

LIBRARY BOARD OF CONTROL

RESUME LIST:

Alexander, Leslie;
Bienvenu, Virginia;
Dawkins, Claire A.;
Gelobter, Ludwig;
Howat, Tim;
Kelly, Daniel L.;
Lamont, Barbara;
Padron Jr., Erasto;
Roberts, Alicia T.;
Savoy, Joan G.;
Whitehead, Marquia.

no incumbent submission

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Leslie Alexander
1100 Robley Drive #2204
Lafayette, LA 70503

LeslieAlexander4@outlook.com 337-412-1956

PROFESSIONAL PROFILE

Career highlights and attributes:

- Won multimillion-dollar winning bid for local hospital - bid created completely from scratch using research of evidence-based medical and treatment protocols
- State bid submitted for correctional management company described as "superior in every respect" and considered by peers to have broken new ground
- Demonstrates exceptional leadership and management capabilities in efficiently creating processes and procedures for greatest efficiency; encourages a united team vision that inspires and motivates.

Louisiana Publications:

Louisiana in Words, Joshua Clark, ed.
"Louisiana Cultural Vistas" magazine

- Schedule C Appointee, Executive Office of the President, 1990-1992 (approx); Correspondence Analyst

Work Experience

Writing & Communications Consultant (Remote & onsite support)

Lafayette, LA

August 2008 to Present (Available for contract, W-2, or per project; knowledgeable in diverse industries)

- Produce RFP proposals and other technical documents
- Submissions on state and federal level
- Create business and marketing copy
- Update policies and procedures
- Establish intra office communication materials
- Manage projects and teams of Subject Matter Experts
- Summary narratives of technical publications
- Technical responses to due diligence requests
- Policies updates based on current law
- Radio ad copy for local, state, and national organizations
- Appearances on CNN and the Lifetime Network
- Press Releases and campaign material

TEXAS

- Analyzed and responded to RFIs, SOQs, RFQs and RFPs for submission to Department of Transportation
- Created original content and created electronic content library for whole team access and usage
- Managed proposal documentation according to established electronic records management system
- Maintained records and confidential documents systematically throughout life cycle
- Tracked and monitored milestone dates and solicitation amendments

- Analyzed legal requirements to ensure adherence and capability
- Collaborated with engineers and other Subject Matter Experts
- Crafted highly responsive proposal answers and content
- Adapted and conformed to bid specifications
- Converted technical language into understandable narrative
- Edited thoroughly for grammar, language, conventions, and voice
- Analyzed and summarized debriefings after awards announcement
- Create Team Debriefing Report (TDR) and shared lessons learned

Proposal & Project Manager (Remote)

New York Based Fortune 500 Company, 2015-2019

- Responded to RFPs, RFIs, SOQs, RFQs, and other due diligence requests in timely manner
- Part of 4-person team tasked with overhaul and re-write of electronic RFP library to align content with brand "voice."
- Maintained comprehensive electronic records according to legal and corporate guidelines according to an established taxonomy and organizing principles
- Hosted strategy calls with all stakeholders and drive project timeline
- Developed and incorporated strategy for win into proposal response
- Developed original response content and update boiler-plate language
- Managed document timelines and legal reviews in collaboration with legal department
- Review proposed contracts and bid agreements
- Worked closely with IT managers to craft complex IT security responses
- Performed extensive peer and quality assurance reviews
- Project-managed all participating teams for timely response
- Consulted extensively with Subject Matter Experts to identify content gaps and update knowledge base
- Continually updated proposal language for clearer marketing prose, product knowledge, and technical understanding
- Contributed to sales strategy to capture proposal win
- Accountable for case reporting to reflect status continually

Policies & Procedures Writer

Title & Abstract Company, Dallas, TX
2018

- Executed overhaul of company policies related to employee practices and client experience
- Adhered to established guidelines and best practices
- Aligned deliverables with grammar, punctuation, and style guidelines
- Updated and documented processes and procedures
- Participated in cross-department strategies
- Maintained library of updated and evolving content
- Disseminated policies to applicable departments
- Created electronic filing system and records retention system/schedule for HR materials

Information redacted for confidentiality purposes; numerous, specific project references and contact information available upon request.

Education

BA in English (Emphasis on American literature and composition)

University of Louisiana at Lafayette - Lafayette, LA

Associates in Legal Studies, Northern Virginia Community College

LA Teaching Certificate (not active), **English Language Arts, 2006** (former teacher, public and private schools)

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Virginia Bienvenu

LMSW

Contact

316 Sidney Martin Rd.
Lafayette, LA 70507
337-322-0085
virginia.e.bienvenu@gmail.com

Education

Louisiana State University
Baton Rouge, LA
Master's Social Work
2021

University of Louisiana at
Lafayette
Lafayette, LA
Bachelors of Science
Psychology
2003

Key Skills

Case Management
Time Management
Organization
Crisis Intervention
Assessments
Care Planning

Experience

August 2021-present
Mental Health Clinician

Provided counseling services in an outpatient setting, completed biopsychosocials, facilitated group therapy sessions, completed treatment planning

February 2021 – August 2021

Social Work Intern • Cancer Center of Acadiana

Provided counseling services to cancer patients, assessed needs of patients, provided patient navigation services

September 2019 – February 2020

Social Work Intern • Genesis Behavioral Hospital

Provided counseling services at both inpatient and outpatient settings, completed biopsychosocials and crisis plans, facilitated group therapy sessions, provided discharge planning

March 2016 – August 2021

Client Assessment Specialist • Conduent

Assessed individuals on the Long-Term Personal Care Services program and developed individualized plans of care

January 2010 – March 2016

Support Coordinator Supervisor • Medical Resources and Guidance

Promoted to supervisor after being a Support Coordinator, Supervised support coordinators to ensure quality services, monitored client services, completed trainings for employees

May 2007 – December 2009

Support Coordinator • Volunteers of America

Coordinated and monitored supports and services for individuals receiving Home and Community Based Waiver Services

Assessed needs of participants and developed individualized plans of care based on those needs

Ensured service delivery remained within DHH guidelines

June 2006 – May 2007

Library Technical Associate I

Managed library material circulation including checking in and checking out of items, collecting fees

Shelving materials and maintaining order of shelved materials

Registered patrons and issued library cards

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CLAIRE A. DAWKINS

150 Twin Oaks Blvd. Lafayette, LA 70503 • 530 219 7330 • cdawkins@stanford.edu

EMPLOYMENT

STANFORD UNIVERSITY ONLINE HIGH SCHOOL	
Assistant Division Head and English Instructor	2013-present
UNIVERSITY OF CALIFORNIA AT DAVIS	
Associate Instructor and Lecturer	2005-2013

EDUCATION

UNIVERSITY OF CALIFORNIA AT DAVIS	2012
Doctor of Philosophy in English Literature	
LOUISIANA STATE UNIVERSITY: BATON ROUGE	2005
Bachelor of Arts in English Literature	
Minors in Political Science & French	
L'INSTITUT D'ÉTUDES POLITIQUES: AIX-EN-PROVENCE, FRANCE	2004
Foreign language immersion in political science coursework; no degree	
LAFAYETTE HIGH SCHOOL	2001
Graduated <i>summa cum laude</i> , Gifted and Talented Program	

CIVIC ENGAGEMENT 2020

Member of the Livermore Equity and Inclusion Working Group: A Bi-Partisan Group of Citizens. I served on the subgroup, "Policing and human services," which was comprised of both civilian and police members. We helped to interview candidates for the position of Chief of Police in the city of Livermore, California, the city where I lived before returning to Lafayette.

STATEMENT OF INTEREST

I was born and raised in Lafayette. Growing up, I spent many happy hours at the library with my family. After graduating from LSU, I moved to California for graduate school and stayed for work. Although the high school where I teach is fully online, I did work on campus at Stanford University for several years before going remote. When the pandemic hit, my husband—also a Louisiana native—was able to go remote as well, so we decided to return home late in 2020 after having lived in California for 15 years. Getting involved with the Lafayette Publish Library has been a huge help to us as we have made our home here again! My young children and I attended weekly story time over the summer last year, and my mother and I have attended the Classics Book Club hosted by librarian Perry Missner starting last summer and continuing to now. I care deeply about education and reading, and I would like to give back to an institution that has given so much to me.

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LUDWIG GELOBTER

ADDRESS 1019 E. Kaliste Saloom Road # 410

Lafayette, LA 70508

(504) 261-5811

lgelobter@hotmail.com

EDUCATION Columbia University; New York, NY

Bachelor of Science in Industrial Psychology

LANGUAGES English, Spanish, German, Polish, Romanian, Czech, Russian, French

EXPERIENCE Crystal Publishing – President/CEO May 1996 – December 2006

“What, Where, When” magazines Bucharest, Romania

- Manage a staff of 35 at headquarters, supervise staff in 4 countries

- Responsible for hiring, conducting annual reviews, coaching, disciplinary action and establishing departmental

policy and procedures

- Manage an International sales staff

- Supervise the tour division

- Editorial writing and review

- Manage the training staff to ensure staff are adequately trained on all customer accounts

- Publish hotel /tourism books in 6 countries (Ghana, Sri Lanka, Panama, Warsaw, Bucharest, NY)

Lubar Group - President/CEO July 1985 – present

New York, NY

- General Merchandising Business, Import/Export

- Responsible for purchasing and sales of government surplus at auction

- Responsible for transshipping and international freight handling of export goods

Dean Witter Reynolds - Stockbroker May 1987 – July 1988

New Orleans, LA

- Account Executive,. Full service broker, handling a range of retail accounts

- National registration, Commodities, Options, Life Insurance.

- Implemented extensive departmental training program, including quality customer service training

- Implemented incentive programs, including quarterly bonus programs

- Implemented customer feedback program to ensure quality of service standards were met

Shearson Lehman Brothers – Options Coordinator July 1973 – December 1986

New York, NY

- Responsible for training stockbrokers in large, 60-broker office in various option strategies, individual consultations, margin questions.

Walston & Company – Stockbroker 1971 – 1973

New York City Board of Elections 1970-1971

- Director, Citywide Mobile Voter Registration
- Responsible for \$ 800,000 budget. Developed strategy, hired staff, oversaw all general operations

CIVIC INVOLVEMENT: Chairman, Community Planning Board #7 – New York City 1984-1986

- Headed 50 member planning group, supervised paid staff of 5.
- Responsible for \$120,000 annual budget serving 250,000 persons.
- Chaired large public hearings, set policy
- Chief Media spokesperson, testified before public agencies
- Negotiated with City administration and developers

Chairman, Board of Directors, NY Service Program for Older People (SPOP) 1978 – 2002

- Supervised Executive Staff at agency providing services to the elderly mentally frail
- Responsible for administering \$750,000 annual budget.
- Chaired Board meetings, organized committees, set policy, negotiated with City administration for acquisition of building.

Vice Chair, Member, St. Luke's Roosevelt Hospital Center Community Board 1975 – 2000

- Worked with Administration, Board of Trustees to represent community needs
- Reviewed hospital operation and long term planning for 1320 bed institution

Democratic District Leader, Candidate for State Assembly – FDR-WW Democratic Club, New York City

1975 - 1983

- Worked with Party and Public officials to develop, advance and promote Democratic Party programs
- Organized Election campaigns, hired staff, Helped select city/statewide judges
- Managed numerous statewide and national political campaigns
- Specialist in Election day operations and Voter Registration

Member, Citizens Advisory Committee, Public Television WNET – Channel 13 New York City

Member: 1985 – 1995

- Stryker's Bay Neighborhood Council
- 24th precinct Police Community Council
- 99th Street Block Association
- Chairman, Health Systems Agency
- New Democratic Coalition
- Committee to Reform the Judiciary
- Board of Directors – New Orleans Teleport/CALLS PLUS

Tim Howat

337.501.6418 • timhowat1@gmail.com

Relevant Skills

- Over 30 years of Supply Chain experience with outstanding talents in total Materials organization, information analysis, cost reduction and a wide range of communication abilities.
- Ability to work outside the realm of Supply Chain and assist other areas of organization in various department specific needs.
- High level of experience in Excel, Word, and Lawson.

Employment History

Materials Manager, Lafayette Surgical Specialty Hospital/Surgery Partners (Corporate office)

Sept. 2003 - Present

- Hired six months before opening and played a key role in the core planning and implementation of the hospital's structure and mission; Designed and created all aspects of Supply Chain from the ground up, including development of policies and overall comprehensive workflow; Currently manage a multi-employee department.
- Negotiate contracts for supply and service needs, coordinate product/service evaluations; Conduct vendor contract reviews for renewal and performance issues.
- Responsible for supply/equipment procurement and distribution for entire hospital, maintaining constant positive relationships with all staff to ensure their needs and patients' needs are met in a timely and cost-effective manner.
- Collect extensive data from a variety of sources, which in turn is analyzed for savings opportunities, budgetary matters and numerous other system wide applications; Achieved over 4 million dollars of savings since hired.
- Highly skilled with researching and resolving any AP/invoice issues that arise.
- Regularly asked to take a lead role in projects throughout the organization, both local and at a corporate level, regardless of the project's relation to my role as Materials Manager.

Supply Chain Consultant

2011 - Present

- Independently contracted with in-state and out of state hospitals to review their entire supply chain management, delivering them a comprehensive report on my findings.
- Visited and provided guidance for other hospitals within the Surgery Partners corporation; Assisted with software education for multiple other facilities.
- Frequently contacted by Cardinal Health for in-depth customer feedback; regularly asked to participate on client committees involving numerous areas within their company.

Buyer, Materials Management, Lafayette General Medical Center

May 1988 - August 2003

- Distributed supplies/services, ordered stock/non-stock, managed inventory control and processed repairs/credits; Assisted AP with invoice verification and processing for payment.
- Participated in interview and hiring process; Responsible for training of new employees, delegation of tasks, and group project involvement.

- Assigned the lead role in moving from an off-site Materials warehouse to an on-site Supply storeroom/warehouse at LGMC, involving a total revamp of the previous inefficient supply distribution model.

Creative/Community Based Accomplishments

- Member of the Carencro High School Academy of Information Technologies Advisory Board, 2015-2016.
- Past Ad-hoc parent representative for different LPSS School of Choice committees.
- Self published five books (Short novels and a children's book) between 2011 and 2019.
- Financial Backer for the 24 Hour Citizen Project in Lafayette, 2021.
- Directed the 2015 and 2017 city-wide LSSH Scavenger Hunt to benefit the United Way, involving all aspects of the event: poster design, televised interviews, creation of rules for the game and proactive communication to all participating teams.
- Editor/writer of the LSSH employee newsletter for 5 years.
- Former Chairman of the LSSH Activities Committee: Planned and promoted dozens of fun employee events; trivia games, various competitions and produced video shorts for the annual Christmas party.
- Developed an ongoing hospital-wide recycling program in 2007.
- Selected Group Art Exhibition: 2014 and 2017 Art Melt, a Louisiana juried art competition.
- Group Art Exhibition: 2008, 2009 and 2010, Gallery 549, Lafayette, LA.
- Creative talents in writing, event production and management, visual and media art.

Education

B.A. Degree in General Studies, May 1991

University of Southwestern Louisiana

Tim Howat

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References

Kevin Naquin

Lafayette Parish Council
337-296-4591
kevinnaquin@lafayettela.gov

Liz Hebert

Lafayette City Council
337-230-2829
lizhebert@lafayettela.gov

Stephanie Guidry

CPA, Mire Group CPAs, 2017-present
Chief Financial Officer, Lafayette Surgical Specialty Hospital, 2006-2017
337-280-5620
guidrysr@cox.net

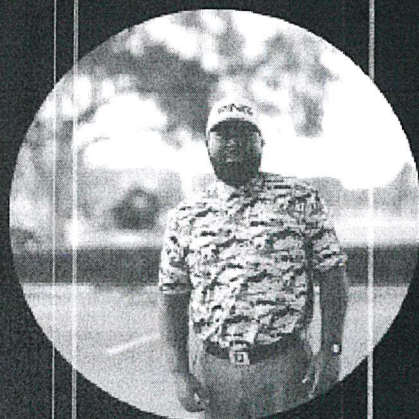
Jason Castro

Cardinal Health
Sales Rep, Ambulatory Care
337-298-4144
jason.castro@cardinalhealth.com

Dr. Robin Barry

Otolaryngologist
Lafayette, LA
337-981-6464

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Daniel L. Kelly
Pastor/Golf Instructor

CONTACT



(337) 280-1040



dkellygolf



Dkgolf68@gmail.com

SKILLS

Teacher



Mental
Coach



Counseling



Speed/
Training



ABOUT ME

I am a Pastor at heart and I use my leadership qualities to help others live the life God has planned for them. I am passionate about the community I live in and believe we can be the change we want to see.

EDUCATION

Communication | 2001-2003

Hinds Community College

Raymond, Mississippi

Major: Business Management

- First African American golfer on the team. I received a Full Golf Scholarship. Played at a collegiate level for 2 years.

Golf Instructor | 2003

SDGA School of Golf

Orlando, Florida

JOB EXPERIENCE

Fix A Chip | 2015-Present

As owner of this company, I manage 5 employees. Fix-a- Chip is an auto glass company that repairs and replace automobiles windshields.

Inner City School of Golf | 2018

As President I help introduce inner city kids to the game of golf. We hold summer workshops, spring break camps, and on going personal trainings for free.

The Harvest Center | 2010-Present

I am the CEO/Senior Pastor of a people who help others live out thier full purpose in Christ

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Barbara Lamont – President/CEO	
<i>Experience with and length of time employed by New Orleans Teleport, Inc. CALLS PLUS</i>	
Ms. Lamont is President and CEO of New Orleans Teleport, which she founded in 1987. Ms. Lamont has more than 35 years of experience in Contract management with Federal, state and local social service agencies, including the military.	
<i>Experience with Project Management</i>	
Ms. Lamont has more than 35 years of experience in program management and oversight.	
<i>Experience in developing training materials and training plans</i>	
Ms. Lamont has assisted in the development of training plans and materials for our client agencies specializing in services for the disabled, Adult & Child Protective services, and diversity training. Utilizing her vast cultural expertise and travels, she has also conducted training modules specifically related to cultural and geographic awareness and dialects for clients such as the Massachusetts Disabled Persons Protection commission, TennCare and the Chanukah Telethon.	
<i>Experience in implementing large-scale projects.</i>	
Ms. Lamont has vast experience in the implementation of large-scale projects. She served as Program Manager for the implementation of past contracts for the Social Security Administration, State of Tennessee – Bureau of TennCare, Great Start Georgia, and the Indianapolis Veterans Administration hospital.	
<i>Extent of Technical Experience and expertise in personal computers and server networks, and automated phone systems including voice response systems, automated call distribution units, and other telephone hardware and software.</i>	
Ms. Lamont has extensive knowledge in Personal Computers, Server Networks, Automated Phone Systems, ACD Units, and other Telephone Hardware and Software as she has served as Contract Manager for both the TennCare and Mississippi Department of Health projects. She works closely with our IT and IVR partners to ensure that all systems are maintained and deployed according to internal controls, which meet or exceed client needs.	
<i>Education, Training, Special Skills, and Applicable Certifications</i>	
Bachelor of Arts – Sarah Lawrence College Masters of Public Administration – Harvard University Coursework in Business, International Economics, & Management – Harvard University, Kennedy School of Government & Harvard Business School Foreign Languages – French, Spanish, German, Chinese, Polish.	
<i>Technical Experience, Functional Experience, Specific Dates, Names of Employers, Relevant and Related Experience, and Past and Present Projects with Dates and Responsibilities</i>	
1987 - Present	<i>President and CEO, New Orleans Teleport, Inc.</i> Lafayette, LA Profit and Loss Responsibility for Southern Louisiana Telecommunications Hub. Built company from startup to triple digit growth since its inception in 1987. Consults with clients and project managers to provide oversight and strategic planning assistance. Oversees implementation and ongoing performance for corporate initiatives and all government client projects.
1986 - 1990	<i>President and Founder, WCCL-TV and New Orleans Teleport</i> New Orleans, LA Raised \$10 million to finance the construction of a startup Independent Television station and adjacent satellite Teleport. Oversaw construction, operational, and programming details. Managed relations with cable companies and network programming departments.
1985-1986	<i>Producer, Editor, Writer, ABC News</i> New York, NY Network Radio News, New York

1980 – 1986	<p><i>Associate Adjunct Professor, Columbia University Graduate School of Journalism</i> <i>New York, NY</i> Designed curriculum and taught workshops 8 hours per week in editing, television reporting and writing, field production, radio news.</p>
1983 – 1984	<p><i>Director of Operations, Jacaranda Productions</i> <i>New York City</i> Consultancy work for Nigerian TV Network. Hiring, evaluation, staff training. Administered company insurance plan, supervised post-production work, handled \$3 million annual payroll.</p>
1982 – 1983	<p><i>Senior Producer, Network News, Nigerian Television Authority</i> <i>Lagos, Nigeria</i> Trained news staff in 19 states. Developed models for Staff Training, administered Budgets and \$2.5 million annual Payroll. Conducted company-wide Management training in Organizational Development. Produced Nightly newscast for some 30 million viewers</p>
1977 – 1982	<p><i>Reporter, writer, producer, CBS Network News</i> <i>New York Bureau</i> Network news. General assignment interviews, produced, wrote and anchored three daily Newsfeeds Syndicated to 400 affiliated radio & television stations.</p>
1971 – 1977	<p><i>General Assignment Staff Reporter, WNEW-TV</i> <i>New York, NY</i> 10:00 News. Political, investigative reporting. Coverage of U.N. Co-anchored Black News (weekly news program). Produced news features-field & in-studio interviews. Summer host of “Midday Live”, daily noonday interview program.</p>
1971 – 1974	<p><i>General Assignment Reporter, WINS Radio (Westinghouse Broadcasting Corp.)</i> <i>New York, NY</i> Political reporting, Wrote and produced Award-winning investigative series on American immigrants, Native Americans, and Vietnam drug series.</p>
<i>Selected Civic and Community Involvement</i>	
1999 – 2005	<p><i>Sewerage & Water Board of New Orleans</i> Chair, Infrastructure Committee Member, Executive Committee <i>University of New Orleans Business/Higher Education Council Chair</i> Technology Committee. Responsible for citywide program development to further University & Business partnership in the area of technology. <i>New Orleans Public Schools</i> Active in planning for the Urban Systems Initiative, helped program development in Math, Science & Technology. <i>Urban League of New Orleans</i> Served on Fiscal Task Force</p>

Erasto Padron Jr.

123 Gena Marie Dr. | Lafayette, LA 70506 | Cell: (956) 337-4027 | erasto.padron@outlook.com
<https://www.linkedin.com/in/erasto-padron/>

Motivated IT specialist w/ 5+ years server administration experience, combined with cyber security response, team leading and, proven business consulting practice in an Agile development environment.

Qualifications/ Certifications

CompTIA Security + | Active U.S., DoD T.S. Clearance | Leadership training

Work Experience

Jan 2022 – Present: Information Systems Security Engineer, L3 Harris Technologies, Broussard, LA

- Document security controls/requirements for inclusion in the system requirements specifications
- Ensure delivered information systems meet security standards IAW Risk Management Framework (RMF)

Jan 2021 – Dec 2020: Combat Communications Lead (Cyber Systems Operator) United States Air Force

- Managing deployed network operations center w/ 10 team members & over 200 users
- Coordinated co-located network engineers to establish new circuit, increased bandwidth/reliability
- Coordinated logistics for a Technical Control Facility (datacenter) for enduring network capabilities

Aug 2020-Dec 2020: Cyber Response Team Lead (Cyber Consultant) United States Air Force

- Led joint-service teams to enforce, install & configure security standards across the state of Louisiana
- Deployed over \$250K worth of hardware, upgraded security posture for over 15 entities
- Implemented over 15 passive Palo Alto firewalls for enhanced network security management

April 2020 – Aug 2020: Consultant (Cyber Security Systems Engineer) CGI

- Provided continuous monitoring and cybersecurity capabilities to multiple federal agencies using ELK
- Tested integrated ELK stack technical implementation before ingesting data from vulnerability scanners and endpoint protection tools
- Assisted lab team with system administrator duties to include user account creation in Active Directory, script development for VM inventory and other datacenter required tasks

November 2018 – April 2020: IT Specialist (Systems Administrator) United States Air Force

- Implemented and created 4 internal, datacenters utilizing VMware vSphere 6.5
- Configured storage area networks, allocating 14.4 tb of storage
- Configured Cisco switches, implementing 5 VLANs for internal networking
- Maintained 6 deployable datacenters, each containing 8 replicated Windows Servers, 3 Linux servers, applying security and licensing updates across both operating systems

August 2017 – November 2018: Business Consultant, Perficient

- Migrated 5,000+ URL's using Adobe Experience Manager (AEM) ensuring all properties, templates and content were accurately transitioned per client's request.
- Created SQL queries as a QA tester, validating ETL development using Google BigQuery.
- Found, reported and escalated over 100 software bugs using software tracking tools, i.e. JIRA, MTFS
- Completed internal, QA Software and Automation Testing Workshop, Level 1.
- Volunteered following external duties: Training Team, QA Team and Culture & Philanthropy Committee

Erasto Padron Jr.

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<https://www.linkedin.com/in/erasto-padron/>

August 2015 – July 2017; PC Technician: TEK Systems

- Installed and configured mobile devices and media for a large telecommunications company.
- Replaced over 400 IT hardware in health facility during enterprise software migration
- Win 10 migration for dozens of workstations to include hardware for a regional bank

June 2015 - Present; Cyber Systems Craftsmen, Louisiana Air National Guard

- Mission Defense Team, training in cyber-related response and protecting cyber networks
- Deploy rapid communication center, providing telecommunications, VOIP, client end-points, internet, email and shared storage capabilities
- Execute associated information systems support programs at home and deployed locations
- Provide core services by configuring, installing and managing data services at the operating system and server application level to include Microsoft Server 2012 R2

2001-2012; Administrative Specialist, U.S. Marine Corps

- Supervised the daily administrative operations of 3 Marine Corps units, providing customer service and personnel records update to a total of up to 2,000 Marines and Sailors
- Supervised the organizations files and records management, ensuring all correspondence and organization records were kept and filed in accordance with agency policy and directives
- Supervised and mentored over 20 entry-level subordinates in all administrative support functions

Education

University of Louisiana at Lafayette

- Bachelor of Science in Informatics, May 2017

United States Air Force

- Non-Commissioned Officers Academy, 2021
- Associates in Information Systems Management, Community College of the Air Force, 2019
- Airmen Leadership School, 2019
- VMWare ESX Infrastructure 2019
- Microsoft Certified System Administrators Course 2017

References

Paul Perron, Col, United States Air Force

Cell number: (337) 344-0879 | work e-mail: paul.perron@us.af.mil

Mary Jiang, Director, Perficient, DDC Lafayette, LA

Phone Number: 337-414-2849 | work e-mail: mary.jiang@perficient.com

Corey Gaudin, Director Consulting Services, CGI

Work e-mail: corey.gaudin@cgifederal.com

Tom Brown, Superintendent, 254th Combat Communications Group, Dallas, TX Work phone: (225) 773-1096 | work e-mail: ira.brown.mil@us.af.mil

Alicia T. Roberts MA, BCBA, LBA

EXPERIENCE

BrightSpots Behavior & Learning — January 2015 -Present

Emergency Department Technician, Lafayette General Medical Center, November 2014- February 2015

Midwifery Intern, Gentle Choices Birthing Center – October 2013-2014

KSMB Morning show co-host, Cumulus Media 2007-2012

KMDL Morning show co-host, Regent Media 2003-2006

EDUCATION

Central Methodist University - BS, Applied Behavior Analysis

Ball State University - MA, Applied Behavior Analysis

LICENSURE

Licensed behavior analyst - LBAB, February 17, 2021, LBA-507

Board certified behavior analyst - BACB, December 10, 2019, BCBA-1-20-46534

State certified assistant behavior analyst - LBAB, August 19, 2019, SCaBA-C-044

Board certified assistant behavior analyst - BACB, May 31, 2019, BCaBA-0-19-10034

204 Mulberry Dr. Lafayette, LA 70506

337-258-3152

realradiogirl@gmail.com

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Joan G. Savoy
305 North Anita St.
Lafayette, LA 70501
(337)257-2689
Email: joansavoy@gmail.com

Joan Savoy is currently retired from a career in healthcare and nonprofit organization management. She moved to Lafayette from New Orleans following Hurricane Katrina.

Previous work experience:

Lafayette Land Revitalization Authority, Lafayette LA

Position: Executive Director

Miles Perret Cancer Services, Lafayette, LA

Position: Executive Director

Acadiana Outreach Center, Lafayette, LA

Position: Development Director

The Chamber Foundation Southwest Louisiana, Lake Charles, LA

Executive Director

New Orleans East Economic Development Foundation, New Orleans

Position: Executive Director

New Orleans Regional Chamber of Commerce, New Orleans, LA

Position: Vice President for Community Development

Healthcare Management Positions :

Omnicare Health Plan, New Orleans, LA

Healthy Start, New Orleans, LA

Business Coalition on Health, New Orleans, LA

Ochsner Home Health Services, New Orleans, LA

Academic Background:

Bachelor of Science in Nursing, Dillard University, New Orleans, LA

Graduate Work in Public Health Administration, Tulane University, New Orleans, LA

Professional and Community Affiliations:

Vice-chair, Lafayette Public Trust Financing Authority

Immediate Past President, Lafayette Public Library Foundation

Former Board Member, Acadiana Symphony Orchestra

Co-chair, Community and Family Engagement Team (CAFE'), Love Our
Schools, Carencro High School
Former Co-chair, Lafayette North Plan Coordinating Team
Member, Women's Leadership Initiative, United Way of Acadiana
Member, Lafayette League of Women Voters

Ms. Veronica L. Williams
Clerk of the Council
P.O. Box 4017-C
Lafayette, LA 70502

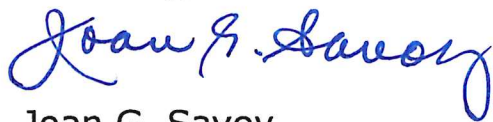
April 29, 2022

Dear Ms. Williams:

Attached please find my resume which I am submitting for consideration for the vacancy on the Lafayette Public Library Board of Control.

Please let me know if any additional information is needed.

Sincerely,

A handwritten signature in blue ink that reads "Joan G. Savoy". The signature is written in a cursive style with a large, looping 'J' and a long, sweeping 'y'.

Joan G. Savoy

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Dr. Marquia Whitehead

CERTIFIED PROFESSIONAL WRITER | ENGLISH EDUCATOR | DIVERSITY & INCLUSION STRATEGIST

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Experienced, result-orientated, award-winning English Professor and Project Based Writer with an advanced knowledge of the English language, and diversity, equity, and inclusion. Offering a certification in Professional Writing Certification. Demonstrates passion in writing and education, achieving results through relationship building, collaboration, research, and proofreading and editing.

ACCOMPLISHMENTS

- Current member of Leadership Lafayette XXXV; also, a board member of Big Brother Big Sister of Acadiana.
- Provide consulting, training, and professional development for companies; also proofread and edit documents, create presentations, and create manuals.
- Award-winning dissertation from University of Louisiana at Lafayette due to written presentation.
- Served as a dissertation coach for doctoral students, assisting with entire completion from the literature review to defense.
- Previous advisor of the National Technical Honor Society (NTHS) and Alpha Lambda Delta academic clubs.
- Named Blue Cliff College's "Employee of the Month" due to effective retention efforts and hard work in the role.
- Recipient of the Louisiana State University's "Guest Coach" award; nominated by students because of teaching methods and skills, student relationship building, and advising.
- Assisted with Louisiana State University's admission of the most diverse freshman class in 2019.
- Assisted with the creation of the Pre-Scholars Academy for first time freshman: the Pre-Scholars Academy consisted of lower achieving, first-generation students who were fully admitted after completing the program.
- Created a retention plan and documents, which are still used by Louisiana State University's Retention and Strategic Initiatives Department.
- Successfully maintain paperwork and documentation for institution's accreditations; previously created strategic plans and diversity and inclusion initiatives, as well as curriculum development.

EDUCATION

- **Career Coach Certification** – Transformation Academy (2021)
- **Master Life Coach Certification** – Transformation Academy (2021)
- **Doctor of Education in Educational Leadership** – University of Louisiana at Lafayette (2017)
- **Graduate Certification in Professional Writing** – University of Louisiana at Lafayette (2017)
- **Master of Arts in English** – Northwestern State University (2013)
- **Bachelor of Arts in Mass Communication, Minor in Marketing** – Nicholls State University (2010)

PROFESSIONAL EXPERIENCE

Project Based Technical Writer at McKinnon-Mulherin Inc. | Salt Lake City, UT | November 2021 - Present

- Investigate documents for DEI issues and either suggest changes or change accordingly.
- Complete writing assignments according to set standards regarding order, clarity, conciseness, style, and terminology.
- Review and verify documents for completeness, format, and compliance with contract requirements.
- Discuss technical information and jargon with companies to ensure complete understanding of verbiage/information when creating documents.
- Maintain constant communication with companies, hosting weekly meetings to discuss progress, changes, and evaluation.
- Develop training curriculum and agendas for annual user group meetings.

Diversity, Equity, and Inclusion Sensitivity Reviewer at CSA Education, LLC | Chicago, LA | August 2021 – Present

- Utilize diversity training, experience, and education to fulfill the needs of the role.
- Review unpublished children's documents, spotting diversity and inclusion issues.
- Search for bias, cultural inaccuracies, representation issues, bias, stereotypes, or problematic language.
- Provide feedback in a timely manner, ahead of the required due date/time.
- Manage e-mail requests and provide continuous, prompt communication.

Online Adjunct English Instructor at Louisiana State University – Eunice | Eunice, LA | August 2021 – Present

- Provide an engaging virtual learning environment that maintains an "open door" policy and easily accessible communication.
- Evaluate student performance through tests, exams, and projects.
- Participate in workshops and training sessions to extend knowledge and improve skills in teaching college-level English courses.
- Integrate multimedia technology in classroom instruction for well-rounded and engaging approach to instruction.
- Work with students individually to address areas of concern.

Adjunct English Instructor at South Louisiana Community College | Lafayette, LA | August 2012 – Present

- Edit and proofread documents for the program, as well as fully proofread and edit student papers.
- Assist with adjunct recruiting program, finding the best educators.
- Teach curriculum to diverse student population: first-generation, students of color, nontraditional, LGBTQ+, and intellectual and physical disabilities.
- Practice D&I by remaining fair with all students, as well as remaining updated on policies concerning disabilities and additional diversity initiatives and regulations.
- Examine semester deliverables, ensuring all students are capable of transitioning to the next level.

Freelance Writer & Editor | Dissertation Coach at Self-employed Business | Lafayette, LA | January 2017 – Present

- Perform quality assurance, drafted, and edited newsletters, project plans and reports, and other deliverable documents for content, grammar, and style.
- Edit and proofread documents for graduate-level students.
- Create outstanding resumes and cover letters, which have proven to allow clients to obtain new employment.
- Manage multiple tasks to ensure clients receive documents in a timely manner.
- Provide presentations and workshops to corporations, small businesses, higher education institutions, and conferences, concerning writing, retention, diversity, education leadership, and professional development.
- Successfully coached and mentored three students towards completing their doctoral degree, also assisted with editing, and proofreading of dissertations: currently coaching one student in Higher Education doctoral program.

Director of Education/Dean of Students at Blue Cliff College | Lafayette, LA | June 2020 – July 2021

- Created official documents, such as: letters to students, graphics, syllabus, presentations, etc.
- Created the college's first academic coaching initiative, and trained faculty and staff on the new initiative.
- Scheduled weekly and monthly one-on-one meetings with learners to discuss academic progress and future goal setting (virtually and in-person).
- Visited classes to complete goal setting activities. Created partnerships with businesses and career placement coordinator to assist with career counseling.
- Served as strategic partner with company's business units regarding D&I, recruitment, affirmative action, and equal employment opportunity.
- Hosted monthly advisory council meetings to discuss D&I actions, successes, and areas of improvement.; developed and coordinated diversity and inclusion outreach programming and consultation efforts to students, administrators, and other employees.

Bootcamp and Professional Development Facilitator at MasteryPrep | Baton Rouge, LA | January 2017 – February 2021

- Facilitated resume writing, academic coaching, and career counseling workshops and training in institutions all over the United States.
- Provide writing services and editing for business material.
- Focused on D&I initiatives to employ in the classroom. Investigated and measured each company's current diversity, equity, and inclusion practices, then created a specialized plan to increase D&I success.
- Worked with stakeholders and sales to further purchase additional diversity assistance.
- Negotiated with leaders and received a 100% sales rate and feedback on products.

Assistant Director of Retention at Louisiana State University | Baton Rouge, LA | August 2019 – June 2020

- Created various documents; also created a 5-year diversity strategic plan that was presented to and adopted by the department.
- Successfully coached students and connected students to campus-wide partnerships.
- Maintained retention of 95% of coached students. Promoted to position after successful D&I diversifying initiatives.
- Continuously trained staff on diversity and inclusion, including outsourcing face-to-face professional development workshops and online workshops.
- Built relationships with stakeholders and constantly reflected passion to serve students of color.
- Facilitated focus groups for students of color, assessing their coaching needs.

Assistant Director of Multicultural Recruitment at Louisiana State University | Baton Rouge, LA | August 2018 – August 2019

- Supported department by editing all official documents and media.
- Read and reviewed over 1,000 student applications.
- Developed a diversity campaign to recruit and maintain success for students of color, which increased diversity enrollment by over 50% of new students; generated over 500 more applications and funding for students of color.
- Coached students as they entered the college and through their first year.
- Created and implemented diversity programs for students with an 80% show rate.

Assistant Director of Multicultural Recruitment (Continued)

- Visited disenfranchised schools, built relationships with students, and guided their admissions process.
- Chaired quarterly diversity and inclusion workshops and professional development for employees.
- Maintained ongoing D&I research, consisting of trends and strategies for outreach and improvement.
- Assisted with LSU's first overly diverse freshman class.

English Professor at Louisiana State University | Baton Rouge, LA | August 2017 – August 2018

- Prepared, edited, and proofread department documents; also provided proofreading and editing coaching to students.
- Advised and coached present and previous students.
- Directed students to on-campus resources; assisted many with successfully obtaining internships and jobs.
- Introduced the department's first professional development program, serving as the program manager.
- Maintained relationships with key stakeholders within the organization, and effectively collaborating on D&I strategies.
- Obtained the LSU Honored Guest Coach award due to ability to reach all students; the award consisted of university-wide recognition.

Senior General Education Lecturer at Remington College | Lafayette, LA | January 2012 – January 2016

- Provided editing and proofreading services to college, ensuring all documentation were error free.
- Advised students with career and life coaching.
- Overcame student resistance and trust issues from an extremely diverse population consisting of first-generation students, low socioeconomic background, single parents, students of color, etc.
- Recruited and trained new instructors and staff. Provided diversity and professional development.
- Constantly praised for D&I initiatives and ability to educate extremely diversified population.
- Scheduled monthly one-on-one meetings to discuss academic standing and career goals.
- Planned and delivered the "Diversity, Equity, and Leadership Summit" to build cultural competency and leadership capabilities for employees and to recognize diversity excellence.
- Maintained a 95% pass rate in general education courses.

SKILLS

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| ▪ Adobe Acrobat Pro | ▪ Life & Career Coaching |
| ▪ APA & MLA Styles | ▪ Microsoft Office Suite |
| ▪ Communication Skills | ▪ Multitasker |
| ▪ Computer Proficiency | ▪ Problem Solving |
| ▪ Copywriting & Editing | ▪ Professional Development & Training |
| ▪ Curriculum Design | ▪ Proofreading |
| ▪ Detailed Oriented | ▪ Public Speaking & Presentations |
| ▪ Diversity and Inclusion Strategies & Initiatives | ▪ Research & Resources |
| ▪ English Instruction | ▪ Strategic Planning & Advancement |
| ▪ Fast-Paced Environments | ▪ Success Coaching |
| ▪ Google Suite | ▪ Talent Development |
| ▪ Interpersonal & Influencing Skills | ▪ Technical Writing |
| ▪ Leadership & Management Practices | ▪ Technologically Advanced |

RECENT PRESENTATIONS

- Whitehead, Marquia – Co-Presenter (2022). *Collegiate to Career Woman: Preparing for Your Dream Job*. Nicholls State University.
- Whitehead, Marquia (2022). *The WRITE Path: Improving Literacy Rates and Writing Skills in Disenfranchised Students*. Louisiana Association of Student Assistance Programs (LASAP)
- Whitehead, Marquia (2022). *Parenting During a Pandemic: Finding Balance as a Mother and Professional in the Remote Workplace*. Women's Leadership Conference, University of Louisiana at Lafayette.
- Whitehead, Marquia – Co-Facilitator (2022). *College Bound 101*. Virtual Zoom Workshop for Parents and Prospective College Students.

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