NOT submit a resume instead of this application.
 - If responding to a vacancy posted on the web, follow the instructions in the posting carefully.
-

If you are applying to take a Civil Service Test:

- Bring a completed application; picture I.D. and proof of Social Security number with you to one of our testing centers.
- Visit our website at www.civilservice.louisiana.gov for test dates, times and locations.

Note: If you need special testing accommodations due to a disability, please contact the Civil Service Staffing Division at 225-342-8536 to make arrangements prior to testing.

If you wish to claim Veteran's Preference for wartime service or a campaign badge or medal:

- Attach a copy of your DD214 to your application.
- Complete Section on Active Military Service/Veteran's Preference.

Note: If you have already received veteran's preference points on Civil Service scores within the past year, you do not need to submit a DD214 with this application

See Veteran's Points Information on our website at www.civilservice.louisiana.gov for a list of qualifying service periods and information about additional preference for disabled veterans or their families. Click on "Applying For Jobs", or "Testing Information."

Definitions of terms used on application form.

Register: A group of jobs, which have identical Minimum Qualifications and use the same selection procedure (test). To apply for one or more jobs on a register, simply write the register title on the application rather than each of the individual job titles. For example, Administrative Specialist 4 and Administrative Manager 1 are both on the PET General Admin register. To apply for both jobs write "PET Gen Admin" under "REGISTER, JOB TITLE (S) OR TEST SERIES APPLIED FOR".

Series Number: A four-digit number identifying a test of selection procedure. Registers with the same series number can be applied for on one application form. **Registers with different series numbers require separate application forms.**

Regrade: The process used to apply for additional job titles using an already established Civil Service test grade record without re-taking the test.

Please answer the following questions,

- Yes No Do you possess a valid driver's license?
- Yes No Do you possess a valid commercial driver's license?
- Yes No Are you currently holding or running for an elective public office?
- Yes No Have you ever been on probation or sentenced to jail/prison as a result of a felony conviction or guilty plea to a felony charge? If "Yes", give the law enforcement authority (city police, sheriff, FBI, etc.) the offense, date of offense, place and disposition of case.
-

- Yes No Have you ever been fired from a job or resigned to avoid dismissal? If "YES" answer, please explain. A "YES" answer will not necessarily bar you from state employment.
-

If you are a male from the ages of 18 through 25, please answer the following question "YES" or "NO".

- Yes No Are you registered with the Selective Service System or exempted from such registration?
- Does not Apply If you are not a male in this age group, check "does not apply".
-

ACTIVE MILITARY SERVICE/ VETERAN'S PREFERENCE
 If you are a first time applicant, or if you are claiming Veteran's Preference for the first time, required PROOF MUST BE ATTACHED to this application to have preference points added to your score.

List the dates (month and year) and branch for all ACTIVE DUTY military service. Was this service performed on an active, full-time basis with full pay and allowances? (Check YES or NO for each period of service.)

FROM	TO	BRANCH OF SERVICE	YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

List all GRADES held and dates of each grade. Begin with highest grade. IMPORTANT: Use E-, or O-, or WO-grade.

FROM	TO	GRADE HELD	FROM	TO	GRADE HELD

TRAINING AND EDUCATION

YES Date received 5/15/2000

Have you received a high school diploma or equivalency certificate? NO Highest grade and date completed _____

A. LIST BUSINESS, VOCATIONAL OR TECHNICAL COLLEGES OR SCHOOLS ATTENDED	NAME/LOCATION OF SCHOOL	Dates Attended (Month & Year)		Did You Graduate?		TITLE OF PROGRAM	SEM HRS	CLOCK HOURS PER WEEK
		FROM	TO	YES	NO			
	Loyola College Prep.	08/1996	05/2000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Highschool		
				<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>			

List any accounting Practice sets completed _____

B. LIST COLLEGES OR UNIVERSITIES ATTENDED (Include graduate or professional school)	NAME OF COLLEGE OR UNIVERSITY/ CITY AND STATE	Dates Attended (Month & Year)		Total Credit Hours Earned			Type of Degree Earned (BA,MA, etc)	Major Field of Study	Date Degree Received (Month & Year)
		FROM	TO	Sem	OR	Qtr			
	University of Louisiana at Monroe	05/2009	12/2009	146			BA	Construction MGMT.	12/2009

C. MAJOR SUBJECTS	CHIEF UNDERGRADUATE SUBJECTS (Show Major on Line 1.)	Total Credit Hours Earned		CHIEF GRADUATE SUBJECTS (Show Major on Line 1.)	Total Credit Hours Earned	
		Semester	OR		Quarter	Semester

LICENSES AND CERTIFICATION					TYPING SPEED	
List any job-related licenses or certificates that you have (CPA, Registered Nurse, P.E., etc.)					35	WPM
1	TYPE OF PROFESSIONAL LICENSE OR CERTIFICATE (Specify Which One)	DATE ORIGINALLY LICENSED/OR CERTIFIED	EXPIRATION DATE	NAME AND ADDRESS OF LICENSING OR CERTIFYING AGENCY		
1						
2						

IF YOU DO NOT ANSWER ALL QUESTIONS COMPLETELY, YOUR APPLICATION MAY BE REJECTED OR DELAYED SEVERAL WEEKS, AND YOU WILL MISS JOB OPPORTUNITIES.

NAME Jonathan Penn

WORK EXPERIENCE – **IMPORTANT:** List all jobs and activities including military service, part-time employment, self-employment, and volunteer work. BEGIN with your FIRST job in Block A; END with your MOST RECENT or PRESENT job.

A EMPLOYER/COMPANY NAME Professional Service Industries		KIND OF BUSINESS geotechnical engineering firm	
STREET ADDRESS 11950 Industriplex BLVD.		YOUR OFFICIAL JOB TITLE Project Manager	
CITY AND STATE Baton Rouge, Louisiana	TELEPHONE NUMBER (318)-2724015	BEGINNING SALARY 6.00 hr	ENDING SALARY 57,150.00
DATES OF EMPLOYMENT (Mo/Da/YR) FROM 5 / 09 / 00 TO 02 / 12 / 09	AVERAGE HRS. WORKED PER WEEK 50	REASON FOR LEAVING excessive work load	NO. OF EMPLOYEES YOU DIRECTLY SUPERVISED William Perry, Dustin Speyrer, Ben Pack, Robert Crowley, Garrett Smith, Keith Baker, Sidney Wilson
NAME / TITLE AND PHONE NO. OF YOUR SUPERVISOR Dan Dixon / Vice President 318-387-2327		LIST JOB TITLES OF EMPLOYEES YOU DIRECTLY SUPERVISED	
NAME / TITLE OF PERSON WHO CAN VERIFY THIS EMPLOYMENT Dan Dixon / Vice President 318-387-2327			

DUTIES: List the major duties involved with job and give an approximate percentage of time spent on each duty.	
% OF TIME	MAJOR DUTIES
20	<input type="checkbox"/> Performed business Development as well as daily consulting.
10	<input type="checkbox"/> Prepared proposals, budget estimates, and bore logs for geo reports.
25	<input type="checkbox"/> Scheduled and trained employees for field and lab projects.
5	<input type="checkbox"/> Managed truck fleet and radioactive materials.
15	<input type="checkbox"/> Managed budgets and change orders for up to 35 projects.
5	<input type="checkbox"/> Managed all lab resources and equipment.
20	<input type="checkbox"/> Reviewed reports and billed all projects.
100%	

B EMPLOYER/COMPANY NAME		KIND OF BUSINESS	
STREET ADDRESS		YOUR OFFICIAL JOB TITLE	
CITY AND STATE	TELEPHONE NUMBER ()	BEGINNING SALARY	ENDING SALARY
DATES OF EMPLOYMENT (Mo/Da/YR) FROM / / TO / /	AVERAGE HRS. WORKED PER WEEK	REASON FOR LEAVING	NO. OF EMPLOYEES YOU DIRECTLY SUPERVISED
NAME / TITLE AND PHONE NO. OF YOUR SUPERVISOR		LIST JOB TITLES OF EMPLOYEES YOU DIRECTLY SUPERVISED	
NAME / TITLE OF PERSON WHO CAN VERIFY THIS EMPLOYMENT			

DUTIES: List the major duties involved with job and give an approximate percentage of time spent on each duty.	
% OF TIME	MAJOR DUTIES

100%

WORK EXPERIENCE – IMPORTANT: List all jobs and activities including military service, part-time employment, self-employment, and volunteer work. BEGIN with your FIRST job in Block A; END with your MOST RECENT or PRESENT job.

C EMPLOYER/COMPANY NAME		KIND OF BUSINESS	
STREET ADDRESS		YOUR OFFICIAL JOB TITLE	
CITY AND STATE	TELEPHONE NUMBER ()	BEGINNING SALARY	ENDING SALARY
DATES OF EMPLOYMENT (Mo/Da/YR) FROM / / TO / /	AVERAGE HRS. WORKED PER WEEK	REASON FOR LEAVING	NO. OF EMPLOYEES YOU DIRECTLY SUPERVISED
NAME / TITLE AND PHONE NO. OF YOUR SUPERVISOR		LIST JOB TITLES OF EMPLOYEES YOU DIRECTLY SUPERVISED	
NAME / TITLE OF PERSON WHO CAN VERIFY THIS EMPLOYMENT			

DUTIES: List the major duties involved with job and give an approximate percentage of time spent on each duty.	
% OF TIME	MAJOR DUTIES

100%

D EMPLOYER/COMPANY NAME		KIND OF BUSINESS	
STREET ADDRESS		YOUR OFFICIAL JOB TITLE	
CITY AND STATE	TELEPHONE NUMBER ()	BEGINNING SALARY	ENDING SALARY
DATES OF EMPLOYMENT (Mo/Da/YR) FROM / / TO / /	AVERAGE HRS. WORKED PER WEEK	REASON FOR LEAVING	NO. OF EMPLOYEES YOU DIRECTLY SUPERVISED
NAME / TITLE AND PHONE NO. OF YOUR SUPERVISOR		LIST JOB TITLES OF EMPLOYEES YOU DIRECTLY SUPERVISED	
NAME / TITLE OF PERSON WHO CAN VERIFY THIS EMPLOYMENT			

DUTIES: List the major duties involved with job and give an approximate percentage of time spent on each duty.	
% OF TIME	MAJOR DUTIES

FOR ADDITIONAL WORK EXPERIENCE OR INFORMATION, ATTACH SF10A OR 8 ½ X 11 PAPER. USE SAME FORMAT AS WORK EXPERIENCE ON THIS APPLICATION.

State of Louisiana

Pre-employment Application Standard Form 10(SF-10)

www.civilservice.louisiana.gov

APPLICANT EEO DATA FORM

Voluntary Applicant Information

The STATE OF LOUISIANA requests the data below so we may comply with federal Equal Employment Opportunity Law requirements. The information is strictly **VOLUNTARY** and in no way influences employment prospects.

Ethnic Origin:

Hispanic or Latino Non-Hispanic or Non-Latino

Race: (Please check all that apply)

White Asian
 American Indian / Alaskan Native Black or African American
 Native Hawaiian or Other Pacific Islander Other: _____

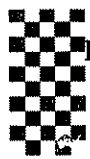
Gender:

Male Female

Date of Birth:

How did you find out about this job?

Civil Service Website Paper Announcement at Agency Newspaper Ad
 Flier Career Fair Word of Mouth Other: _____



LAURA BUCK

lbuck1@tulane.edu
(225) 773-7663

Permanent Address:
12630 Newcastle Ave.
Baton Rouge, LA 70816

Current Address:
31 McAlister Dr. #5982
New Orleans, LA 70118

March 16, 2009

Dear Hiring Manager:

I am seeking to expand on my experiences in the legal field before I begin law school this fall. If there are any openings for an assistant, file clerk, or receptionist beginning in May, please consider my qualifications.

As a Legal Studies in Business major at Tulane University, I have acquired knowledge of various legal concepts within real estate, e-commerce, insurance and risk management, employment law, international business law, legal writing and research, and negotiations. While working twenty-five hours per week as a supervisor at the Tulane Call Center, I have maintained a GPA of 3.65. I have also been the captain of Tulane's undergraduate moot court team, co-captain of Tulane's dance team, and a member of Alpha Kappa Psi, a professional business fraternity. In recognition of my dedication to academic excellence, I have been awarded the Tulane Law School Dean's Scholarship and was also offered admission to Emory Law School.

Besides educational experience, I have also contributed to the legal community during the past two years. In 2007, I provided clerical support to seven attorneys at the General Counsel for the Louisiana Division of Administration. In addition to basic office assistant duties, I learned how to organize and file cases. Last summer, I took on similar duties at the Messer Law Firm, but also gained hands-on experience drafting pleadings and client letters. It was enlightening to be exposed to concepts that I have learned in the classroom within an actual legal setting. It would be a privilege to further develop these skills while making a viable contribution to your firm.

I have attached my resume for additional information. I will be available to work from May through August of 2009. To schedule a meeting please contact me at lbuck1@tulane.edu or 225-773-7663. Thank you for your time and consideration.

Sincerely,

Laura Buck

Attachment

LAURA BUCK

lbuck1@tulane.edu

(225) 773-7663

Permanent Address:

12630 Newcastle Ave.
Baton Rouge, LA 70816

Current Address:

31 McAlister Dr. #5982
New Orleans, LA 70118

EDUCATION

Tulane University A.B. Freeman School of Business

New Orleans, LA

Bachelor of Science in Management

May 2009

Major: Legal Studies in Business

GPA: 3.65

Louisiana State University (Katrina Semester)

Baton Rouge, LA

Fall 2005

HONORS

Tulane Law School Dean's Scholarship

Spring 2009

Tulane University Dean's List

Spring 2006, Fall 2008

Alpha Kappa Psi Tulane Chapter Brother of the Year

Fall 2007

Valedictorian Scholarship

Spring 2005

EXPERIENCE

Tulane Call Center

May 2006-Present

Supervisor

- Work 25 hours weekly while maintaining GPA
- Solicit donations; personally raised over \$100,000 for the Tulane Fund
- Monitor and train all student callers to communicate with alumni

The Messer Law Firm, LLC

Summer 2008

Legal Assistant / Receptionist

- Provided administrative and clerical support to two attorneys
- Drafted legal pleadings and client letters
- Filed documents with the 19th Judicial District Courthouse

General Counsel for the LA Division of Administration

Summer 2007

Office Assistant / File Clerk

- Provided administrative and clerical support to seven attorneys
- Distributed mail, answered phone, and directed calls
- Organized and filed cases

ACTIVITIES

Tulane Moot Court Competition: Team Captain

Volunteer: LSPCA, Kaboom, Katrina Recovery, CACTUS, Relay for Life

Tulane's Shockwave Dance Team: Co-captain

Alpha Kappa Psi Professional Business Fraternity: Social Chair and Historian

TULanthropy Committee

Alpha Lamda Delta Honor Society

Pre-Law Society

SKILLS

Computer: Microsoft Office Certifications - Excel, Word, and PowerPoint

Language: Advanced proficiency in Spanish

RECEIVED

MAR 16 2009

LOUISIANA HOUSING
FINANCE AGENCY

Donald C. Scott

8601 Carriage Rd.
River Ridge, La. 70123
dscott751@yahoo.com

March 13, 2009

Dear Chairman Woods,

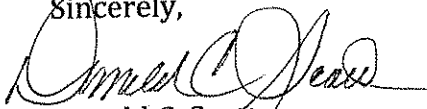
Your advertisement in the Times Picayune Thursday, March 12th, seeking a Vice President to manage the various operations of LHFA in conjunction with existing management requires an individual, such as myself, with years of experience in the Savings and Loan industry. I firmly believe that my perspectives of the housing finance industry will definitely benefit the existing and future operations of the Louisiana Housing Finance Agency.

My 35+ years of experience encompassed cash/asset management, bank operations, human resources, budgeting, and management of the investment portfolio. My excellent problem solving skills, reputation for integrity, and appreciation for customer service and satisfaction should enable me to make an immediate contribution. My many years of management experience, as well as my ability to motivate others will serve you well. In my various positions with Guaranty Savings, it was not only a responsibility, but a pleasure to promote the bank in the community. Marketing the company was ingrained in all facets of my daily life through interaction with employees, customers, companies we did business with, and the community at large. The many successful radio spots on WWL were authored and communicated by me to reach the broad demographic spectrum that is New Orleans.

Upon completing a consulting agreement as part of an early retirement package, it is my desire to seek a new career utilizing my talents, people skills and work ethic. As this will be my second career, compensation is secondary to new productive employment.

I welcome the opportunity to meet with you to discuss your needs and my abilities. Thank you for your time and interest and I look forward to speaking with you.

Sincerely,



Donald C. Scott
(504) 738-3866
(504) 909-9827 mobile

RECEIVED

MAR 17 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

Donald C. Scott

8601 Carriage Rd.
River Ridge, La. 70123
(504) 738-3866
(504) 909-9827
dscott751@yahoo.com

OBJECTIVE: To apply my talents, skills and experience in order to successfully undertake a new challenge .

EXPERIENCE:

Guaranty Savings and Homestead Association 1972 – 2005

Vice President 1980 - 1985

- Mortgage Operations – originations, collections, and REO management
- Profitably or at minimal loss disposed of average 2 REO's annually
- Facilitated repairs/maintenance of REO's
- Increased mortgage lending thru real estate agents and consumer outreach initiatives
- Managed collections to minimize foreclosures

President and Director 1985-1997

- Positioned, promoted, maintained Guaranty as portfolio lender
- Set policies and procedures
- Reviewed and managed all facets of operations
- Addressed all initiatives regarding products and pricing
- Served as director for 2 year term Louisiana Savings & Loan League

President, CEO, Chairman, Director Guaranty Savings and G.S. Financial Corp. 1997- 2005

- Implemented investment strategies and managed portfolio in excess of \$80 million; **rated outstanding by Vining Sparks 2005**
- Oversaw Initial Public Offering in 1997 of 3.2 million shares
- Increased book value 60% over IPO value
- Increased mortgage portfolio to over \$80 million
- Increased assets from \$82 million to over \$200 million
- Authored and voiced radio commercials and print ads

Retirement/Non-compete/ Consulting agreement 2005 – January, 2008

- Continued serving as Director of Guaranty Savings and G.S. Financial Corporation

REFERENCES: Provided upon request

RECEIVED

MAR 20 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

Jerome Smith Sr.
1069 Belvedere Dr.
Slidell, La. 70458-1234
(985) 640-2038(Cell)

(985) 726-0657 (Home)

Email: smithj1069@yahoo.com

SUMMARY OF QUALIFICATIONS

- Four years teaching experience at the high school and college level
- Academic counselor for students participating in college programs
- Strong communication skills as a lecturer, teacher, and negotiator

WORK EXPERIENCE:

Louisiana Technical College – Slidell Campus
1000 Canulette Road, Slidell, LA 70458, USA

Dates Employed: 12/2002 – August 2005

Title: Instructor/Assistant Coordinator

- As Business Department/Medical Office Program Instructor taught the disciplines of Business English, Introduction to Computers, Administrative Procedures, Basic Word Processing (Microsoft Word), Keyboarding, Medical Billing Insurance and Coding, Job Seeking Skills, Medical Terminology, and Microsoft Excel. Counsels and advised students concerning their academic achievement, personal goals, financial aid, and program eligibility.

- As Developmental Studies/Workforce Literacy instructor developed plans, organized schedules and mentored students in pursuit of English, Math and Workforce/life skills improvement. Provided student activity guidance through individual and group instruction. Administered, scored, and interpreted assessment tests and scheduled skill upgrade training utilizing individualized and computer-based instruction.

- As Medical Office/Patient Care Program Coordinator developed and implemented two campus programs, with a third awaiting approval. Authored three new program offering packages for submission approval to a national accreditation board. Organized and implemented student recruiting/counseling and program participation efforts.

- As Temporary Assistance for Needy Families Assistant Coordinator, managed the program's budget, prepared and submitted grant requests for new programs, developed new course offerings, attended meetings and made presentations to current and potential business partners, community organizations and government organizations to increase awareness of programs.

L&T Preparatory Academy
1111 Poland Avenue, New Orleans, LA 70117, USA

Dates Employed: 12/1999 – 12/2003

Title: Project Management Director and Finance Officer

Developed strategy and implemented plans for outfitting and modernization of computer information systems. Directed the organization's staff restructure to align to the company's mission. Managed and directed the company's finance, employment, relocation, family-advocacy and transition assistance areas.

Walter L. Cohen, Sr. High School
3520 Dryades Street, New Orleans, LA 70115, USA

Dates Employed: 01/2002 – 09/2002

Title: Secondary English and Reading Teacher

Developed and presented a curriculum consistent with state directives to develop and enhance the verbal and written language skills of over 150 students.

United States Navy
Various; throughout the USA

Dates Employed: 06/1980 – 01/2002

Titles: Administrative/Personnel Officer, Director, Career Counselor, Supervisor, Classifier

Managed budgets for and coordinated all operational personnel movements. Supervised/trained staff – Developed and conducted employee/family presentations/briefings – Coordinated activities. – Career Development Counselor.

Training Program Coordinator. Instituted plans and policies to link employee development to company objectives at every level of management. Developed and managed the after-work educational program offerings of vocational and college level courses.

Installed and managed the computer database programs required for pay and personnel management functions.

***Education ***

Troy State University
New Orleans, La, USA
Master of Science Management
May 2002, 30 semester hour requirement
Concentration: Human Resource Management
GPA: 3.7 of 4.0

Northwood University
New Orleans, La, USA
Bachelors Business Administration
Feb 2001, 185 semester hour requirement
Concentration: Management
Honors: Cum Laude

JOB RELATED SKILLS:

** Computer experience and training ** Software: Oracle (user), Microsoft Professional Suite (Word, Excel, PowerPoint), MS-DOS 7.0, WordPerfect 7.0, d-Base IV, Lotus 1-2-3.

JOB RELATED TRAINING COURSES:

Navy Leadership Continuum, Jun 2000 (2 wks), Classification and Interviewing, Sep 92, (4 wks), Recruiting and Sales Oct 92, (6 wks), Advanced Personnel Administration Course Nov 95, (2 wks).

Off Duty Education: Credit Management/Principles of Marketing, Sep 84 (3 Credit Hrs each), Strategic Management and Analysis, Dec 99 (6 Credit Hrs), Financial Management/Human Resource Management, Jul 2000 (undergraduate 6 Credit Hrs). Masters Level Financial Management/Legal Aspects of Employment Law, Dec 2001 (6 Credit Hrs), Organization Theory/Behavior Feb 2001 (6 Credit Hrs), Financial Management/Strategic Management and Analysis, Oct 2001 (6 Credit Hrs).

JOB-RELATED HONORS, AWARDS, MEMBERSHIPS, ETC:

Navy Commendation Medal (4 awards), Jan 92, Jul/Nov 95, Dec 99, Navy and Marine Corps Achievement Medal, Jan 91, Certificates and Letters of Commendation (82, 83, 84, 89 90 91), Sailor of the Year, Jan 91

References available upon request

RECEIVED

MAR 23 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

Max C. Marx
301 Napoleon Street
Baton Rouge, Louisiana 70802
Mount Kisco, New York 10549
914 860-5004

Email: maxcolemanmarx@yahoo.com
BlackBerry Email: maxcolemanmarx@vzw.blackberry.net

Confidential

March 12, 2009

Dear Sir/Madam:

Please find attached my resume in response to the advertisement for this exciting position.

I believe I

- a. am highly qualified
- b. have excellent legal skills
- c. have worked with FDA, EPA, CPSC, state and international agencies on compliance and regulatory/legal issues.
- d. have a superb business sense (having also served as part of senior management)
- e. have wide-ranging talents involving regulatory and quality matters, as well as legal matters
- f. have a superb sense of humor
- g. excel at problem-solving
- h. do superbly in team situations or alone, as the case may require
- i. am an experienced lawyer with both substantial corporate in house and international law firm experience
- j. have superb familiarity with SEC rules and filings, commercial transactions, acquisitions, corporate secretarial duties and contracts
- k. have strong negotiating and drafting skills

- l. have excellent communication skills, ability to provide timely advice and work with internal and external stakeholders including the Board of Directors
- m. have substantial employment law and contracting and a deep knowledge of Sarbanes Oxley and corporate governance

During my various positions, I have accomplished a great deal:

1. Centralized and professionalized all legal affairs and compliance matters.
2. Budgeted and cost contained legal fees.
3. Established enduring and constructive relationships with governmental agencies.
4. Created a business code of conduct and engaged in companywide training
5. Dealt expertly with crisis management and other mission-critical projects.
6. Participated in and contributed to senior management and board meetings.

Please contact me at your earliest convenience in confidence.

Please do not contact any of my prior or current employers at this time and keep this inquiry strictly confidential.

Very truly yours,

Max C. Marx

Max C. Marx
Cell: 914 860-5004

Max C. Marx
301 Napoleon Street
Baton Rouge, Louisiana 70802
Mount Kisco, New York 10549
914 860-5004

Email: maxcolemanmarx@yahoo.com
BlackBerry Email: maxcolemanmarx@vzw.blackberry.net

CAREER OBJECTIVE:

A career position in U.S. and international corporate law in a progressive and creative environment with a focus on well-managed and centralized legal affairs.

EMPLOYMENT HISTORY:

The Law Offices of Max C. Marx—2008 to Present

- Mergers and Acquisitions.
 - Corporate matters
- Review of advertising, labeling, sales and marketing materials.
- Domestic and international corporate and contractual matters.
- ISDA Transactions, including Negotiation, Drafting and Completion.
- Transactional and strategic alliance negotiations, agreements and implementation.
- Compliance matters relating to FTC, FDA, EPA, USDA, CPSC, state agencies, foreign agencies and other agencies.
 - Litigation management and administration
 - Intellectual property rights (trademarks, patents, etc).
 - E-commerce agreements and protocols.
 - Website review and legal compliance issues.
 - Licensing, distributorship agreements and regulatory issues.
- Employment law, collective bargaining agreements and consulting contract matters.

Senior Vice President-General Counsel and Corporate Secretary—2008

Gibson Guitar Corp., Nashville, Tennessee

(World's leading guitar and musical instrument manufacturer)

- Chief legal officer of the Nashville-based company and its global operating manufacturing facilities and its subsidiaries and branches throughout the world.
- Responsible for Legal, Human Resources and Security/Loss Prevention Departments.
 - Specialized in general international and corporate practice.
 - Trademark, patent, copyright and other intellectual property matters.
- Mergers & Acquisitions, Contracts, Environmental, Labor, Real Estate, Securities, Compliance and Employment law.
 - Corporations, Litigation Management and strategy.

Corporate General Counsel & Corporate Secretary-- 1999 to 2007

The Hartz Mountain Corporation, Secaucus, New Jersey

(America's leading pet supplies company)

- Supervised three separate departments: Legal (for entire time), Regulatory Affairs (for a period of time) and Quality (for a period of time)
 - Mergers and Acquisitions.
 - Review of advertising, labeling, sales and marketing materials.
 - Domestic and international corporate and contractual matters.
- Key member of the senior management group directly reporting to the President/CEO.
 - ISDA Transactions, including Negotiation, Drafting and Completion.
 - Transactional and strategic alliance negotiations, agreements and implementation
- Compliance matters relating to FTC, FDA, EPA, USDA, CPSC, state agencies, foreign agencies and other agencies
 - Litigation management and administration
- Intellectual property rights (trademarks, patents, etc) for worldwide operations.

- E-commerce agreements and protocols.
- Website review and legal compliance issues.
- Licensing, distributorship agreements and regulatory issues.
- Employment law, collective bargaining agreements and consulting contract matters.

Vice President-General Counsel, 1998 to 1999
Mitsubishi Materials U.S.A. Corporation, New York, New York
(Leading advanced materials company)

- Chief legal officer of the New York-based company and 11 operating manufacturing facilities and their subsidiaries and branches throughout the United States, Mexico and Canada.
 - Specialized in general international and corporate practice.
 - Silicon wafer chip and robotics patent matters.
 - Rare earth metals contracts and legal issues.
 - ISDA Transactions, including Negotiation, Drafting and Completion.
- Mergers & Acquisitions, Contracts, Environmental, Labor, Real Estate, Securities, Compliance and Employment law.
 - Corporations, Litigation Management/Strategy and Intellectual Property Rights.
- Responsible for public relations, investor relations and governmental relations matters.

Senior Vice President-General Counsel and Secretary 1990 to 1998
Sunkyoung America, Inc. (Ika SK Global America, Inc.), New York, New York
(former American subsidiary of Korean leading trading company)

- Chief legal officer of New York parent and 30 affiliated companies.
 - Specialized in general international and corporate practice for company and affiliates.
- Mergers & Acquisitions, Contracts, Real Estate, Securities, Compliance and Employment law.
 - Corporations, Litigation Management/Strategy and Intellectual Property Rights
- Established and managed legal department (6 professionals-(3 attorneys and 3 paralegals).
 - ISDA Transactions, including Negotiation, Drafting and Completion.
 - Issued legal opinions to banks, financial institutions and third parties.
- Conducted compliance audits, videotaped seminars and dealing with relevant governmental agencies.
- Worked on various swaps, LDC or emerging market debt, hedges, futures, repos. and other derivatives.
 - Metals and commodities trading contracts.
- Acted as general counsel to large, complex derivatives litigation (JP Morgan vs. SK Securities), as reported by The American Lawyer, May, 1998.

Senior Corporate Counsel 1984 to 1990
Sumitomo Corporation of America/ New York, New York
Sumitomo Corporation, Tokyo, Japan
(American subsidiary of Japan's pre-eminent trading company)

- Both domestic and overseas assignments in international business law practice.
 - Worked in Tokyo for 2 years with the parent company.
- Specialized in general international and corporate practice for company and affiliates.
 - Precious metals and commodities trading and agreements.
 - Transactional and joint ventures throughout the world.
- Mergers & Acquisitions, Contracts, Real Estate, Securities, Compliance and Corporations.
 - ISDA Transactions, including Negotiation, Drafting and Completion.
 - Litigation Management/Strategy and Intellectual Property Rights.
 - Created standard contract forms and manuals for clients.
- Conducted various legal, environmental and risk management due diligence tasks.

Associate Attorney 1982 to 1984
The Law Firm of Hamada & Matsumoto, Tokyo, Japan
(nka Mori Hamada & Matsumoto)
(Pre-eminent securities, corporate, banking and financing law firm)

- International securities and business legal practice.
- Eurobonds, Swiss Franc bonds, Mutual funds and IPOs.
 - Aircraft, hotel and equipment leasing and financing.
- Joint ventures and technology licensing arrangements.
 - Metals and commodities purchasing agreements.
- Distributorship, franchise and other international transactions.

- International litigation and dispute resolution management

Corporate Counsel 1979 to 1982
Saxon Industries, Inc., New York, New York
(former paper and other industries manufacturer)

- Associate attorney in publicly traded company.
- Contracts, SEC Filings and Shareholder correspondence.
 - Transactions and strategic alliances.
 - Industrial revenue bond financings
 - Leases and Sale leaseback financings.
 - Tax certiorari petitions and hearings.

EDUCATION:

Master of Philosophy (M. Phil.) (1981)
Columbia University New York, New York

- Major: Philosophy, Political philosophy, Philosophy of law and Jurisprudence.
 - Minor: Analytical philosophy.
- Activities: Awarded Tuition Grant after first year owing to Scholastic Achievements.

Juris Doctor (J.D.) (1978)
L.S.U. Law School Baton Rouge, Louisiana

- Activities: Moot Court, Civil and Common law and Philosophy of law.
 - Summers: Public Defender's Office--Criminal indigent appeals

Bachelor of Arts (B.A.) (1975)
Louisiana State University Baton Rouge, Louisiana

- Major: Philosophy and Political Philosophy
 - Minor: Business Law
 - Activities: Mu Sigma Rho.

SKILLS:

- Computer: Proficient computer and database skills (Westlaw, Internet, Microsoft Word and WordPerfect)
- Languages: Japanese (some spoken) and French (some reading). German (some reading)

INTERESTS AND ACHIEVEMENTS:

- Admitted to practice law in the States of New York and Louisiana (1981).
 - Extensive international travel, particularly in Europe and Asia

PROFESSIONAL PRESENTATIONS:

- ABA Speaker: "Corporate Legal Departments in the 1990s" (1991).
 - ABCNY Panelist: "How to Become and Remain General Counsel" (1996)
 - Korea Society Speaker, "The Disjoint Venture" (1997)
 - Chair, Corporate Counsel Committee, International Law & Practice Section, ABA (1999)
 - ABA Speaker, "The Impact of Information Technology on In-house Counsel", ABA Annual Meeting, Atlanta (1999)
-

TROY ANTHONY HUMPHREY

5641 Government
Baton Rouge, Louisiana 70806
(225) 927-1616

March 19, 2009

RECEIVED

MAR 20 2009

LOUISIANA HOUSING FINANCE AGENCY

Mr. Wayne Woods, Chairman
Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, Louisiana 70808

Dear Mr. Woods:

I have enclosed a resume for the Board and the President's consideration of my candidacy for the position of Vice President of the Louisiana Housing Finance Agency.

I am a life-long resident of Louisiana, who, over the past fifteen years, has been able to build a diverse yet dynamic legal career helping people while at the same time, helping my state. My roots are here as are my intentions to remain and continue contributing to the rebuilding and reformation our state. I am proud to say that I have always known and hope to always know the clients your agency aims to serve, for they are also my clients and my neighbors. I know them and understand their needs.

At the same time, I understand the obligation the government has to provide and protect existing affordable housing and reduce displacement of residents, especially the elderly and long-time residents. While I am familiar with the role of LHFA, I am eager to engage, more thoroughly in the operation of the agency in undertaking and fulfilling its' mission. As such, I look forward to establishing a relationship of "understudy" to Mr. Bailey, acting as a resource for the Board and quickly assuming a role of leadership for the agency

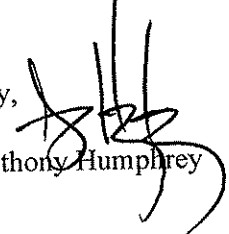
I have been in the active practice of law for the last fifteen years. As an Assistant Parish Attorney I was primarily engaged in property related legal work, including expropriation and the administration of adjudicated property. Earlier in my career, as an associate with DeCuir and Clark, L.L.P., I was afforded the occasion to work with the East Baton Rouge Housing Authority under the direction of Richard Murray, and become familiar with the operation of that agency.

Likewise, I am artful in the practice of inter-governmental relationships and am very fluent in researching, understanding, processing, manipulating and complying with local, state, and federal legislation. As a result of having practiced law for fifteen years, I have developed management skills and a management style that will allow me to "hit the ground running" at the agency

I hope that my legal experience, understanding of the judicial, legislative, and administrative processes as well as my talents, abilities, and desire to contribute to the accomplishment of the goals of The Louisiana Housing Finance Agency will encourage your agency, the Board and Mr. Bailey, to give me the opportunity to meet with you, and further demonstrate my ability to become the Vice President that you are looking for.

Sincerely,

Troy Anthony Humphrey



RECEIVED

MAR 23 2009

TAH/

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

TROY ANTHONY HUMPHREY

**5641 Government Street
Baton Rouge, Louisiana 70806
(225) 927-1616
TroyHumphrey@Yahoo.com**

EDUCATION

**Louisiana State University
The Paul M. Hebert Law Center
Southern University**

Juris Doctorate awarded December 1993
Admitted to Louisiana Bar October 1994
B.A. Journalism 1987

LEGAL EXPERIENCE

December 2005 to August 2008: East Baton Rouge Parish Attorney's Office Assistant Parish Attorney

The property section is responsible for the drafting of all statutes and ordinances needed for public improvement projects; the title examination of all property needed for public improvement projects; and the acquisitions by sale, donation or expropriation of all property needed for public improvement projects for the City and Parish. Projects include drainage, sewerage and road improvement projects. The attorney's in the property section, are in constant communication and consultation with the Department of Public Works, the Louisiana Department of Transportation and Development and the Federal Highway Commission on all road projects. Further, our section addresses any and all questions concerning property, leases, roads and servitudes from the Metropolitan Council, the administration as well as members of the public. Other specific responsibilities include, the administration, advertisement and sale of all adjudicated surplus property in the name of the Parish of East Baton Rouge and pursuant to La. R.S. 33:4720, et seq. as well as the litigation of condemnation proceedings.

April 2003 to present: Humphrey Law Firm, L.L.C. Baton Rouge, Louisiana

A general practice law firm engaging in the practice areas of criminal defense, civil matters including personal injury, family, probate, as well as providing contract work for other attorneys as well as municipal bodies.

April 2000 to April 2003: DeCuir and Clark, L.L.P., Baton Rouge, Louisiana Associate

A small, dynamic, service law-firm specializing in educational law issues. Specific practice areas includes criminal defense, as well as civil matters including personal injury, family, probate, and the continued development of an entertainment law practice. Areas of interest include negotiation of recording, distribution, publishing, and production and management agreements for artists and entities interested in securing intellectual property rights. Practice includes engaging protection and licensing of copyrights and negotiating clearance and usage agreements.

January 1999 to April 2000: The Honorable Janice Clark, Chief Judge 19th JDC Law Clerk

Prepared motions set for rule hearings. Assisted the Court by providing recommendations of these motions. Provided legal research on a wide variety of issues and legislation. Interacted with attorneys regarding matters on the docket and matters before the Court. Assisted with the preparation of rulings and reasons for Judgment.

October 1994 to November 1998: East Baton Rouge Parish District Attorney Office; Assistant District Attorney
Responsible for screening, billing, and prosecution of both misdemeanor and felony grade criminal offenders in the 19th Judicial District by addressing all aspects and phases of the criminal justice process including negotiating plea arrangements as well as conducting several hundred bench trials, detention hearings, bond revocation/reduction and disposition hearings. Areas of concentration include Juvenile, Family, and Children in Need of Care proceedings.

Aimee Turner

3663 Church Street
Zachary, LA 70791
(225) 570-2880 home
(225) 235-4041 cell
aimeeturner@cox.net

Career Summary

Detail oriented professional with 11 years of experience as a Mortgage Lending Executive, Subject Matter Expert, and Senior Manager. Known for strong communication skills, proven ability to facilitate and see projects through to completion. Reputation for strong problem solving, troubleshooting, and decision-making skills in fast paced environments.

2008 – Present **FranklinCovey**

Associate Client Partner

Formulate solutions for Senior Executives and line leadership within targeted accounts. Focus on building mutually beneficial business relationships that are profitable and long lasting. Make compelling presentations and close business. Strong contract negotiating skills and outstanding client follow-up.

2007-2008 **Republic Mortgage Insurance Company**

Account Manager

Responsible for managing Expanded Sales Territory. Responsibilities include identifying, securing, and growing business for RMIC. In addition, creating and implementing tailored sales plan that will be consistent with Company goals. Target potential customers/prospects to demonstrate RMCI benefits and effectively identify needs and resolutions. Build and maintain strong, profitable external and internal customer relationships by understanding needs and responding quickly/appropriately to their needs.

2004-2007 **First National Banker's Bank**

Mortgage Division Manager, SVP

Responsible for the Sales and Operations of the Mortgage Services Division. Handled the decision making for production and operational guidelines, plan, manage and direct the Sales efforts for the organizational goals and activities. Managed staff to perform necessary sales, tracking, reporting and quality control requirements. Assured appropriate product, pricing and production to meet corporate goals for profitability with a focus on quality control and compliance.

1998-2004 **Hibernia Mortgage Banking**

Loan Delivery Manager, AVP

Organize, supervise and direct a staff of up to 20 employees in delivering various loans to investors including conventional, sub-prime, government and bond loans. Ensures delivery deadlines are met, proper documentation is sent, AUS findings are met and required follow-up documents are retrieved and forwarded to the investors and/or document custodian. Manages relationships with outside vendors to ensure compliance and stay up-to-date on changes. Engage in ongoing development and training to ensure guidelines are current and requirements are being met.

Account Executive

Develop and maintain a broker line of business. Establish relationships with brokers in Louisiana, Texas and Mississippi. Provide customer service to clients while maintaining a 2 million-dollar monthly pipeline.

Mortgage Analyst

Analyze best execution on daily whole loan trades with investors. Responsible for various reconciliations including risk based pricing, gain/loss accounts and daily position. Prepares estimates for the department's monthly income and production. Produces a daily rate sheet for our retail and correspondent areas.

1997-1998 Atlantic Lending Company

Loan Officer/Officer Manager

Managed daily operations of Broker shop. Responsible for sending loans to various lenders for final approval. Additional responsibilities: prospecting, interviewing potential borrowers, collection borrower information, income calculation, appraisal reviews, underwriting analysis, etc.

Education

Louisiana State University – Bachelor of Science – EJ Ourso College of Business
Property & Casualty Insurance License - 2007
Notary Public – 2002

References available upon request

Professional Experience

- Managed and directed a wide range of strategic planning, financial analysis and organizational management functions.
- Developed and implemented improved policies and procedures, resulting in improved efficiency and productivity.
- Use clear, concise communication skills in conjunction with organizational skills to perform daily duties.
- Effective management, technical, and supervisory skills.
- Developed and implemented improved policies and procedures, resulting in improved efficiency and productivity.
- Recognized for long hours, commitment to customers, attention to detail, professionalism, and follow-up.
- Use clear, concise communication skills in conjunction with organizational skills to perform daily duties.
- Met and conferred with opposing counsel, filed complaints, answered cross-complaints, negotiated and settled cases prior to litigation.
- Organized research notes and transcribed to electronic format reducing space needed for files.
- Prepared, reviewed, and filed motions and petitions on client's behalf.

Employment History

The Hunter Law Firm, Washington, DC

2007 - Present

Attorney

Investigated and prepared defenses for bodily injury, personal injury, and homeowner claims.

- Drafted legal documents, including subpoenas, motions, contracts, and trial court briefs.
- Examined legal precedents in personal injury, succession, corporate law, and domestic law.
- Provided legal documents to courts on matters awaiting litigation.
- Interacted with mortgage companies, public trustee offices, courts, law firms, title companies and mortgagors.
- Analyzed and researched legal issues. Wrote pleadings and responded to motions in civil tort claim damage suits.

Resolutions Rehabilitation Out-Patient Mental Health Clinic, Landover, MD

2003 - 2007

President/CEO

Executed complete company start-up including staffing, and financing. Developed valuable business relationships with key clients/constituents. Developed expertise in obtaining government contracts to provide a wider variety of services.

- Established strategic vision, elevated organization's profile throughout the business community, and corrected inefficient practices
- Conducted all manner of client services from due diligence investigations, through to the establishment of business infrastructure, tax returns, annual account preparation, and audits
- Authorized financial, business development, and procedural decision-maker for the short-term, medium-term, and long-term growth of the business in collaboration with partners

BNSF, Washington, DC

2002 - 2002

Legal Intern

Conducted legal research and analysis on state and federal statutory and case law. Conducted legal research as directed by attorneys, using traditional methods and computer-based techniques. Prepared research reports and presented findings to legal team.

- Assisted corporate counsel by conducting factual and legal research, as well as investigating matters for client cases files
- Gained a valuable working knowledge of the court procedures
- Conducted case research and prepared legal memoranda, orders, judgments, and decrees
- Used detailed-oriented skills to prepare and organize documents for trial

Abbott Laboratories, Atlanta, Ga

2001 - 2001

Sales Force Analyst

Collaborated with sales team on sales calls and provided support. Developed and managed promotional activities aimed at enhancing product awareness. Facilitated the education and training of sales representatives.

- Provided technical sales support
- Targeted decision makers in major health maintenance groups and insurance plans
- Created physician-targeting lists, to better analyze data on a routine basis and more effectively utilize resources
- Called on healthcare practitioners and businesses to market specific drug products
- Worked closely with team members and specialty representatives to coordinate plans, strategies and programs for various products

Meharry Medical College, Nashville, TN

1999 - 2001

Assistant to the Director

Coordinated and handled various business and personal projects for the Director of Public Health for undergraduate and graduate programs.

- Sorted and sent out mail
- Accepted increasing responsibility demonstrating flexibility and ability to learn quickly
- Accustomed to fast-paced, high-pressured positions, demonstrated ability to prioritize multiple tasks, meet deadlines, and provide quality work
- Acquired excellent communication and interpersonal skills with the public, faculty, administration and students.

Abbott Laboratories, Abbott Park, IL

2000 - 2000

Healthcare Processes Intern

Collaborated with senior vice-president, health specialists and civic groups to ascertain community health needs, determine availability of services, and to develop goals to help find solutions to current healthcare crisis such as rates of uninsured, nursing shortages etc....

- Conducted community surveys to ascertain health needs, develop desirable health goals, and determine availability of professional health services.
- Prepared and developed educational and informational materials used for presentations by senior executives at health care conferences, conventions and private organizational functions.

Research Genetics, Huntsville, AL

1999 - 1999

Laboratory Technician

Created and updated a searchable database to collate and analyze test results.

- Analyzed chemical and physical purity occurring in substances using biomassspectrometer.
- Compiled and documented test findings and results
- Conducted chemical and physical laboratory tests for various substances

Huntsville High School, Huntsville, AL

1998 - 1999

Head Soccer Coach

Trained and developed players. Organized practices and managed a rigorous training program. Scheduled team matches and tournaments.

- Trained and developed soccer players
- Mediated, negotiated, counseled, advised and communicated with athletes, parents, school and school board.
- Organized and directed all practices of the men's soccer programs

Alabama A&M University, Huntsville, AL

1994 - 1999

Laboratory/Office Assistant

Established and maintained research goals and timelines. Prepared study-related documents and reports of trial progress. Performed various clerical and administrative duties for Chair of the biology department, including scheduling appointments and meetings, providing information to students and faculty, typing, filing, faxing, and answering phones.

- Provided clerical support, assisting with faxing, filing, and copying projects
- Established and maintained research goals and timelines
- Prepared study-related documents and reports of trial progress
- Researched and prepared classroom teaching, class reading and assignments for instructor positions

Education

Juris Doctor, Law

2004

Howard University School of Law, Washington, DC

Masters, Public Health/ Health Administration

2001

Meharry Medical College, Nashville, TN

Bachelor of Science, Zoology

1999

Alabama A&M University, Huntsville, AL

Major in: Biology

Minor in: Chemistry and Psychology.

Affiliations

- Maryland State Bar Association. Maryland, 2006
- American Bar Association, 2006
- Kappa Alpha Psi, Fraternity Inc., 1996

Licenses

- Licensed Attorney. Maryland, 2006
- Real Estate Broker License Maryland (pending), 2008

Honors

- Howard University School of Law, 2001. Academic Scholarship
- Meharry Medical College, 2000. Vice- President of the Public Health/Health Administration Masters Program
- Meharry Medical College, 1999. Academic Scholarship
- Alabama A&M University, 1997 - 1999. Captain of the Division 1 Soccer Program

Denise Ackoury

From: Johnique Keller [johniquek2002@yahoo.com]
Sent: Saturday, March 14, 2009 12:41 PM
To: Employment Opportunities
Subject: Vice President
Attachments: Johnique Keller 1.doc

To Whom It May Concern:

I am writing with reference to your want of employees for a Vice President. I consider that my credentials and interests match your requirements and want to apply for the same.

My professional experiences and qualifications will allow me the opportunity to continue growing and serving in the position for which I am applying for. I have a strong sense of knowledge, capabilities and the respectable personality to work well with others. I would like to expand the knowledge and work experiences I have acquired within your company. I am definite that I will be a valuable addition to your company utilizing the many communications skills I have acquired from previous tasks.

You will see from my resume that I have gained valuable knowledge and expertise through my work on several accounts. I believe that I have the correct skills and attitude to fulfill my role within your company and if successful I feel I would begin to make immediate contribution. Thank you for your consideration.

Sincerely,

Johnique Keller

Johnique Keller

8517 Longwood View Ave. Baton Rouge, LA 70812
Telephone Number: 225-235-1796
Email: johniquek2002@yahoo.com

Objective:

Administrative, where proven strengths in the areas of problem solving, organizing, and sympathizing will contribute to a company's increased profitability through effective and efficient operations of the office.

Background Summary:

Recognized for outstanding job performance, reliability, multi-tasking skills, efficiency, accuracy, speed, and timely completion of all assignments

Knowledgeable in computer operations, applications, and operations systems

Well developed communication skills demonstrated through extensive customer service

Employment Experience:

Housing Advisor/Grant Review Coordinator. Quadel Consulting, Baton Rouge, Louisiana. Assign work to, and monitor performance of subordinates to ensure their performance meets standards. Monitor progression and completion of cases and recommend changes to advance efficiency in the program, responsible for advising families through the full lifecycle of The Road Home Program. Helping families complete the application form, conducting face-to-face meetings to explain the program and answer questions describing program options, and offering technical assistance to the family in choosing the best program option for them (rebuild, replace, or buy-out). Perform preliminary and final calculations of all options and provide the family with a clear and concise presentation of the options. Review all cases within the guidelines established. Provide required standardization of input to Jira as the historical audit trail of all actions taken on a case, along with the detailed comments on all issues of actions taken. Contact and provide applicant with updated information and new developments regarding the file as directed. Contact the applicant as necessary to ensure that missing documentation is provided. Determine when an applicant's file can be sent forward for disposition as directed. Provide feedback to Grant Review management and their Team Leads with respect to the quality of work of the advisors on their teams and possible retraining or up training requirements. (December 2006-Present)

Substitute Teacher. East Baton Rouge Parish School System, Baton Rouge, Louisiana. Replaces permanent teacher when absent and assigns work in absence of teacher. (September 2006- December 2006)

Customer Service Representative. West Telemarketing, Baton Rouge, Louisiana. Assist customers via phone with questions, order capture for products, data entry, and resolve problems. (April 2006- August 2006)

Student Worker. Louisiana Department of Agriculture & Forestry, Baton Rouge, Louisiana. Responsible for answering multi phone lines, retrieve and disperse the mail, inventory of office supplies, and assist employees in all necessary to the dissemination of seed lab data. (September 2003- March 2006)

Auditor. American Red Cross, Baton Rouge, Louisiana. Audited Hurricane Katrina/Rita applications for financial disaster, data entry processing, and outbound calls. (October 2005-December 2005)

Receptionist. Louisiana Department of Elections. Baton Rouge, Louisiana. Responsible for secretarial duties, answering multi phone lines, retrieve and disperse the mail, receive all incoming purchase orders to prepare and fax to vendors, inventory of office supplies, assist public with voter registration information, and assist employees in all necessary to the dissemination of election data. (October 2000- June 2003)

Educational Background

High School Graduate, McKinley Sr. High School, Baton Rouge, LA (May 2002)

Southern University B.A. of History (August 2002- July 2006)

University of Phoenix Online M.A. of Education (July 2008-Present)

Computer Skills

Microsoft Suite: Word, Excel, Power Point, Access, Word Perfect, Windows XP

Mark A. Maier

41400 Orchid Drive • Prairieville • Louisiana 70769

Home: 225-289-4669 • Home2: 225-363-6369 • Cell: 225-933-6998 • Cell2: 225-335-0402 • Work: 225-231-2434

Email: mark_maier@cox.net; mark.a.maier1@gmail.com; MMAier@icfi.com

EXECUTIVE PROFILE

- Consistent high level of performance in high, progressively responsible and challenging assignments
- Responsible for opening multiple companies, creating multiple departments: having consistently outperformed growth and profitability forecasts
- Experienced and proficient in managing multiple properties/offices/departments
- Innovative task master and performer emphasizing on continuous improvements
- Strategic thinker with the ability to perceive future needs and upstream/downstream impacts
- Proactive problem identifier and resolver: thorough and decisive
- Superb directing, financial/accounting, planning/analysis, and organizational/personnel management skills: with positive end results
- Exceptional communicator, written and verbal: skilled in explicit, concise writing and effective editing; trained public speaker/presenter: clearly illustrating challenging and difficult subjects
- Strong motivational, interpersonal, and negotiating skills; persuasive, persistent, and resolute; skilled liaison
- Established/maintained lucrative business relationships - including clients, vendors, partners, and state/local regulatory agencies; attuned to customer satisfaction and all aspects of business
- Accomplished and comfortable in both leadership and team player roles
- A high-energy, enthusiastic and dependable individual who excels in challenging and competitive environments

EXPERIENCE OVERVIEW

- Total Enterprise Management: 20 years
- General Business/Operations: 20 years
- Executive Leadership: 17 years
- Personnel Management: 24 years
- Property/Inventory Management: 19 years
- Project Management: 18 years
- Financial Svcs/P&L Accountability: 18 years
- Planning, Analysis, Design: 19 years
- Procurement/Purchasing: 20 years

EXPERIENCE SUMMARY

Program Director & Senior Project Manager ICF International

06/2007-Present

Baton Rouge, Louisiana

The Road Home program is federally funded by the U.S. Department of Housing and Urban Development (HUD) who approved the use of Community Development Block Grant (CDBG) funds for the Louisiana Disaster Recovery Plan: designed to help residents of Louisiana affected by Hurricane Katrina or Rita get back into their homes. The SRPP provides funding to property owners to repair their storm-damaged, small-scale rental properties and make their units available to low- and moderate-income tenants at affordable rates. The Rental program was developed by the Louisiana Recovery Authority (LRA) and is implemented by the Louisiana Office of Community Development (OCD).

Responsible for directing all aspects of the State of Louisiana's Road Home Small Rental Property Program (SRPP), including but not limited to executive oversight of operations, administration, planning, audit, compliance, full P&L (\$869MM budget), and 150 employees; work directly with the OCD and LRA to develop program design, provide professional guidance, and facilitate all operational aspects for all stakeholders; provide assistance to the Louisiana Legislative Auditors and HUD Disaster Recovery Division.

Accomplishments: Designed and instituted all Document Management and Retention, Imaging Services and Repository, Reporting/MIS, and Quality Assurance functions/procedures to ensure compliance with federal and state requirements, guidelines, and regulations per program policy and design as well as mitigate associated risk; average cycletime for loan receipt, processing, review, approval, through submission reduced by 26 days; improved productivity/outstanding aged loan inventory by 80+%; reduced appeal average cycletime by 50%:from 60+ days to 30 days; reduced average outstanding appeal inventory by 90%; established Key Performance Indicators, 100% compliance to date on agreed-upon service levels/performance metrics; reduced staff by 15%.

Vice-President & Senior Operations Manager J.P. Morgan Chase, N.A.

07/2003-03/2007

Monroe, Louisiana

Directed all aspects of Records & Imaging Management and Lien Release operations for Chase Home Finance, LLC. Full P&L responsibility (\$50MM budget) and 450 employees. Responsible for Distribution Services, Imaging Services, Inventory Control, and Customer Support for both Prime and Subprime operations in Monroe, LA and San Diego, CA respectively. Prior to Records & Imaging Management, directed Administrative Services, Home Equity Legal Review, and Relationship & Information Management departments under National Production Operations. Responsible for Finance, Operations Analysis and Risk, MIS Reporting, Operations Support, Data Quality, Administrative Adjustments and Vendor Management as well as Home Equity Transition, File Intake, Resolution, and Auditing. Relationship & Information Management was comprised of Client Relations, Communications, Training, Project Management, Distribution Services, Trailing Documents, and Research, Reporting & Escalation. **Accomplishments:** In 2005, reduced LOB per unit cost and improved per unit Productivity by 13.1% and 15.7% respectively; for 2006, created solid plan to reduce LOB per unit cost and improve per unit Productivity by 14.8% and 15.3% respectively; worked with vendor to develop and implement customized File/Doc Tracking & Delivery Management System to provide accurate, automated control reporting, reduce inventories, reduce cost of operations and mitigate risk; leveraged File/Doc Tracking throughout LOB; reduced cycle time in Distribution Services and Trailing Documents by 80+%; achieved and maintained 99.9% Service Level standards; 0 Corporate Auditing (GAD) findings within areas of responsibility; facilitated, directed, and maintained all BankOne merger-related events and project plan for LOB; served as Mentor for Chase Home Finance in 2004-2005 and 2005-2006; created Capacity Plans & Staffing Analysis for all departments within LOB; implemented full-file imaging solution while reducing cost per image (CPI) from \$0.11 to \$0.035 in under 10 months.

Rooms Division Manager Springfield Hotel Corp. d.b.a. Ramada Plaza – The Inn on Bourbon

09/2002-12/2002

New Orleans, Louisiana

Directed general Hotel Operations including Guest Relations, Information Technology, Front Office, Reservations, PBX, Concierge, Food and Beverage, Bell/Door Staff, Housekeeping, Security and Valet departments; responsibilities included examining and

approving labor scheduling, payroll, relations, and cost controls in addition to personnel selection, placement, and development; maintained computer network, information systems and related software interfaces as well as the interrelation of files and records within the computer network system; provided communications/technical computer assistance and support in conjunction with the training of personnel on computer application software; assessed and reconciled operational and accounting deficiencies including accounts receivable; assessed and improved income controls; customer relations; performing as Hotel Manager daily; managing all banquet activities. **Accomplishments:** completed Mini Bar computer interface; updated and maintained computer network including company e-mail, LMS (Front Office/Reservations), Delphi (Sales), Great Plains (Accounting), Squirrel (F&B), VingCard (Rooms) and related interfacing; improved reliability of daily audit and reporting.

Director of Guest Services

04/2002-09/2002

Adam's Mark Hotels & Resorts

Daytona Beach, Florida

Presided over all aspects of department to include self-parking, valet parking, bellstaff, and concierge services; responsibilities included examining and approving labor scheduling, payroll, relations, and cost controls in addition to personnel recruiting, selection, placement, development, and appraisals; drafted and presented budgetary and strategic plans, feasibility studies, financial statement projections, budgetary and strategic plans, market comparables, administrative manuals, operations and procedure manuals, training manuals, and various reports, exhibits, schedules, and itineraries; maintained equipment and information systems as well as the interrelation of files and records within the computer network system; provided communications/technical computer assistance and support in conjunction with the training of personnel on computer application software; assessed and reconciled operational and accounting audits; developed, improved, and assessed income controls and related compliance testing; developed, improved, and assessed customer/employee service provisions and related aspects of public/employee relations; negotiated and administered purchase orders.

Accomplishments: converted parking system from manual to computerized system; interfaced Hotel Front Office Software (HIS) with Parking System Software (WPS).

Director of Transportation, Parking, and Logistics

09/1999-07/2001

Harrah's Entertainment d.b.a. Harrah's Casino – New Orleans

New Orleans, Louisiana

Formulated, implemented, and presided over all aspects of department start-up and continued operations including, but not limited to, company liaison between Transportation/Parking/Traffic and Louisiana State Police, New Orleans Police Department, State Harbor (Dock) Police; strategies to institute effective controls, enabling the company to weather financial pressures through revenue enhancements and cost reductions; full P&L responsibility (\$4M budget). **Accomplishments:** arrived 4 weeks prior to Grand Opening and attained all critical path plan items including selecting and training 120 employees as well as designing Strategic & Operating Plan and Policies & Procedures; revamped parking facility layout resulting in increased revenues of \$65K annually and efficiencies in storage, movement, and service; nominated and selected Leader of the Month (May 2000); "out-of-the-box" innovations reduced payroll and FTE's \$1.2M (38%) annually under budget – simultaneously improving response time and guest service for (internal/external) customers; developed Customer Satisfaction Guarantee program resulting in increased productivity and approx. \$10K annual savings in service recovery; department achieved and maintained the highest targeted customer satisfaction scores throughout company month over month; first 18-months profit \$4.9MM (1200+%) ahead of budget; lowest department employee involuntary turnover (4%); interfaced with Marketing to identify company strategies and modify performance characteristics of existing operations; served as Director or Member of Pre-opening, Grand Opening, Y2K, New Year's, Customer Service (TPSS), Communications, Bayou Classic and Mardi Gras Taskforces as well as HEAT (Harrah's Employees Action Team), HERO (Harrah's Employees Reaching Out) Board, and Risk Management Committees.

Vice-President & Chief Operations Officer

09/1992-08/1999

Dependable Storage Service, Inc./Downtown Parking Service Inc.

New Orleans, Louisiana

Dependable Storage - Formulated all aspects of business start-up from inaugurating corporate identity to facility/product/service evolution, relationship marketing, product merchandising, property/personnel/fleet management, procurement, personnel selection/training, and budget forecasting; full P&L responsibility (\$3.5MM budget). **Accomplishments:** promoted to VP/COO at inception; 1st facility achieved 70% occupancy in 10 months; 2nd facility achieved a 47% occupancy in 3 months; developed corporate Policy & Procedure and Marketing & Sales Programs; procured and installed operational and financial systems; developed and implemented a forecasting program which enabled accurate revenue and expense projections in addition to accounting and financial activities to ensure proper internal accounting controls; negotiated and secured commitments from vendors obtaining the best prices, delivery terms and extended price guarantee periods; installed inventory control system with minimum stocking levels and reorder points.

Downtown Parking – Through capitalizing on its limited resources and continually improving efficiency and productivity, company remained profitable during tenure; involved in all aspects of business and responded quickly with innovative, quality services; full P&L responsibility (\$8MM budget); managed 27+ locations/75 employees; presided over hotel operations including but not limited to Hilton, Holiday Inn, Best Western, Ramada, Radisson, and Travelodge chains.

Accomplishments: promoted from Operations Manager to Division Manager within 14 months; posted \$500K (625%) revenue increase within 12 months; developed and executed plan to convert manual accounting systems to computerized systems; implemented training and safety programs; refined internal control environment, system, and compliance testing.

EDUCATION**Becker CPA Review Course Certification**

11/1994

US-Louisiana-New Orleans

Bachelor's Degree**Nicholls State University**

12/1991

US-Louisiana-Thibodaux

College of Business Administration - accredited by the American Assembly of Collegiate Schools of Business.
Major: Accounting; Honors: member of Dean's List (academic); nominated and selected university speaker.

Comprehensive Resume, References, Letters of Recommendation, and Salary History Available Upon Request

DESMOND MITCHELL

8200 ZIMPEL ST
NEW ORLEANS, LA
(985) 210-6642
w0312873@selu.edu

Objective: Obtain a position relating to Marketing and Advertising.

Accomplishments:

- Elected President of American Marketing Association.
- Member of Kappa Alpha Psi Fraternity, Inc
- Proficient in Microsoft Office, Visio, and PeopleSoft 9, SPSS Marketing software

Employment:

CAPITAL ONE BANK

Banker

New Orleans, LA

Aug 18, 2008 to Feb 06, 2009

- ◇ As a Banker I marketed banking services.
- ◇ Assisted customers with maintenance products
- ◇ I helped customers meet financial goals through Money Markets, Annuities, and Certificates of Deposits.
- ◇ I worked on a quota which I met or exceeded each month.

CONOCO PHILLIPS

Intern

Baton Rouge, La

May 2008 to July 2008

- ◇ I was fortunate to be selected as a person Intern for David Cagnollati, the Head Lobbyist for Conoco Phillips
- ◇ We dealt with the upcoming laws that threaten the companies financial conditions and operations status.

Southeastern Louisiana University

Student Assistant, Telecounselor

Hammond, LA

June 2007 to May 2008.

- Travel to different schools to answer questions and create interest in SELU from high school seniors.
- Provide information to current and future regarding their interest in Southeastern Louisiana University via personal, written, and telephone communication.

Your Bank

Intern

Ponchatoula, LA

January 2005 to April 2005

- Constructed marketing plan for a new Hammond, LA branch.
- Projected target market. Formulated advertisement methods to attract new customers while retaining current customers.

Sears and Roebuck*Sales Associate***Hammond, LA**

June, 2006 to August 2007

- Attracted customer interest in services and products offered by Sears.
- Provided customers with information and methods of acquiring merchandise over \$1000.

Education:**Southeastern Louisiana University**

Bachelors of Arts in Marketing

Hammond, LA

2004-May 2008

University of Maryland at College Park

Majored in Marketing

College Park, MD

2002-2003

Languages:

German: Resided in Germany for several years, enabling me to communicate in German.

Awards:

- Recognized with "Outstanding Service Award" and "Campus Leadership Award 2005" by the SELU College of Business,
- Deans List

References:

Erin Fleming (Current Supervisor)
(985) 549-2510
Vickie.Martinson@selu.edu
(504) 236-4229
Dr. Michael Jones (Student Advisor)
mijones@selu.edu
(985) 549-2394
Andrew Justice (Sears)
(985) 974-7699
David Cagnolatti (Conoco Phillips)
(225)-603-1999

Additional Training:

Capital One, Your Bank, AMA, and Southeastern Louisiana University have provided me with experience in Marketing, Advertising, and Customer Relations, and Finance.

Denise Ackoury

From: Talmadge Hasberry [thasberry@gmail.com]
Sent: Friday, March 13, 2009 3:29 PM
To: Employment Opportunities
Subject: Vice President Application
Attachments: Talmadge Bernard Hasberry.doc

Chairman, Louisiana Housing
Finance Agency
2415 Quail Drive
Baton Rouge, Louisiana 70808

Please accept this document as an official letter of interest for the Vice President position available at the Louisiana Housing Finance Agency, located in Baton Rouge, Louisiana. I have over 29 years of housing, finance, business, management, audit, budgeting, and administrative experience. I served as a member of the Housing Advisory Committee for the city of Little Rock, Arkansas and wrote and managed two Community Development HUD grants and negotiated financial contractual with LHFA for two apartment complexes (93 apartments). I negotiated support grants agreements from the State's Low Income housing program and other federal funded entities. I have served as Chief Fiscal Officer, Controller, Assistant Controller and Grants and Contracts Manager for several public and private non-profit universities and other entities. In the position of Chief Fiscal Officer I negotiated bonds support for many of the institutions building.

Currently I am pursuing a Doctorate of Business Administration degree in which my status is all but dissertation (ABD). I have a Master degree in Public Administration and Bachelor's degree from the University of Arkansas Little Rock. In addition I have several certifications as outline in my resume attached above.

Thank you for considering this application. If you need additional information and/or clarification, I can be contacted by telephone at 504-615-2317 or email at thasberry@gmail.com .

Respectfully,

Talmadge B. Hasberry Sr.

Talmadge Bernard Hasberry, Sr.
21 Raven Wood Drive
Picayune, Mississippi
Home telephone: 601-749-9358
Cell telephone: 504-615-2317
Email: thasberry@gmail.com
thasberry@yahoo.com

QUALIFICATIONS

I have over 29 years of accounting, budgeting and analytical, business and administrative experience managing financial resources in higher education. My experiences include state agency coordination (Arkansas Department of Higher Education) and individual campuses administration. Formal training includes All But Dissertation (ABD) in the Doctorate of Business Administration program, Master's, Bachelorette degrees and numerous business and financial certifications.

My background includes direct and hands on knowledge of standard accepted practices in accounting, budgeting, finance, and business. I have hands on computer skills and a vast knowledge of spreadsheets and data base software. I am very familiar with federal, state, and local policies and procedures for accounting, grants management and reporting, building and procurement, auditing requirements, and budgeting.

In my last post I served in a Special Assistant (Audit/Financial Reporting, Grant/Contract Accounting, & Budget coordination) position that reported to the Vice President for Business and Finance at Dillard University. Over the past 8 years I've designed and implemented a computerized accounting system for grants and contracts, written procedural policies manuals, designed and implemented standard computerized financial information reports, such as Budget Expenses reports, Comparative Analysis reports, and Restricted Cost Center Variance Reports, etc. These reports are created on the mainframe computer and download into Personal Computer databases and spreadsheet software, which allows for additional presentation of graphs and charts. I've accomplished an automated process for distribution of monthly cost center variance reports, other internal decision-making reports and created a subsidiary accounting system for the University's off-campus rental property that allows for a separate audit to Dillard University Corporation. I've recovered over 3 million dollars in old grants and contracts, conducted numerous successful audits, and routinely perform special research analysis reports for the Vice President for Business and Finance and the President's Cabinet. From January 2006 to May 2007, I served as Interim Assistant Vice President/Controller and multiple other positions at Dillard University; due to the Katrina Hurricane the University Senior financial leaders relocated.

As Controller (4 years) and Chief Financial Officer (2 Year) at Philander Smith College, the institution experienced repeated year-end positive cash flow, excellent

audits, and an increase in endowment equal to 4 times it's original. While serving as Assistant to the President for Special Projects, I coordinated the construction contracts and monitored the budget for 2 academic buildings and the construction of an addition and acquisitions that created a Technology Center, located in the College Library. Further, I coordinated the financial requirement to the renewal of the North Central Association accreditation and the first time accreditation from the Association of College and Business programs. I wrote and co-wrote 3 Housing and Urban Development grants that established Philander Smith College Community Development Corporation (CDC). Also, I assisted in establishing a local community CDC and served as a member of the City of Little Rock, Arkansas Community Housing Advisory Board.

I served as Controller (4 Years), Associate Vice Chancellor for Business and Finances (1 year), and Vice Chancellor for Fiscal Affairs (CFO) 2 year for the University of Arkansas at Pine Bluff. My accomplishment included building 3 dormitories, excellent audits, and increasing the institutions endowment funds 27%.

My services for Arkansas Department of Higher Education included numerous feasibility studies for various objects expenditures services statewide. Also, I coordinated the Personal Services (Human Resources) budget statewide and served as Senior Financial and Budget Analyst for all budgetary issues concerning the University of Arkansas campuses. Positions held were Budget Analyst and Senior Budget Analyst.

My military related positions included Inventory Management Specialist, Contracting Technician, and Logistics and Planning Technician, over a ten years period. My management style is team oriented with inference on students and faculty support services (customer services). I am a task -result oriented supervisor.

WORK HISTORY

- | | |
|-------------------------------------|---|
| <i>5/2007-11/2008</i> | <i>Special Assignment (Audit/Financial Reporting, Grants and Contracts Accounting & Budgeting)/Assistant Controller, Dillard University, New Orleans, Louisiana</i> |
| <i>1/2006-5/2007</i> | <i>Interim Assistant Vice President and Controller, Dillard University, New Orleans, Louisiana</i> |
| <i>12/2000-12/2005</i>
Louisiana | <i>Assistant Controller, Dillard University, New Orleans,</i> |
| <i>3/2000-12/2005</i> | <i>Grants and Contracts Manager, Dillard University, New Orleans, Louisiana</i> |
| <i>12/1999-3/2000</i> | <i>Consultant, Dillard University, New Orleans, Louisiana</i> |

- 5/1999-2/2000** ***Chief Financial Officer (CFO), McClellan Community Development Corporation (CDC), Little Rock, Arkansas***
- 6/1996-10/1999** ***Project Financial Coordinator, Philander Smith College Community Development Corporation (CDC), Little Rock, Arkansas***
- 5/1996-1/1999** ***Assistant to the President for Special Projects and Director of Central Operations and Auxiliaries, Philander Smith College, Little Rock, Arkansas***
- 7/1994-5/1996** ***Interim Chief Financial Officer (CFO) and Controller, Philander Smith College, Little Rock, Arkansas***
- 11/1990-7/1994** ***Controller and Bursar, Philander Smith College, Little Rock, Arkansas***
- 8/1989-11/1990** ***Director of Partners Combating Adolescent Pregnancy Project, Watershed Agency, Little Rock, Arkansas***
- 8/1988-8/1989** ***Associate Vice Chancellor for Business Affairs & Controller, University of Arkansas at Pine Bluff, Pine Bluff, Arkansas***
- 8/1986-8/1988** ***Interim Vice Chancellor for Fiscal Affairs & Controller (CFO), University of Arkansas at Pine Bluff, Pine Bluff, Arkansas***
- 8/1985-8/1986** ***Controller, University of Arkansas at Pine Bluff, Pine Bluff, Arkansas***
- 8/1983-8/1985** ***Senior Budget Officer, Arkansas Department of Higher Education, Little Rock, Arkansas***
- 7/1982-12/1985** ***Logistic and Plans Technician, Little Rock Air Force Base, Jacksonville, Arkansas***
- 9/1979-7/1982** ***Assistant Bookstore Manager, University of Arkansas at Little Rock, Little Rock, Arkansas***

TEACHING EXPERIENCE

Organizational Management
Introduction to Marketing
Preparation of Taxes
Economic I

Principles of Accounting
Intermediate Accounting
Business Statistics

EDUCATION**2005-Present**

*ABD for the Doctorate of Business Administration, University of Phoenix, Completed 53 hours, Phoenix, Arizona
Projected Graduation date May 2009.*

1999

*Certificate, Mastering Property Budgeting and Accounting, Neighborhood Reinvestment Training Institute, New Orleans, Louisiana
Certificate, Mastering of Marketing and Leasing, Neighborhood Reinvestment Training Institute, New Orleans, Louisiana
Certificate, Managing Non-profit Housing, Neighborhood Reinvestment Training Institute, New Orleans, Louisiana*

1995-1996

Education Doctorate program in Higher Education Administration, Completed 12 hours, University of Arkansas at Little Rock; Little Rock, Arkansas

1986

*Certificate, Institutional Budgeting Techniques and Procedures, NACUBO, Washington, D.C.
Certificate, OMB 21, Revised Indirect Cost Procedures, NACUBO; Chicago, Illinois*

1985

*Certificate, Personnel Management Evaluation, Arkansas Department of Finance and Administration
Certificate, Contract Specialist, Gunners Air Force Base, Alabama
Certificate, Intermediate Fund Accounting and Reporting, NACUBO; Washington, D. C.*

1981-1983

Master of Public Administration, University of Arkansas at Little Rock; Little Rock, Arkansas

1983

*Certificate, Introduction to Fund Accounting, NACUBO, University of Memphis; Memphis, Tennessee
Certificate, Logistics Planner, Lowry Air Force Base; Denver, Colorado
Certificate, Effective Supervision, Human Services Center; Little Rock, Arkansas*

1979

Bachelor of Arts, University of Arkansas at Little Rock; Little Rock, Arkansas

FUNDED GRANTS & LOANS WRITTEN**1998**

U.S. Department of Housing and Urban Development, \$275,129

1997

U.S. Department of Housing and Urban Development, \$300,000

1996

U.S. Department of Housing and Urban Development, \$250,000

1991-1995 Arkansas Power & Lights, \$25,000
1993 U.S. Department of Education, Facility Loan \$2,500,000
1989-1993 U.S. Department of Health and Human Services grant, \$320,000
1987-1988 U.S. Department of Education, Facility Loan \$3,500,000

MILITARY SERVICE

1980-1985 Arkansas Air National Guard, Honorable Discharge
1975-1979 U.S. Air Force, Honorable Discharge

PROFESSIONAL AND SOCIAL MEMBERSHIP

National Association of College and University Business Officers
Southern Association of College and University Business Officers
Institute of Management Accountants
Kappa Alpha Psi Fraternity, Incorporated

REFERENCES

Walter L. Strong, Executive Vice President, Dillard University, 2601 Gentilly Boulevard, New Orleans, Louisiana 70122, Telephone 504-816-4359, Fax 504-816-4833, and email wstrong@dillard.edu.

Dr. Lawrence Davis Jr. , Chancellor, University of Arkansas at Pine Bluff, 1201 North University Drive, Pine Bluff, Arkansas 71601, Telephone 870-575-8470, and fax 870-543-8003. davisl@uapb.edu .

Ralph W. Johnson, Vice President for Finance and Business, Norfolk State University, 700 Park Avenue, Norfolk, Virginia 23504, Telephone 757-823-8011 and email rjohnson@nsu.edu .

Theodore Callier, Associate Vice President for Sponsor Program, Dillard University, 2601 Gentilly Boulevard, New Orleans, Louisiana 70122, Telephone 504-571-2185, Fax 504-412-8274 and email tcallier@dillard.edu.

LAWRENCE M. JEFFERSON

310 PHOENIX DRIVE, SHREVEPORT

LOUISIANA 71103

318.429.6718

lawrencemond@netzero.net

REC'D

MAR 13 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

Dear Human Resources Professional (OR Executive Committee):

As a successful pastor / teacher professional, I bring to your organization more than 30 years of progressively responsible experience in assisting the public, Presidents/CEO and will use my experience for the housing finance agency. My expertise will lie in leadership and assisting President/CEO to operate efficiently in single family housing mortgage revenue bond program, the state's low income housing tax credit allocation program. My resume is enclosed for your consideration.

I have a proven track record of streamlining operations/increased productivity. Notable achievements include helping the public locate homes. (Please see attached resume for details.)

Complimenting my ability to assist others and effectively lead are equally strong qualifications for the task described.

I am able to provide strategic assistance for the President/CEO with appropriate tactical action plans to meet those needs while responding to the constantly changing demands of the housing industry. I lead by example and provide strong [decision-making/problem-solving/staff development/other:] skills.

I am confident that the experience and drive I can bring to your organization will prove to be an asset. I would appreciate hearing from you regarding any existing or future openings you might have, and would welcome the opportunity to discuss a possible relationship that would prove to be mutually beneficial.

Thank you for your time and consideration.

Sincerely,

Lawrence M. Jefferson

RECEIVED

MAR 16 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

LAWRENCE M. JEFFERSON

310 PHOENIX DRIVE, SHREVEPORT

LOUISIANA 71103

318.429.6718

lawrencemond@netzero.net

OBJECTIVE

To obtain a position as a Vice President to work in conjunction with the President/CEO.

PROFESSIONAL EXPERIENCE

Church Pastor

Shreveport,

LA

Christian Methodist Episcopal Church

July 1976 to present

Pastored, managed, operated and grew total church ministries in small and large congregations. Located housing/shelters for the homeless, poor and new transplants. Facilitated workshops for better stewardship and buying your first home.

Teacher

Shreveport,

LA

Caddo Parish School Board

Feb. 2004 to May 2006

Taught elementary education grades 1 and 4 and all subjects.

District Supervisor

Orlando-Jacksonville,

FL

Christian Methodist Episcopal Church

August 1997 to August 1999

Supervised forty-five ministers, created religious training schools for pastors and congregates. Managed assess over 23 million dollars in properties (churches, single family homes, parsonages and transportation vehicles). Accurately kept data from all twenty-one churches of 3,550 members. Purchased and sold books, tapes and music for denomination. Responsible for district budget of \$ 162,000 per year.

Administrative Assistance

Orlando-Jacksonville,

FL

Christian Methodist Episcopal Church

July 1990 to August 1997

Helped managed all listing above.

EDUCATION

St. Leo University

Bachelor of Arts, Elementary Education, GPA 3.2

St. Leo, FL

May 2005

LAWRENCE M. JEFFERSON

310 PHOENIX DRIVE, SHREVEPORT

LOUISIANA 71103

318.429.6718

lawrencemond@netzero.net

AFFILIATIONS

National Teacher Association

Religious Leader, INC

SOFTWARE/SYSTEM SKILLS

Microsoft Suite (Word, Excel, Office Publisher, Power Point)

REFERNCES

Rev. Dr. Wayne A. Williams	Shreveport,
LA	
Shreveport District Supervisor	318.469.8269
Mr. Jesse Scott	Shreveport,
LA	
Principal of Northside Elementary School	318.221.3896
Bishop Thomas L. Brown, Sr.	Jackson, MS
Bishop of the Fourth Episcopal Church (330 Congregations)	601.373.0075


March 11, 2009

To Whom It May Concern,

Please accept the attached resume' for application to the following position:
Vice President, Louisiana Housing Finance Agency

Thank you for your consideration and confidentiality.

Sincerely,



Melvin S. Harvey, Jr.

REC'D

MAR 13 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

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MAR 16 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

Melvin Spencer Harvey, Jr.
13129 Highway 965
St. Francisville, Louisiana 70775
(225) 635-1944

EDUCATION/TRAINING: Louisiana Tech University, Ruston, Louisiana
Bachelor of Science in Business Management/
Marketing November 1995

AIB Training in Principles of Banking/ Credit Risk
Management/ Security and Fraud Management/
Bankruptcy/ Foreclosure/ Collections/ Identity Theft

FIELDS OF EXPERIENCE: Banking/ Business Resource Development/
Agriculture Lending/ Compliance Review/ Real
Estate/ Commercial and Consumer Lending/
Marketing/ Sales/ Management/ Public Relations

EXPERIENCE/

EMPLOYMENT HISTORY: The Highlands Bank, Jackson, Louisiana
June 2005- Present Bank Loan Officer
Vice President of Commercial, Consumer, and Real
Estate Lending. Loan Officer responsible for Marketing,
Security, and Collections.

Bank of Greensburg, Greensburg, Louisiana
January 2002- June 2005 Bank Loan Officer
Assistant Vice President, Marketing Director,
Compliance Review Officer, and Collections Officer,
Consumer, Commercial, and Real Estate Lender

Britton and Koontz Bank, Baton Rouge, Louisiana
August 2001- January 2002 (Branch Closed)
Branch Manager, Bank Loan Officer

Hancock Bank, Saint Francisville, Louisiana
April 1998- August 2001 Bank Loan Officer
Assistant Branch Manager, Associate Lender, Teller, and
Consumer Service Representative

AFFILIATIONS/

COMMUNITY SERVICE: Member of St. Francisville United Methodist Church
Finance Committee Member (SFUMC)
Treasurer/ Secretary of United Methodist Men (SFUMC)
Feliciana Forestry Assoc. Board Member (Past-President)
Zachary Taylor Parkway Commission (Elected)
East and West Feliciana Chamber of Commerce Officer

Laurie E. Durnin
13909 Woodland Ridge Ave.
Baton Rouge, LA 70816
March 11, 2009

Mr. Wayne Woods
Chairman
Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808

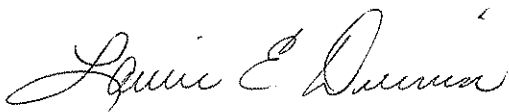
Dear Mr. Woods:

I am writing in response to your notice for the position of Vice President of the Louisiana Housing Finance Agency. I have knowledge and skills that would benefit your agency, including eight years of experience with the Housing and Urban Development Louisiana Community Development Block Grant Program. Some specific accomplishments include:

- Bachelor's degree with a major in accounting.
- Masters degree in public administration.
- Experience with the mayors and parish offices of the Louisiana small cities and parishes.
- Experience in management, budgeting, and personnel.
- Knowledge of local and rural legislative and governmental processes related to HUD programs.

I have enclosed my resume for your review and I look forward to hearing from you.

Sincerely,



Laurie E. Durnin

Enclosure

RECEIVED
MAR 13 2009
LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

Laurie Dumin

13909 Woodland Ridge Ave 225-751-0496 cell 225-603-5539
Baton Rouge, LA 70816 Laurie.Dumin@LA.GOV

- Objective** To contribute positively to a public organization through a managerial position
- Experience**
- 2001–2009 State of Louisiana Baton Rouge, LA
Div. of Adm.-Office of Community Development
Economic Development Manager
- Manage \$5+ million in annual CDBG economic development grant funds.
 - Manage HUD CDBG public facilities grants - infrastructure
 - Manage the budget and financial aspects of the Office of Community Dev.
 - Supervise Financial Analysts
- 1998–2001 State of Louisiana-Treasurer Baton Rouge, LA
Investment Officer
- Managed \$1.7 billion pledged collateral for cash and investment.
 - Train and consult on public funds, collateralization, and establishing policies and procedures for applicable GASB and FIRREA regulations.
 - Established policies and procedure for investment division operations
 - Managed Commercial Loan Broker program, Patients' Compensation Doctors' fund and short term investment portfolio.
- 1988–1996 State of Louisiana (TX-1997) Baton Rouge, LA
Bank Examiner and Trust Specialist
- Examined bank trust departments and trust companies – personal, corporate, retirement funds, and bond issues.
 - Bank examiner.
 - Team leader on Consumer Loan evaluation and regulation project.
- 1985–1988 State of Louisiana Baton Rouge, LA
Welfare Eligibility Determination Specialist
- 1980–1985 John I Daniel, CPA Baton Rouge, LA
Tax, bookkeeping, and fraud investigations
- 1978–1979 Texas Instruments Dallas, TX
Manufacturing engineer on Army/Navy missile project
- Education**
- Louisiana State University Baton Rouge, LA
1984 B.S., Majors in Accounting and Psychology.
2004 M.A., Public Administration.
- Interests** YMCA Board of Directors, swimming, community improvement, international exchange students, economic development, green building.

2427 NORTH ALBERT STREE, LUTCHER, LA 70071
MOBILE (504)377-6791 • E-MAIL TRAMART@HOTMAIL.COM

RYAN P. TRAMONTE

To Whom It May Concern,

Please find attached a copy of my resume in reference to the position advertised in the Advocate "Vice President Louisiana Housing Finance Agency".

It is with great enthusiasm that I submit my information for your review. After reading your advertisement, I feel that I have many of the qualities you are seeking for this position. I am sure that my educational background, grant writing skills (state and federal level), along with my leadership experience, and financial knowledge, ability to operate and oversee multiple properties and facilities, along with my great love for business will make me the perfect candidate for this job.

Having headed programs and companies with employees numbering in the hundreds, I am confident of my ability to manage both people and their time. This along with an excellent talent to motivate and the educational background to train people at a level of understanding specific to that person, are just a few of the keys to my dynamic and effective leadership capabilities.

My love for housing and my commitment to providing good, safe and affordable housing to as many people as I can, also make me an excellent consideration for this position. For some time, I have worked out side of the housing arena, and find myself missing the challenges and the opportunities it offers. While in housing I became very familiar with the purpose and goals of the Louisiana Housing Finance Agency, as well as H.U.D. and its compliance policies.

The only time that I can say that I have been truly satisfied with my job, was when I worked in housing.

I look forward to hearing from you.

Sincerely,



Ryan Tramonte

REC

MAR 13 2009

LOUISIANA
FINANCE

RECEIVED

MAR 13 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

2427 NORTH ALBERT STREET, LUTCHER LA 70071
MOBILE (504)377-6791 • E-MAIL TRAMART@HOTMAIL.COM

RYAN P. TRAMONTE

OBJECTIVE

To obtain a position that will allow my management, leadership, and organizational skills to continue to grow with an established organization offering new challenges and experiences.

EDUCATION

University of Southwestern Louisiana

B.A. in General Studies - emphasis in art and human resources, marketing, and management.

University of Southwestern Louisiana

B.A. in Applied Arts/ General Academic Studies – emphasis in recreation and restoration, business marketing and psychology

Nicholls State University

Masters Degree in Psychology, with a concentration area of art and the juvenile mind.

PROFESSIONAL EXPERIENCE

May 2005 - Present

French Art Network New Orleans, LA

Senior Vice President: Oversee and control operational direction for 8 United States location owned by the company, and 26 United States locations managed by the company. Directed import and export divisions of company, human resource department and employee training divisions of all location. Oversee budget construction and implementation. Direct federal and state tax compliance for import and export tax base. Scheduled and planned meetings with boards established to govern the operations of French Art Network.

November 2001 – May 2005

Christopher Homes Inc. New Orleans, LA

Housing Director / Sites Administrator

Overall property management of physical plant, grounds and all neighborhood associations and projects. Responsible for all H.U.D compliance issues, including the transfer of mentally ill residents, move in procedure, move out procedure, resident recertification, waiting list / application process, verification of handicapped residents, and monthly reports on resident services both in house and contracted. Compliance with L.H.F.A. Establishing budgets, including payroll and subsidy requests from the

government on a monthly basis. Organize and oversee all resident activities, clubs, organizations, and councils. Responsible for the implementation and supervision of in house nurses and all home health nurses entering the property. Establish nurses' schedules and rounds, and supervise chart arrangement and completion along with general human resource documentation. Establish and supervise all Long Term Care and Short Term Care for residents as needed. Oversee and check billing of offsite agencies entering property to provide services to residents.

Direct all renovations, including refinancing and complete overhaul of properties totaling \$2.5 million dollars. Conduct bid meetings, award bids to contractors, and establish all legal documentation for contractors including work scopes and time lines. Establish and oversee all aspects of security including hardware and manpower.

Art Therapist: Free Lance

Conducted art therapy programs (lessons, development and therapeutic output) for mentally ill, mentally retarded, and physically handicapped adults and children. Contracted sites include The Veterans Hospital of New Orleans, St. James Parish Hospital, and St. John the Baptist Parish Medical Center, and independent / privately owned rehabilitation and home health centers through out the South Eastern Louisiana region.

Free lance Restoration and Repair:

worked with museums and galleries throughout the United States and the United Kingdom, restoring original works of art for continued preservation.

Grant Writing: Free Lance

Independent grant writing for areas of the arts (visual and performing), Educational, communicational, neighborhood development and government property renovations (including child care facilities). Grant writing average totals \$750,000.

September 2000 – January 2001

Rhythm Center of New Orleans
New Orleans, LA

Art Instructor/ masters program research

Teaching reading and art to mentally ill adults. Assisting in socialization and daily living. Experience with documentation of service logs and the writing of service plans. Grant writing for state and federal funding. Research for masters program. Organized all event planning and fundraising events.

August 2000 – October 2000

Phillips Middle School
New Orleans, LA

Special Education Student Evaluator/ and orientation of teachers

Sixth and seventh grade special education resource teacher (self-contained). Eighth grade literacy block teacher. Train teachers in the new policies associated with the inclusion and main streaming of all special education students. Part of the Orleans Parish Teaching Fellows Program.

August 1994 – May 2000 **Lutheran High School of Greater New Orleans**
New Orleans, LA

Art Instructor

Art Department Chairman

Developed and implemented current art curriculum. Taught drawing, design, painting, and sculpture courses. Developed fine arts curriculum. Served as yearbook advisor (6 years). Coached competitive and noncompetitive cheerleading squads (6 years). Sponsored art club, and organized and lead the art field trip to New York City (2 years).

Organized and led senior trip to Disney World (4 years). Served as class moderator (6 years). Planned events such as Ring Ceremony, Baccalaureate, and Senior Chapel. Reestablished and produced the school newspaper (4 years). Served as gift gathering chairman and chairman of the decorations committee for the Gryphon Gala Auction, the school's primary fund-raising event.

While working as a teacher I also performed restoration work for galleries in new Orleans, Miami, San Francisco, and have worked with the British museum in London England.

June – August 1997,1998,1999,2000 **Christian Brothers School**
New Orleans, LA

Art Instructor

Developed and Implemented curriculum for Summer Camp Art Program. Served as summer camp art instructor for male and female grade school students. Planned and attended both art and general summer camp field trips. Planned and staffed all events and fundraising activities to acquire the funds for camp operations.

SPECIAL EDUCATION TRAINING

Extensive training in I.E.P. and Louisiana State Special Education documentation, revision, and transition. Training in reading awareness programs for New Orleans Public Schools. Advanced training in special education behavior modification. Experience with emotionally disturbed students, students with ADHD, dyslexia, and a lack of impulse control.

Extensive training for the implementation of The Children with Disabilities Act (Act R.S. 17:1941, et seq.). Experience with Direct Instruction as related to Literacy (comprehension and corrective) and Numeric programs. Advanced training in pupil appraisal according to the Louisiana Department of Education and Brigance testing. Training in the regulations and guidelines for disciplining special education students. Experience with standard base guidelines for special education in the State of Louisiana. Training in graduation and non-graduation requirements for high school and technical school. Extensive experience with inclusion and I.E.P. mainstream implementation.

MICKEY E. MINCHEW
CERTIFIED PUBLIC ACCOUNTANT

(inactive)
126 Avery Road • West Monroe, LA 71292
(318) 388-1900 • Fax (318) 387-0380
mickeymin@earthlink.net
cellular 318 614-4024

March 12, 2009

Chairman
Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, Louisiana 70808

Dear Mr. Bailey,

I am delighted with the prospect of serving your organization. As my resume indicates, I have 20 years experience in public accounting, including controllership engagements. Particularly notable is my experience with the controllership engagement and many other functions on a contract basis for Sunquest Properties, Inc and Calhoun Property Management/MAC-RE LLC. As the Low Income Housing Tax Credit industry offers a variety of specialized challenges, my familiarity with your organization's specialized industry would surely prove advantageous to our productivity. In addition I can offer a wide range of flexibility in regard to our particular arrangement. Whether a fulltime staff is most beneficial or a per diem contract basis is best suited, I am eager to discuss in detail the tasks and objectives. I am confident we can together arrive at an arrangement that will best serve your organization. I can be available almost immediately. While much of my experience is from a wide variety of clientele, my extensive working knowledge of the accounting systems and development processes of companies operating in the LIHTC industry present me as an ideal candidate to join your agency..

I am eager to continue our discussion, I have included in this letter a few additional highlights of my recent experiences which demonstrate my expansive roles beyond traditional accounting.

In the attached resume you will note my technical experience gained from a wide variety particular engagements/ employments. Some notable endeavors include contract basis Interim Executive Director for an organization serving other nonprofits by providing a training center and a capacity building services. My functions included providing seminars, grant writing, strategic planning and resource development. Meeting with boards and leading conferences were routine business. My next engagement continued in the nonprofit arena as I served as a part-time Director of Finance for the Shreveport Symphony.

I believe your organization will provide an opportunity to capitalize on this specialized experience. I look forward to discussing with you further the opportunities with Louisiana Housing Finance Agency.

Sincerely,

Mickey E. Minchew

126 Avery Rd
West Monroe La 71292

urgent

f a c s i m i l e

To: **Chairman LHFA**
Fax Number: 1 225 763-8745

From: **Mickey E Minchew**
Fax Number: 318 387-0380
Business Phone: 318 614-4024
Home Phone: 318 388-1900

Pages: 2
Date/Time: 3/12/2009 5:32:43 PM
Subject: Please DISCARD Jennifer Sahagun Resume

A Resume' of Jennifer Sahagun was inadvertently sent from the following fax number - (318) 387-0380
this is a reference document [a Jane Doe] for drafting and presentation/layout etc and should be discarded.

The cover letter attached for Mickey E Minchew was the intended transmission.

thank you for your cooperation

Experience

Sunquest Properties, Inc. Monroe, La

2007 to present

Construction and Development –Financial Analysis and Accountant

Performed a wide variety of functions necessary for the development and construction of approximately twenty projects financed in various methods of tax-credits and combined tax-credit/ bond /HOME/ CBDG. Duties ranged from preparation and administration of construction lending documents and construction contracts to detail development of business process management and improvements to work flow and accountability. Services included capital budgeting for developing projects and current operations review of financial information for complexes operational. Computer and software training for other staff members on technical procedures involving presented on an individual basis and in classroom seminar setting.

Mickey E. Minchew CPA, Shreveport, LA

2002 to 2007

Certified Public Accountant - Sole Practitioner

Established a CPA firm with an emphasis in nonprofit, small to medium size established and start-up organizations. Firm provides a variety of professional services including consulting; taxation; compilation, review and audit of financial statements; grant management; controllership engagements; litigation support services; assistance with applications for federal and state funds for rehabilitation of low income apartments; and financial reporting to various regulatory, banking and investment agencies.

Rick Brown, CPA, L.L.C., Shreveport, LA

2001

Senior Staff Accountant

Demonstrated the ability to work autonomously and to effectively plan, coordinate and meet deadlines of multiple projects of a sole practitioner serving the construction and LIHTC industries. Possessed strong organizational skills, ability to establish priorities, and work without supervision to meet changing client needs. Managed account of major client and reported to firm owner semi-weekly. Provided tax expertise to the firm. Maintained 95% productivity (based on billed hours) while providing a variety of general accounting services and special projects for clients.

Martzell and Bickford, Attorneys at Law, New Orleans, LA.
and D. Scott Brown, Attorney at Law, Mansfield, LA.

1999 to 2001

Litigation and investigation support

Engaged to work under direction and to report directly to attorneys providing legal services for a client in the LIHTC industry. This work required services of character and quality which would be a necessary adjunct to the services provided by the attorneys.

Little and Banks, West Monroe, LA

1998 to 1999

Staff Accountant - Supervisor

Public accounting staff with firm emphasis on Low Income Housing Tax Credit (LIHTC) real estate development, syndication and management. Roles involved training in specialized industry with extensive regulations. Assisting client with the many reporting requirements such as budgets, quarterly syndication reports and annual audits of financial statements. Demonstrated ability to adapt to changing projects and maintain effectiveness. Responsible for many special projects and crisis management with clients in the highly regulated LIHTC industry. Many assignments required travel at very short notice and ability to work long hours when needed to accomplish clients' objectives.

Minchew, Robinson, Gardner, and Langston, CPA's, Monroe, LA

1985 to 1998

Staff accountant - In Charge

Began as entry level staff accountant of large local firm and progressed to in-charge auditor and tax accountant supervising other staff members. Provided tax services for over 60 corporations, partnerships and sole proprietorships with revenues ranging from \$1,000 to \$100 million. Engaged in audits of clients in banking, soft drink bottling, hospitals, nonprofit service providers, political subdivisions (water, sewer, fire and judicial districts), agricultural cooperative and cotton warehousing industries. This firm provided experience from a wide variety of sophisticated clientele.

Education

Northeast Louisiana University, Monroe, LA (1986)
B.A., Accounting

Leadership Plenty by Pew Partnership – Instructor/Trainer

Mickey E. Minchew, CPA (inactive)

Work/Home (318) 388-1900
 Fax (318) 387-0380
 Cellular (318) 614-4024

126 Avery Rd
 West Monroe, Louisiana 71104
 mickeymin@earthlink.net

Profile

Over 20 years of progressive, comprehensive experience as an innovative accounting professional, with 16 years experience as a Certified Public Accountant. Demonstrated ability to effectively plan, coordinate and meet deadlines of multiple projects. Reputation as a self-directed professional with excellent problem solving, communications, analytical, and management skills. Computer proficiency in various financial systems, spreadsheet, data migration, tax and auditing software. Noted for positive rapport with co-workers, clients and clients' banks, insurance and investment and governmental funding agencies. Detail oriented, with a proven ability to successfully contribute to organizational objectives.

Activities

- Analyzed financial accounts and provided detailed reports of fiscal status to owners and directors.
- Prepared and presented a summary analysis of annual audit reports to Boards of Directors.
- Prepared and submitted Low Income Housing Tax Credit (LIHTC) applications and other applications for Federal and State funding. In one particular funding round, 35 of 35 applications submitted for rehab credits were awarded.
- Installed and provided support for new accounting software programs to increase efficiency in financial reporting.
- Controllorship engagement in the Low Income Housing Tax Credit industry for a client with over 5000 apartment units.
- Prepared and presented Pre-Construction conference / seminar on compliance with Davis –Bacon and Related Acts. Developed and presented various training seminars to staff for preparation of construction documents, compliance and document management/retention policies.
- Drafted and administered the Construction Contracts and Documents including general contracts , federal supplementary attachments and provisions, allocations and estimated schedule of values, change orders and other construction documents phase of eleven multifamily projects.
- Coordinated with Fannie Mae, Wells Fargo and Legal Counsel for combined bond and tax credit projects including analysis of rebate arbitrage.
- Performed Capital budgeting and proforma analysis for tax-credit multifamily projects as well as projects financed with bond funds and/or HOME / AHP/ CDBG funds.
- Developed and implemented business process management policies for improvement of work flow and quality control.
- Assembled packages for due diligence for interim construction lending and permanent financing for multifamily projects.
- Provided accounting expertise to numerous clients. Analyzed journal and ledger entries, bank statements, inventories, expenditures and other accounting and financial records to ensure financial recording accuracy and compliance with the Generally Accepted Accounting Principles.
- Represented clients in disputes with IRS/State departments often facilitating the reduction of penalties and/or payment arrangements. Resolved issues relating to individual and business income taxes, franchise taxes, payroll, and sales taxes.
- Prepared tax forms and reports for individual, corporate, partnership and trust taxation.
- Prepared monthly and quarterly financial statements, payroll and sales tax forms for various clients.
- Consulted with nonprofit organizations on compliance issues, cost allocation plans, grant management and budgeting, and implementation of corrective action plans. Performed audits in accordance with Single Audit Act and OMB Circular A -133.
- Prepared and submitted Low Income Housing Tax Credit (LIHTC) applications and other applications for Federal and State funding.
- Developed and trained others on the use of Excel worksheets to increase firm's efficiency and meet changing clients' objective with more useful information.
- Prepared financial statements and provided accounting services for companies in the construction and manufacturing industries.
- Planned and prepared audit programs and audit work papers Prepared draft financial statements, auditors' opinions, engagement letters and management representation letters.
- Researched and assimilated technical information for advisement on application of professional accounting and auditing standards.
- Engaged to provide an assessment of internal controls and of the organizations compliance with funding sources and regulatory requirements and to report to management on any areas needing improvement.
- Provided training to staff on use of Timberline Accounting and Job Cost modules.

JENNIFER H. SAHAGUN

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H: (951) 272-9445

jensahagun@hotmail.comwww.jensahagun.com

PROFESSIONAL SUMMARY

A Business Analyst and an Accountant combined with 11 years of experience specializing in accounting provides business analysis skills for legacy and core financial software products. Has strong knowledge base of accounting practices and principles for both entertainment & real estate industries. Proficiency in defining and improving business processes for the implementation of strategic business and technical solutions. An exceptional problem solver, self starter and an organized individual who is able to work independently and as part of a team to accomplish company objectives. Also skilled in quality assurance and client support.

EXPERIENCE

THE IRVINE COMPANY

February 2001 to September 2005

Manager Systems Analysis

April 2001 to September 2005

Project Financial Planning System (PFPS) Application Redevelopment

- Led the business analysis of a legacy application, its reporting and workflow deficiencies for the PFPS redevelopment project.
- Performed process improvement activities to enhance the integration of data import and export functionality for use with month end, year end, and budget and forecast processing; automate the calculation methodologies for Cost of Sales and FASB 34 Capitalized Interest; incorporate an automated month end and year end procedures, including journal entry processing, and security.
- Acted as a liaison between Accounting and Development team to define business requirements for program functionality, recommend graphical user interface design modifications and improve financial reporting.
- Developed MS Visio workflow diagrams to document detail business processes.
- Performed data analysis, minor code modifications, and calculation methodologies using MS SQL Query Analyzer.
- Conducted quality assurance. Prepared the user acceptance testing (UAT) scripts. Managed and supported the user acceptance testing (UAT) process. Prepared the user documentation, operational procedures and presentations to the users of the newly developed system and tested 400 + reports.
- Tracked, tested and implemented user system enhancement requests and provided end-user support

GEAC SmartStream Version Upgrade Implementations

- Acted as a liaison across several business units and the development team to evaluate, analyze, identify and test the Land Division's internally developed financial sub-systems.
- Identified, documented and provided development team with all coding changes for each financial sub-system using MS Access, MS SQL and VBA.
- Conducted quality assurance. Prepared the user acceptance testing (UAT) scripts. Managed and supported the user acceptance testing (UAT) process. Implemented all system changes with the development team in conjunction with GEAC SmartStream version upgrades.

Land Division's Company Re-organization

- Evaluated, identified, and tested all internally developed financial sub-systems and GEAC SmartStream System by addressing all coding changes directly with programmers for each sub-system.
- Conducted quality assurance. Prepared the user acceptance testing (UAT) scripts. Managed and supported the user acceptance testing (UAT) process. Implemented all system changes with the development team. Documented all functional system changes.

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Land Division's Financial Reporting

- Prepared detail business requirements to automate 20+ financial reports to eliminate repetitive data processing as a result to allow users to concentrate on the review and analytical process.
- Conducted quality assurance. Prepared the user acceptance testing (UAT) scripts. Managed and supported the user acceptance testing (UAT) process. Implemented all system changes with the development team.

Enterprise Resource Planning System

- Documented and compared the current business practice with JD Edwards One World and Cognos during the proof of concept phase to evaluate compliance with the Finance Land Division business requirements.
- Created "what if/exception" scenarios while testing JD Edwards One World System.

Shady Canyon Golf Club Jonas Point of Sale Club Management System

- As a business analyst, researched and evaluated various "pre-packaged" Point of Sale (POS) systems for the operation of a newly developed private golf establishment.
- Performed due diligence of the various "pre-packaged" POS systems by visiting golf course establishments that utilized such packages in their day-to-day operations.
- Identified and defined business processes for software functionality.
- Established key data elements across all modules: Accounting, Golf, Banquet & Catering, Food & Beverage, Club Membership and Receivables, and Management Tools.
- Evaluated user requirements, conducted software testing, defined reporting requirements, conducted user training and support.
- Implemented POS system within 8 months, with the development team and golf club management

Senior Accountant

February 2001 to April 2001

- Performed month-end closing, job cost and general ledger account analysis, journal entries, and preparation of financial operating reporting packages.
- Prepared Forecast, Annual Budgets and Five-Year Business Plan.

WARMINGTON HOMES

September 2000 to January 2001

Financial Systems Analyst

- Identified and recommended business process improvements within the Timberline Accounting Software and other business applications for each business unit.
- Developed and maintained existing financial report designs within Timberline and internally developed MS Access databases to extract data for ad hoc reporting.
- Supported Timberline Accounting Software and other business applications to troubleshoot workflow system problems.
- Interfaced with in-house I.S. resources and an outsource agency that developed and provided the business applications for system support.
- Developed a procedures manual for report designs, software and systems design, workflow diagrams, security standards, and user-reference guides.
- Attended Annual Timberline User Conference and Timberline Production Management (*formerly known as ProHome*) Tundra Data Conferences.

CATELLUS RESIDENTIAL GROUP

July 1998 to September 2000

Business Systems Analyst

- Trained on the Timberline Accounting Software and other business applications needs for each business unit.
- Analyzed the initial design of business applications, including data migration procedures from systems.
- Created test scripts and managed the test process for Timberline.

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- Assisted the business unit with business processes re-engineering in order to optimize the use of the business applications.
- Used Crystal Reports as an alternative to Timberline's Report Designer module to develop or update report design requests.
- Provided user support for Timberline Accounting Software and other business applications.

Senior Project Accountant

January 1999 to March 1999

- Responsibilities included more than 25 predevelopment and active residential projects to prepare multiple monthly financial statements, general ledgers, journal entries, and bank reconciliations.
- Thorough cost analysis for all projects from quarterly budget changes to cost account analysis.
- Managed all cash flow and prepared loan draw requests.
- Maintained Timberline Accounting software for use of month-end close, new company/project set-up, report writing, and trouble-shooting as necessary.

Financial Reporting Manager

July 1998 to January 1999

- Prepared the monthly corporate financial reporting package consisting of consolidated and joint venture financial statements and multiple ad hoc schedules.
- Managed and maintained multiple account reconciliations, eliminations, and general ledger maintenance.
- Streamlined the monthly financial package by linking multiple schedules together.

LENNAR PARTNERS (AN LNR COMPANY)

June 1996 to July 1998

Senior Accountant

- Prepared monthly corporate divisional office overhead financials. Created and analyzed financial statements, prepared reports for management and assisted with internal and external reporting. Performed general ledger account analysis and assisted in preparing quarterly and annual audit schedules. Supervised accounts payable personnel.
- Acted as a liaison between the corporate office and divisional offices for LAWSON software. Supervised all necessary training related to the general ledger system and all subsystems: accounts payable, treasury, accounts receivable, and job cost. Member of the MIS Software Conversion task force team.

EDUCATION

Woodbury University, Burbank, California
Bachelor of Science in Accounting and International Business

TECHNOLOGY SKILLS

- | | |
|------------------------------------|--|
| ➤ Microsoft Visio | ➤ Quicken |
| ➤ Microsoft Project | ➤ Turbo Tax |
| ➤ Microsoft Publisher | ➤ Accpac BPI |
| ➤ Microsoft SQL 2000 | ➤ Create a Check |
| ➤ Microsoft Office Professional | ➤ Quickbooks Premier |
| ➤ Windows 95/98/NT/2000/XP | ➤ JD Edwards One World |
| ➤ PcAnywhere | ➤ LAWSON Accounting Systems |
| ➤ Citrix Metaframe | ➤ Timberline Accounting Software |
| ➤ Crystal Reporting | ➤ Jonas Point of Sale Club Management |
| ➤ Pivotal Marketing Contact Center | ➤ GEAC SmartStream Accounting Software |

CERTIFICATIONS RECEIVED

- Timberline Workflow For All Modules

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- Acted as a liaison between the corporate office and divisional offices for LAWSON software. Supervised all necessary training related to the general ledger system and all subsystems: accounts payable, treasury, accounts receivable, and job cost. Member of the MIS Software Conversion task force team.

EDUCATION

Woodbury University, Burbank, California
Bachelor of Science in Accounting and International Business

TECHNOLOGY SKILLS

- Microsoft Visio
- Microsoft Project
- Microsoft Publisher
- Microsoft SQL 2000
- Microsoft Office Professional
- Windows 95/98/NT/2000/XP
- PcAnywhere
- Citrix Metaframe
- Crystal Reporting
- Pivotal Marketing Contact Center
- Quicken
- Turbo Tax
- Accpac BPI
- Create a Check
- Quickbooks Premier
- JD Edwards One World
- LAWSON Accounting Systems
- Timberline Accounting Software
- Jonas Point of Sale Club Management
- GEAC SmartStream Accounting Software

CERTIFICATIONS RECEIVED

- Timberline Workflow For All Modules

Additional Skills

- Software expertise in MS Excel, Word, QuickBooks Pro, Peachtree, MAS90, Accountants' Trial Balance, Aplus Tax, LaCerte Tax, Pro Series FX, CaseWare Financial, Tvalue, BNA Fixed Assets, Blackbaud Nonprofit, TurboTax, Classic Real Estate, Cougar Mountain and Masterbuilder Construction.

Licenses

Certified Public Accountant, State of Louisiana (1989) (currently inactive for continuing education)

Affiliations

American Institute of Certified Public Accountants (Admission date: November 30, 1989)
Society of Louisiana Certified Public Accountants (Admission date: November 30, 1989)

CORNELIUS L. PAYNE

4649 Little Farms Dr; Zachary, LA. 70791
Tel: 1-225-284-9862 Email: clp2128@columbia.edu

EDUCATION

COLUMBIA UNIVERSITY, School of Architecture, New York, New York

Master of Science in Real Estate Development, October 2008

Relevant Coursework: Real Estate and Public Finance, Public/Private Partnerships, Asset Management, Real Estate Law, Architectural Design, Site Planning, Construction Management, and Market Analysis

Concentration: Retail, Affordable Housing, Mixed-use Residential and Commercial

Honors: Graduated with Distinction; The Athena Group Academic Scholar

SOUTHERN UNIVERSITY, School of Business, Baton Rouge, Louisiana

Bachelor of Science in Business Economics and Finance, 2001

Honors: Elected Vice President, Student Government Association; Elected President, Junior Class; Dean's List

ZACHARY HIGH SCHOOL, Zachary, Louisiana, High School Diploma, 1997

Honors: Graduated with Honors; Elected President, Senior Class

EXPERIENCE

ENTERPRISE COMMUNITY PARTNERS, New Orleans, LA, November 2008 – Present

Development Consultant

- Manage all aspects of a \$238MM mixed-income development in the Lafitte/Treme area, which includes acquisition, planning/design, financing, and construction, marketing and sales, settlement/occupancy, and community liaison of 1500 units
- Control \$40MM development budget to ensure timely project completion
- Develop working relationships with U.S. Department of Housing and Urban Development, Louisiana Housing Finance Agency, and the City of New Orleans
- Well-educated on the low income housing tax credit allocation program, HOME program, HUD Market-to-Market and Mortgage Revenue Bonds
- Aid in preparation and review of bid, construction, and evidentiary documents and contracts
- Obtain building permits and secure public approvals and neighborhood acceptance of proposed Lafitte housing development, including submitting land use applications, and attendance at hearings and neighborhood meetings
- Work with other organizations within the housing development and supportive services fields to create opportunities and support for low-income housing developments

NEW YORK CITY HOUSING DEVELOPMENT CORPORATION, New York, NY, January 2008 – May 2008

Project Manager

- Developed from \$20MM to \$200MM tax-exempt and revenue bonds due diligence and feasibility analysis, project budgets, project scheduling, financial underwriting, asset management and marketing/sales analysis
- Performed site analysis and negotiated contracts for consultants and contractors.
- Prepared Low Income Housing Tax (LIHTC), Liberty Bonds, and pro-forma analyses for affordable housing projects
- Prepared reports and monitored project completion according to contracts, budgets, and schedules

FEDERAL DEPOSIT INSURANCE CORPORATION-FDIC, Baton Rouge, LA, 2006 - 2007

Bank Examiner

- Developed and assessed pro-forma statements for commercial real estate developments - hotels, retail centers, condominiums, multi-family and affordable housing to monitor bank financing approvals
- Conducted on site bank examinations with assets ranging from \$80MM to \$1B and improved bank operations by 30%
- Analyzed bank's cash flow statements, income statements, and balance sheets for compliance with federal regulations
- Advised bank executives and board of directors on ratings of state and local municipal bonds, government securities, and mortgage back securities
- Evaluated the Community Reinvestment Act to determine percentage returned to the local community and quality of bank management
- Obtained Top Security Clearance

RECEIVED

MAR 13 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

SC SOUTHERN UNIVERSITY SYSTEM, Baton Rouge, LA, 2003 - 2006

Assistant to the President (2005 - 2006); Assistant to the Vice President (2003 - 2005)

- Established Public/Private Partnerships with regional developers to create multi-family student housing
- Completion of \$30MM bond deal that resulted in tax-exempt financing for university dormitories, athletic facilities, and improvement university infrastructure
- Liaised with elected officials and staff; provided representation at community and government events
- Authored a short-term marketing plan to increase funding for State Farm Bayou Classic, which resulted in a capital injection of \$130MM in revenue for the city of New Orleans
- Appointed to Board Member of the State Farm Bayou Classic Organizing Committee

ADDITIONAL INFORMATION

Computer: Proficient in MS Office (Word, Excel, Outlook, PowerPoint), Argus 2007, GIS, ArchPad, Google Sketch-Up

Management: Leadership, Strategic Planning, Negotiation

Member, Urban Land Institute (ULI),

Member, International Council of Shopping Centers (ICSC)

Teaching Assistant, Public/Private Partnerships – Real Estate Development Program, 2007 – 2008

Adjunct Professor, Real Estate Finance at Southern University, 2009

Darren Gagnon
Home: 504-849-0642 / Cell: 954-478-5332
Email: darreng@bellsouth.net

RECEIVED
MAR 12 2009
LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

March 11, 2009

Attn: Chairman
Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808

RE: Vice President position

Dear Sir/Madam:

Please accept this cover letter and resume in response to the employment ad recently placed in the Times-Picayune. I am very familiar with a fast-paced, high volume office management environment, and my professional experiences include strong interpersonal skills, supervision of full-time employees, projections, account reconciliation, financial reporting/analyzing, project coordinating, risk management, underwriting, loan origination, sales, troubleshooting, collections, proficiency in various computer software, and most importantly customer service. I consider myself to be a team player, reliable, self motivating, organized, and multitasking is not a problem. Please note that a list of references can be provided, and I am willing to relocate at my own expense.

I can be reached at anytime during weekdays, and throughout weekends at my email address and phone numbers listed on my resume. Thank you in advance for your time and consideration.

Sincerely,


Darren Gagnon

RECEIVED

MAR 13 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

Darren K. Gagnon

darreng@bellsouth.net

Home: 504-849-0642

Cell: 954-478-5332

PROFESSIONAL SUMMARY

Results oriented financial professional with an MBA in Finance and experience in leadership, motivating staff, sales, building/enhancing productivity, and providing resolutions to complex issues. Analytically strong and well organized with constant focus/vision of strategic issues, achievement of goals, and problem-solving. Responsible leader and contributor to senior management team with excellent multitasking including strong oral and communication skills. Expertise includes:

- * Loan origination
- * Collections
- * Inside/Outside Sales
- * Commercial, personal, and residential underwriting
- * Budget planning
- * Auditing/Analyzing risk

PROFESSIONAL EXPERIENCE

Valpak of New Orleans / SE Louisiana; Metairie, LA

August 2008-Present

Account Executive

Responsible for sales, new business development, and account management for local businesses in assigned territories. Currently, this position is instrumental in helping Valpak meet its revenue and profitability goals. This includes cold calling and prospecting, responding to customer sales needs, properly qualifying prospects, applying a solutions selling methodology to the sales cycle, promptly completing proposals and sales activities, closing sales opportunities quickly and efficiently, and completing necessary paperwork and implementation steps to set projects in motion successfully. This also includes managing the ongoing business relationships with Valpak of New Orleans customers.

- * Prepared and presented company sales proposals to clients while displaying cost effective measures for those clients.
- * Proven ability to obtain business objectives and needs with established sales quotas and goals.

Interbay Funding, LLC; Plantation, FL

September 2004-April 2008

Commercial Underwriter Team Leader

Supervised four full-time commercial underwriters and developed clear and concise communication between senior management and underwriting department. Provided accurate, updated information, and guidance to internal/external sales department pertaining to company risks/guidelines. Involved in evaluating, structuring, negotiating, and approving financing for a wide variety of loan acquisitions. Conducted/directed extensive analysis of consistent changes of company underwriting guidelines, financial markets, company obligations, and preparation of commercial loan securities.

- * Maximized cost effective management processes by reconciling accounts, measuring loan risk, property risk, and borrower risk to achieve company goals and objectives.
- * Directed compliance in connection with specific financing, company underwriting guidelines, and extensive analysis of financial and operational economic information.

Aegis Incorporated; Baton Rouge, LA

March 2002-August 2004

Residential Underwriter

Provided timely approvals of personal and residential loans by measuring accurate financial risks with company cost/benefit guidelines and philosophies. Involved in the structuring, evaluating, and overall analysis of various personal and residential loans. Calculated margins, rates, and applicable mortgage lockouts for a variety of loan acquisitions. Provided updated underwriting information and guidance to company branch managers and sales executives.

- * Effectively managed residential loan pipeline by measuring loan risk, property risk, and borrower risk. Responsible for reconciling accounts through extensive analysis of financial information and company underwriting guidelines.

Newton and Associates; Kenner, LA

December 2000-February 2002

Auditor / Collector

Contributed in the development and execution of audits and performed collections for various business clients. Communicated findings/results and provided timely, accurate financial and management reports to business clients and internal management. Minimized overall risk with existing internal controls for both client(s) and Newton and Associates.

- * Assisted in managing business portfolios while providing monthly statements/reports, performing AR/AP duties, providing various accounting services, and collections.

Additional relevant work experience/history includes:

Advantage Financial Services; Walker, LA

- * ***Assistant Manager / Loan Officer***
- * ***Branch Sales***
- * ***Collections***

EDUCATION

MBA (Finance)

University of St. Francis; Joliet, IL

BA (Economics with Minor in Psychology)

Louisiana State University; Baton Rouge, LA

SKILLS

Computer programs include Microsoft Office, Excel, Word, Works, Vista, MorVision, E-Z Audit Systems, Audit PC, QuickBooks, Peachtree systems

COMMUNITY ACTIVITIES

Member of the National Honor Society in Business Administration, Delta Mu Delta

Member of the Louisiana State University Alumni Association

Member of the University of St. Francis Alumni Association

Member of the Broward County Humane Society (Fort Lauderdale, FL)

March 9, 2009

Chairman, Louisiana Housing and Finance Agency
2415 Quail Dr.
Baton Rouge, LA 70808

To Whom It May Concern:

Enclosed, please find my resume in consideration for the position of Vice President of the Louisiana Housing Finance Agency.

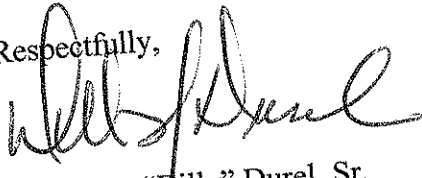
I recently moved back home to Lafayette after spending approximately 15 years in the Cincinnati, OH area. As indicated on my resume I have been working in the property and casualty insurance industry since 1990. I have worked in a number of positions for two companies, serving in both technical and administrative roles in their corporate offices. This includes handling and supervising property and casualty claims as well as handling claims under a scripted policy very similar to the commercial general liability form. In my administrative roles I have managed a large geographic area that included as many as 76 associates with a budget that exceeded 7.2 million dollars.

I believe the wide variety of experience and knowledge that I have will allow me to serve as a member of your organization in a way that will be mutually beneficial.

Please feel free to contact me at your convenience to discuss potential opportunities.

Thank you in advance for your consideration.

Respectfully,



William J. "Billy" Durel, Sr.
100 S. Meyers Dr., # 408
Lafayette, LA 70508
Home: (337)706-7597
Cell: (337)371-1905
Email: cinci_64@yahoo.com

RECEIVED

MAR 13 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

RECEIVED

MAR 12 2009

LOUISIANA HOUSING AND
FINANCE AGENCY

WILLIAM J. DUREL
100 S. Meyers Dr., # 408
Lafayette, LA 70508
(337) 706-7597

**Professional
Objective**

To obtain a position in the insurance industry which will allow me to utilize my experience and abilities.

Education

Bachelor of Science Degree
Business Administration
University of Southwestern Louisiana
May, 1984

Ascertained CPCU designation in April, 2001
Ascertained AIC designation in May, 1995

**Present
Employment:**

American Modern Insurance Group
TITLE: Sr. Staff Adjuster, Lafayette, LA
November 24, 2008 to Present
Responsibilities:

- Handling claims in South Louisiana
- Worked with Attorneys, Public Adjusters and policy holders to conclude difficult claims in the aftermath of Hurricanes Gustav and Ike
- Catastrophe Duty
- Serve as a "Floating Adjuster"

TITLE: Claims Manager
November 28, 1999 to November 22, 2008
Responsibilities:

- In addition to the responsibilities below:
- Managed a region of up to 76 associates including an 11 member call center
 - Managed a budget of up to \$7.2 million
 - Maintaining Customer Service and Customer Satisfaction results
 - Preparing the Region and Department for growth
 - Participated in numerous initiative and projects

TITLE: Claims Supervisor
February 2, 1998 to November 27, 1999
December 1, 1994 – February 5, 1997
Responsibilities:

- Review high exposure claims
- Develop Examiners and Staff Adjusters
- Interview prospective professional staff
- Performance Management
- Respond to Insurance Department complaints

- Monitor the progress of lawsuits and attempt to settle them
- Monitor the progress of settlement negotiations on larger files
- Monitor and establish staff adjuster territories
- Supervise 26 technical personnel

**Past
Employment**

Great American Insurance Company
TITLE: Senior Claims Representative
 February 5, 1997 – January 30, 1998

Responsibilities:

- Investigate construction liability claims through Independent Adjusters
- Discuss coverage issues with policyholders
- Issued payment or denials on claims as warranted
- Negotiate settlements with claimants or their attorneys
- Managed litigated files
- Pursued subrogation if warranted
- Prepared files for defense or prosecution of arbitration

**Past
Employment**

American Modern Insurance Company
TITLE: Claims Examiner
 October 4, 1993 – December 1, 1994

Responsibilities:

- Review file content of Staff Adjusters and grant the authority to conclude when appropriate
- Reported large claims
- Communicated with the reinsurer on high exposure files
- Identified potential problems an adjuster may be having
- Directly handled lawsuits and outlined defense plans with local counsel
- Negotiated settlements with insureds, claimants and attorneys representing both
- Supervised files for up to 18 Adjusters
- Monitored all subrogation and salvage claims

TITLE: Staff Adjuster, Lafayette, LA
 October 22, 1990 – October 4, 1993

Responsibilities:

- Managed a 14 parish-wide territory
- Inspected and appraised all first party claims
- Investigated fraudulent claims
- Investigated liability claims
- Issued payment and denied claims as warranted
- Identified potential subrogation claims
- Identified potential salvage claims and sold same

**Past
Employment**

Durel's Pet Shop
TITLE: General Manager
November, 1982 – October, 1990

Employed at Durel's Pet Shops as the General Manager for four locations. Began employment in November 1982 on a part-time basis while attending college. Upon graduation promoted to General Manager. Duties included: direct customer relations, purchasing merchandise, handling all promotions, dealing with wholesalers and manufacturers on a daily basis, evaluating employees, payroll, accounts payable and receivable, public relations and handling all grievances with employees and customers.

Achievements

Completed CPCU
Completed AIC program
Vale National Commercial Property Adjusting
Treasurer for Toastmaster's Chapter
Corporate First Responder
Represented the Claims Department in marketing and agent training trips
Completed the "Seven Habits of Highly Effective People Program"

**Leisure
Activities**

Umpiring baseball
Officiating football
Playing softball, golf, tennis and racquetball

References Available Upon Request

216 W. Northern Avenue
Crowley, LA 70526
March 10, 2009

Chairman
Louisiana Housing Finance Agency
2415 Quail Drive
Baton Rouge, LA 70808

To Whom It May Concern:


This letter is written in response to your recent advertisement seeking a Vice President to assist in managing the operations of the Agency.

After reading the responsibilities stated in the advertisement, I feel that my formal education and work experiences qualify me for consideration for this position.

Attached is my resume' which outlines my professional work history and demonstrates my leadership, management and personnel experience, as well as my experiences in developing and implementing financial budgets. Even though I am not currently familiar with LHFA and HUD programs, I have a wealth of experience in learning and implementing state and federal laws, guidelines and programs as a vital part of my previous occupations.

If any additional information is needed, I can be reached on my cell phone at (337) 250-2763 or my home phone at (337) 783-1929.

Sincerely,


James M. Morgan, Jr.

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MAR 13 2009

LOUISIANA HOUSING FINANCE AGENCY
HUMAN RESOURCES

REC'D

MAR 12 2009

LOUISIANA HOUSING FINANCE AGENCY
FINANCIAL SERVICES

RESUME

James "Jim" M. Morgan, Jr.

216 West Northern Avenue
Crowley, LA 70526
(337)783-1929 (home)
(337) 250-2763 (cell)

PROFESSIONAL EXPERIENCE

MEDICAL GROUP ADMINISTRATOR: Office Administrator for 4 Plastic Surgeons and Ambulatory Surgical Facility
Plastic Surgery Associates, Lafayette, Louisiana **October 1986-February 2009**

Human Resource Responsibilities:

- Hired, oriented, trained, supervised and managed medical staff employees
- Handled all payroll preparation and the employee flex plan administration as well as sick leave and vacation time reporting
- Scheduled employee vacation time and temporary workers
- Coordinated employee retirement plan including employee loan program
- Handled the self-insured employee health and life insurance program for employees of 3 related companies
- Handled and resolved employee complaints and disputes

Office Management Responsibilities:

- Responsible for patient office visit scheduling to ensure smoothness and effectiveness of daily doctor schedules
- Handled and resolved patient compliant issues and problems
- Developed and maintained a system to follow up with new patients for possible surgery
- Coordinated all marketing and advertising to include the development of patient newsletters
- Responsible for bulk mailing preparation of quarterly patient newsletters and all other mass mailings
- Created annual city wide hospital "on call" schedules for all Plastic Surgeons practicing in Lafayette
- Directed several major office renovation projects
- Established and handled hospital credentialing for physicians and nurses
- Responsible for federal and state legal compliance
- Established policies and procedures for all office functions and processes
- Coordinated and maintained the group's ambulatory surgical facility in addition to spearheading the surgical facility's national accreditation
- Occasionally posted charges and payments and made office deposits
- Occupied and performed several other duties while employees were absent

Business Management Responsibilities:

- Maintained business office supply inventories and ordered supplies
- Maintained minutes of all quarterly management meetings
- Monitored profitability of the entire practice as well as the office operating room, the skin care program and product sales, and medical device rentals
- Developed and maintained patient loan programs
- Developed, maintained, and produced many monthly, quarterly, and annual management reports
- Responsible for weekly coordination of accounts payable issues
- Researched and scheduled weekly patient reimbursements
- Responsible for vendor negotiations and cost cutting decisions
- Created and maintained accounts payable system for hospitals buying supplies and implants and renting surgical equipment from the practice
- Created, maintained and performed daily accounting procedures to verify and balance all financial transactions handled by employees

OPERATIONS DIRECTOR

American Bank & Trust Company, Lafayette, Louisiana June 1980–October 1986

Vice President and Personnel Director: 1980-1982

- Served as bank's first Personnel Director – organizing, coordinating and consolidating all human resource support services into one 3 person department serving over 200 employees
- Served as editor of a monthly employee newsletter
- Coordinated all employee social activities such as family crawfish boils, golf tournaments, and Christmas parties

Vice President and Administrative Services Director: 1982-1983

- Responsible for bank wide organizational planning focusing on employee education, career path development, maintaining organizational charts, chain of command responsibilities, evaluating employee management potential, and developing management succession strategies
- Served as Chairman of the company's Training Committee

Senior Vice President and Operations Director: 1983-1986

- Responsible for the direction, supervision and efficient operation and performance of 10 departments and over 80 employees
- Support service departments and functions included Human Resources, Payroll and Benefits, Training, Property Management, Purchasing, Mail Room, and Courier Services
- Bank operations departments and functions included Data Processing, Bookkeeping, Data Entry, Proof, Savings, & ATMS

- Coordinated a complete, company wide computer conversion from an outside computer service source to an in house computer system
- Responsible for and succeeded in planning cost cutting strategies to eliminate over one million dollars of annual expenses

PRINCIPAL AND ADMINISTRATOR

Notre Dame High School, Crowley, Louisiana

September 1968–June 1980

Teacher of Speech and English: 1968-1972

- Coordinated and supervised speech and debate tournament participation by students to include the National Catholic Speech Tournament in Washington, D.C.
- Organized and hosted a junior varsity speech tournament
- Sponsored the Radio Club and planned, monitored and supervised weekly student radio shows aired over a local A.M. radio station
- Served as head coach of the junior varsity football team for one year
- Volunteered to monitor weekly after school detention hall

Assistant Principal, Guidance Counselor and Teacher: 1972-1974

- Responsible for school wide student discipline and after school detention activities and dealing with parents of affected students
- Responsible for annual class scheduling of 400 students and 20 teachers
- Obtained and provided college and university literature to seniors
- Assisted students in obtaining college scholarships
- Provided vocational and personal guidance to students in need
- Coordinated aptitude and academic testing programs
- Assisted the Principal with fund raising programs
- Taught Speech and English for half of the school day

Principal and Administrator: 1974-1980

- Responsible for the smooth and efficient daily operation of the school
- Recruited and hired all professional and support staff personnel
- Responsible for the orientation, evaluation, retention, and dismissal of employees
- Served as the school's academic coordinator
- Planned and organized all faculty meetings and in service training programs
- Served as secretary to the governing Board of Directors
- Coordinated the school's annual fair and festival fundraiser
- Coordinated all public relations and marketing activities for the school
- Handled difficult student discipline problems with parental involvement
- Served as the school's business office manager to include handling delinquent tuition collection problems

- School's representative to the Louisiana High School Athletic Association
- Chaired the football district's Principals and coaches organization
- Supervised all after school athletic events and student dances
- Complete responsibility for building and grounds maintenance
- Chosen to coordinate cooperative activities and dialogue between the Catholic Diocesan School System and the Acadia Parish Public School System
- Solicited donations for tuition scholarships for academically gifted incoming students and minority students
- Served on the parish wide Vocational and Trade School advisory committee
- Established vocational school attendance as part of the curriculum for non-college bound upperclassmen

EDUCATION

- May 1965 St. Michael High School, Crowley, Louisiana.
High School Diploma
- August 1971 University of Louisiana at Lafayette, Louisiana.
B.A. Degree in Speech & English Education
- August 1974 University of Louisiana of Lafayette, Louisiana
**Masters Degree in School Administration & Supervision,
& Guidance Counseling**
- March 1982 Graduate of the American Bankers Association National
Personnel School, Baltimore, Maryland
- June 1982 Graduate of the Louisiana Bank School for Supervisory
Training, Lafayette, Louisiana
- June 1980- Present Numerous seminars and conferences: Affirmative Action
Planning, Employee Productivity, Equal Employment
Opportunity, Labor Relations, Banking Principles &
Management, Management & Supervision, Receivables
Collection Management, COBRA, OSHA, & HIPAA
Administration

PROFESSIONAL AFFILIATIONS

1971-1974	Redemptorist Grade School Board of Directors. Chairman of Academic & Finance Committees
1972-1974	Louisiana Association of Student Councils
1972-1978	Louisiana Speech Association
1974-1980	Louisiana High School Athletic Association
1974-1980	National Association of Secondary School Principals
1980-1986	Acadiana Personnel Management Association Past President & Treasurer
1980-Present	Lafayette Area High School Football Officials Association, Serving as a state certified football official. Past President in 1989. State Advisory Group in 2002.
1981-2002	The Society for Human Resource Management
1984-1986	Advisory Board Member of Lafayette Wood- Works
1988-Present	Medical Group Management Association, Lafayette, LA
1990-1995	Trustee of Immaculate Heart of Mary Church, Crowley, LA Appointed by Bishop Gerald Flynn, Diocese of Lafayette

REFERENCES

Russell Arceneaux
Administrator
Surgery Center, Inc.
1101 South College Road, Suite 100
Lafayette, LA 70503

Phone: 337-233-8603

Annette Trahan
Vice President
Whitney National Bank
911 Lee Avenue
Lafayette, LA 70501

Phone: 337-264-6000

Russell C. Romero, M.D.
Plastic Surgeon
1101 South College Road, Suite, 400
Lafayette, LA 70503

Phone: 337-233-5025

Darrell L. Henderson, M.D.
Plastic Surgeon
1101 South College Road, Suite, 400
Lafayette, LA 70503

Phone: 337-233-5025