

CITY PLANNING AND ZONING
COMMISSION

RESUME LIST:

Roger D. Lehman;

Michael J. Matte;

Olivia Pontiff;

Diamond Williams

no incumbent submission

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Members of the Lafayette City Council:

I humbly submit to you my request to be considered to fill the existing vacancy on the City Planning and Zoning Commission for the remainder of an unexpired five-year term expiring on January 6, 2028.

I am a lifelong resident of the City and upon review of my resume' below I sincerely believe that you will find no one more qualified to act as a member of the Commission.

Respectfully submitted;
s/Roger D. Lehman

I am currently an Independent Oil and Gas Landman in Lafayette having worked in this field for over fifteen years. Previously, I was employed as an Administrative Assailant at Tech Oil Products, Inc. in New Iberia for three years. Prior to working in New Iberia, I was a Certified (both State and Nationally) Deputy Clerk of Court in Lafayette, working in that capacity for over twenty-one years. I have a BA in City & Regional Planning from the University of Southwestern Louisiana, now UL at Lafayette.

I am an active member Temple Shalom in Lafayette, the Lehman Family being members of the Temple since 1948.

I have previously volunteered my time and services for the benefit of all of Lafayette as outlined:

- Citizens Advisory Committee of the Lafayette Metropolitan Planning Organization / City-Parish Council, Vice-Chair
- General Advisory Panel of the Lafayette City-Parish Planning Commission, Vice-Chair
- City of Lafayette Zoning Commission, Chair, Vice-Chair
(appointed by Republican Mayor Lastrapes and Democratic Mayor Bowen)
- Lafayette Area-Wide Planning Commission, Vice-Chair
(appointed by Lafayette City Council)
- Concerned Citizens for Good Government, Board of Directors
- Lafayette Parish Community Action Council
(appointed by Lafayette Parish Police Jury)
- Lafayette Parish Home Rule Charter Commission, Treasurer
(appointed by Lafayette Parish Police Jury)
- Lafayette Parish Jail Site Selection Committee
(appointed by Lafayette Parish Police Jury)
- Festival International de Louisiane, Communications Chair
- Greater Lafayette Chamber of Commerce, Local Affairs Committee
- Lafayette Parish Sheriff's Office Reserves
- St. Jude Acadiana Dream Home
(designer and original publisher for all St. Jude Dream Homes)
- St. Martin, Iberia, Lafayette (SMILE) Community Action Agency, Board of Directors
(appointed by Lafayette Parish Police Jury)

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Michael J. Matte

N. Demanade Blvd
Lafayette, LA 70503

PROFESSIONAL EXPERIENCE

Right of Way Services, Inc

Land Appraisal Associate / Real Estate Specialist, April 2021 – Present

Key Responsibilities:

- **Land Valuation:** Assist with and conduct thorough land appraisals, utilizing industry standard methodologies and appraisal techniques to determine the fair market value of property subject to right of way acquisitions, damage litigation, and condemnation proceedings.
- **Site Inspection:** Assist with and conduct comprehensive on and off site inspections, carefully documenting the condition of the land, improvements, and any unique features that could affect its value.
- **Research and Analysis:** Conduct in depth research on local real estate market trends, comparable sales, zoning regulations, and other relevant factors to support accurate valuation assessments.
- **Report Preparation:** Assist with and produce detailed appraisal reports that adhere to industry standards and comply with legal requirements, ensuring transparency and clarity of valuation methodology and findings.
- **Negotiation Support:** Collaborate with clients and legal teams to provide valuable insight and negotiation support during right of way negotiations, damage claims, and condemnation cases.
- **Regulatory Compliance:** Keep current with state and federal regulations concerning land appraisal and right of way acquisitions, maintaining strict adherence to legal requirements.
- **Client Relations:** Cultivate strong client relationships through clear and effective communication, addressing client concerns, and offering guidance throughout the appraisal process
- **Team Collaboration:** Work collaboratively with cross-functional teams, including attorneys, engineers, surveyors, and acquisition agents to deliver comprehensive appraisal services tailored to the unique needs of each case or project.

Icon Valuation Group, LLC

Commercial Real Estate Appraisal Associate / December 2021 – Present

Key Responsibilities:

- **Property Valuation:** Conduct accurate and comprehensive appraisal of commercial real estate, utilizing various valuation methodologies such as sales comparison, cost and income capitalization approaches.
- **Market Analysis:** Analyze local and regional real estate markets to assess trends, supply and demand dynamics, economic factors, and zoning regulations affecting commercial property values.
- **Expertise in Software:** Utilize specialized appraisal software and tools to streamline data analysis and report generation, ensuring efficiency and accuracy.

Capital Real Estate Advisors, LLC

Operating Broker / Owner, December 2016 - Present

Key Responsibilities:

- **Market Analysis:** Conduct thorough market research to identify development opportunities, market trends, and potential risks in specific commercial real estate sectors.
- **Client Consultation:** Collaborate with clients to define their development and investment goals and objectives, providing expert advice and recommendations tailored to their needs.
- **Site Identification:** Identify and evaluate suitable properties for development projects, considering factors such as location, zoning regulations, and economic feasibility
- **Financial Analysis:** Perform detailed financial analyses, including pro forma modeling, cash flow projections, and risk assessments, to determine the viability and potential returns of development and investment projects.
- **Negotiation:** Negotiated purchase agreements, leases, and development contracts on behalf of clients, enduring favorable terms and conditions.
- **Permitting and Regulatory Compliance:** Manage the complex process of obtaining permits, approvals, and complying with local, state, and federal regulations for development projects.
- **Project Coordination:** Work closely with architects, engineers, contractors, and other stakeholders to oversee the planning and execution of development projects, ensuring they meet quality, budget, and timeline expectations.
- **Investor Relations:** Build and maintain relationships with investors, presenting investment opportunities and securing financing for development ventures.

Michael J. Matte

N. Demanade Blvd. Lafayette, LA 70503 |

Michael J. Matte

N. Demanade Blvd
Lafayette, LA 70503

- Marketing and Promotion: Develop and execute marketing strategies to attract potential investors, tenants, or buyers.
- Due Diligence: Conduct thorough due diligence investigations on properties
- Market Presentation: Present development proposals to clients and stakeholders, utilizing persuasive communication skills and data-driven insights.

Blanchard Land Services, LLC

Right of Way Agent, January 2018 – April 2021

Key Responsibilities:

- Right of Way Acquisition: Managed the acquisition of rights of way easements and land parcels necessary for the development of pipeline projects, ensuring compliance with legal and regulatory requirements.
- Negotiation: Negotiated with property owners, government agencies, and other stakeholders to secure necessary land rights, addressing concerns, and reaching mutually beneficial agreements
- Permitting and Compliance: Coordinated the permitting process, including securing zoning approvals, and other necessary permits to ensure compliance with regulations
- Documentation: Prepared and maintained accurate documentation related to right of way agreements, land records, and permits, ensuring legal contractual compliance.
- Project Management: Managed multiple right of way projects and agents simultaneously, ensuring timely completion and adherence to project budgets.
- Survey Mapping: Coordinated survey and mapping activities.

Independent Landman

Land Manager, August 2012 – January 2018

Key Responsibilities:

- Land Acquisition: Successfully identified and acquired land parcels for development of oil and gas, solar, wind, and carbon capture and storage projects.
- Title Research: Conducted comprehensive surface and mineral title research and due diligence to verify land ownership, assess encumbrances, and identify any legal issues that could impact land transactions.
- Legal Compliance: Ensure that all land transactions and activities adhered to legal requirements, collaboration with legal counsel as needed to protect clients' interests.
- Community Engagement: Engaged with local communities and stakeholders to address concerns, build positive relationships, and facilitate community support for land projects.

FORMAL EDUCATION

University of Louisiana Lafayette - B.I. Moody College of Business Administration

*Bachelor of Science in Business Administration/ Professional Land & Resource Management
Chesapeake Energy Scholarship / Lafayette Association of Professional Landmen Scholarship*

University of Louisiana Lafayette - B.I. Moody College of Business Administration

Master of Business Administration – Finance Concentration (18 hours complete)

LEADERSHIP

Industrial Development Board of Lafayette Parish Vice President

Appointed by the Lafayette Parish Council

Function: To promote, stimulate, develop, and advance the business prosperity and economic welfare of the Parish of Lafayette

CERTIFICATIONS

- Louisiana Real Estate Commission – Broker's License
- Texas Real Estate Commission – Right of Way Agent
- Louisiana Real Estate Appraisers Board – Real Estate Appraiser Trainee

Michael J. Matte

N. Demanade Blvd
Lafayette, LA 70503

FORMAL EDUCATION

Louisiana Mineral Law
Quantitative Methods Advanced
Environmental Geology
Advanced Business Statistics
Leadership
Multinational Management
Advanced Business Statistics
Professional Land Management Internship
Management of Information Technology*
Analysis Methods for Planning & Control*
Organizational Behavior & Leadership*

Environmental Law
Petroleum Management
Business Ethics
Professional Land Management Seminars
Strategic Management
Business Finance
Legal Environment of Business
Managerial Economics*
Financial Markets and Institutions*
International Business*
**graduate level courses*

REAL ESTATE/APPRaisal EDUCATION – PARTIAL LISTING

Louisiana Real Estate License Law
Short Sales and Foreclosures
Contract Law for Real Estate Professions
Insurance Awareness and Contract Timelines
Lease Essentials for Commercial Real Estate
What Commercial Clients Need
15-hr National USPAP 2020-2021
7 – Hour USPAP Update 2022 – 2023
Gen. Appraiser Income Approach Part I*
Gen Appraiser Site Valuation and Cost Approach*
Uniform Appraisal Standards for Federal Land Acquisitions
General Appraisal Report Writing and Case Studies
Louisiana Appraisal Principles and Procedures Under the
Uniform Act and Advanced Eminent Domain Appraisals

Fair Housing and Cultural Diversity
Principles of Commercial Real Estate
Real Estate Best Practices
Mortgage 101
NAR Triennial Ethics
General Appraiser Income Approach Part 1*
Easement Valuations IRWA-403
Business Practices and Ethics*
Gen. Appraiser Sales Comparison Approach*
Market Analysis and Highest and Best Use
Gen. Appraiser Income Approach Part II*
Real Estate Finance Statistics and Valuation Modeling*
**Denotes Appraisal Institute course*

PROFESSIONAL ORGANIZATIONS

National Association of Realtors
Louisiana Realtors Association
Appraisal Institute
Lafayette Association of Professional Landmen
New Orleans Metropolitan Association of Realtors

Real Estate Association of Acadiana
Commercial Realtor Alliance
American Association of Professional Landmen
International Right of Way Association

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OLIVIA PONTIFF
ARCHITECT, Louisiana no. 689441
Lafayette, Louisiana

May 20, 2024

Veronica L. Arceneaux
Clerk of the Council
Lafayette Consolidated Government
BCLafayette@LafayetteLA.gov

Re: City Planning and Zoning Commission Appointment

Dear Ms. Arceneaux:

I am writing to express my interest in serving on the City Planning and Zoning Commission for the remainder of the unexpired five-year term through 01/06/2025.

I am a Visiting Assistant Professor at the University of Lafayette, School of Architecture and Design, and a Senior Project Manager at Kronberg Urbanists + Architects. I'm an architect and urban designer with over 10 years of experience in community-based development, zoning policy, social entrepreneurship, and housing choice. I am currently collaborating with the Downtown Development Authority (DDA) and Lafayette Public Trust Financing Authority (LPTFA) on a study to revitalize the railroad corridor between downtown and the future I-49 expansion. I am also a member of the Planning Department's Housing Choice/ Infill Advisory Committee as well as a member of the 24-Hour Citizen Project's Selection Committee. This summer, I am teaching an advanced research seminar on Community-Based Design and Urban Planning at the University of Louisiana School of Architecture and Design's Master of Architecture Program.

Planning and Zoning are central to fostering community resilience, economic sustainability, and responsible urban development within the built environment, and I would be honored to lend my experience to support our community's growth. Attached to this email, my resume provides a detailed overview of my professional experience and qualifications. I am grateful to be considered, and I look forward to the incredible opportunity to serve Lafayette. I am a registered voter and a resident of the City of Lafayette. Please reach out if you have any questions or require further information.

Thank you for your time and consideration.

Sincerely,

Olivia Pontiff, AIA
Visiting Assistant Professor
School of Architecture and Design, University of Louisiana at Lafayette
Senior Project Manager
Kronberg Urbanists + Architects



OLIVIA PONTIFF

ARCHITECT, Louisiana no. 689441
Lafayette, Louisiana

Professional Summary: Dedicated and innovative architect and urban designer with over 10 years of experience in community-based development, zoning policy, social entrepreneurship, and housing choice. Expert in main-street incremental development, adaptive reuse, and sustainable-certified affordable housing projects. Proven ability to lead interdisciplinary teams and drive projects from conceptual planning to move-in. Committed to leveraging community engagement to support community resilience, economic sustainability, and responsible urban development.

KEY ACCOMPLISHMENTS

- Developed advanced research course on community-based design and urban planning for the University of Louisiana, School of Architecture and Design's Master of Architecture program.
- Orchestrated the development of micro-commercial and missing-middle housing prototypes through a participatory design process, featured in *Housing Choice Companion*, by Kronberg Urbanists + Architects.
- Drove research for prototypes, infill strategies, and policy reform to deliver context-sensitive workforce housing within single-family zoned communities, presented in *Methods and Metrics: Delivering Attainable Housing* at the Congress for New Urbanism.
- Collaborated with the City of Atlanta's Department of City Planning and Urban Design Commission to implement a new ordinance that eliminated parking requirements for all buildings predating 1965 to prevent further demolition of historic structures to meet parking requirements.
- Collaborated with the Atlanta Department of City Planning and Office of Housing and Community Development to create a new missing middle residential zoning category for use along existing transit.

EXPERIENCE

University of Louisiana at Lafayette, School of Architecture and Design, Lafayette, LA

Visiting Assistant Professor

2022 – present

- Co-taught graduate studio courses on integrated architectural design and advanced design-based research with a focus on adaptive reuse and site-based ecologies.
- Co-taught undergraduate studio and lecture courses on design fundamentals and professional practice, with a focus on analog and digital communication skills.

Kronberg Urbanists & Architects, Lafayette, LA | Atlanta, GA

Senior Project Manager

2016 – present

- Senior project manager of main-street incremental development, adaptive reuse, and sustainable-certified affordable housing projects totaling over \$75 million from site acquisition to move-in.
- Guide framework and project planning for local municipalities, community-based organizations, and community development corporations to secure grant funding.
- Oversee strategic policy guidance on zoning, community engagement, mobility, responsible urban development, housing choice, socially responsible design, and environmental justice.
- Develop QA/QC protocols for building, life safety, and accessibility codes and building science performance underscoring the role of building standards in inclusive and sustainable design.
- Direct workflow of junior staff to encourage professional development, promote civic engagement, and further the firm's goal to foster socially, environmentally, and economically resilient communities.
- Notable Projects: Georgia Avenue Main Street Redevelopment, Lee + White District, Mabra Law, Trust at East Lake, Trust at Oakland City, English Avenue Affordable Housing, Housing Choice Companion Book

Georgia Institute of Technology, School of Architecture, Atlanta, GA

Guest Lecturer, ARCH 402

2021

- Guest lecturer and critic on resilient construction practices and bridging design with societal needs for the adaptive reuse of St. Mark's AME Church in partnership with The Atlanta Preservation Center.

Campo Architecture and Interior Design, New Orleans, LA

Designer

2015 – 2016

- Prepared construction documents and coordinated structural, MEP, AV, ID, and civil consultants for projects totaling over \$137 million for historic and new market tax credit hotel projects.
- Authored historic tax credit Part I and II applications for NPS and SHPO.
- Notable Projects: JW Marriott Savannah Plant Riverside District, Power Plant, and Atlantic Hotels

Elhinger & Associates Forensic Architects, New Orleans, LA

Designer

2015

- Provided construction documentation and construction administration for historic restoration projects.
- Developed expert witness reports for accessibility and building performance construction claims.

Albert and Tina Small Center for Collaborative Design, New Orleans, LA

Design Intern

2014 – 2015

- Collaborated on community design process and design investigation for the Mardi Gras Indian Cultural Campus which was used to secure a \$500,000 ArtPlace grant for property acquisition and seed funding.

EDUCATION

Tulane University

Bachelor of Science in Architecture

- Founders Award and Louisiana Legislative Scholarship

Master of Architecture I (terminal degree)

- Thesis: *Ornament and Time* (covering parametric design and performative facades in adaptive reuse)

DIS Danish Institute for Study Abroad, Copenhagen, Denmark

CERTIFICATIONS

- **Registered Architect**, Louisiana no. 689441, AIA no. 40834838, NCARB certificate no. 101084
- **Quality Matters**, Applying the QM Rubric (APPQMR)
- **Incremental Development Alliance**, Small Developer Bootcamp 101 and 202
- **Building Science Fight Club**, *Building Science and Construction for Architects*
- **Southface Institute**, *Basic Building Science and Applied Building Science Training*
- **PSMJ Resources A/E/C**, Project Manager Bootcamp

CIVIC AND PROFESSIONAL ENGAGEMENT

- **Lafayette Consolidated Government**, Housing Choice/ Infill Advisory Committee Member (2023 - current)
- **24-Hour Citizen Project**, Selection Committee Member and Project Coach (2023 - current)
- **University of Louisiana at Lafayette, School of Architecture and Design**, Policy Committee Member (2023 - 2024)
- **University of Louisiana at Lafayette, School of Architecture and Design**, Master of Architecture Holistic Admissions Committee Member (2022 - 2024)
- **University of Louisiana at Lafayette, School of Architecture and Design**, SoAD Writing Across the Curriculum Award Selection Team Member (2022 - 2024)
- **City of Atlanta, GA**, Edgewood Neighborhood Zoning Committee Member (2021)
- **National Organization of Minority Architects (NOMA)**, Project Pipeline Mentor (2016)

AWARDS | HONORS

- **24-Hour Citizen Project Award**, Project Coach for Acadiana Art Closet
- **National Conference on Beginning Design Students (NCBDS) Speaker:** *Path to Inclusion: A Hybrid Journey through Architectural History and Theory*
- **National Conference on Beginning Design Students (NCBDS) Speaker:** *Below Grade: Learning Opportunities in Non-Local Sites*, with Ashlie Boelkins
- **Congress for New Urbanism Speaker:** *Methods and Metrics: Delivering Attainable Housing*, with E. Kronberg, E. Williams, and S. Shaikh
- **Award of Excellence in Adaptive Reuse, Atlanta Urban Design Commission, Mabra Law**, with Kronberg Urbanists + Architects
- **National Trust for Historic Preservation**, PastForward Diversity Scholar
- **ADAPT Opportunity Zone Award Globe St.**, *Georgia Avenue Main Street Redevelopment*, with Kronberg Urbanists + Architects
- **Award of Excellence in Adaptive Reuse, Atlanta Urban Design Commission, Georgia Avenue Main Street Redevelopment**, with Kronberg Urbanists + Architects
- **Community Design Award, Atlanta Urban Design Commission, Georgia Avenue Main Street Redevelopment**, with Kronberg Urbanists + Architects
- **Best in Real Estate Finalist, Atlanta Business Chronicle, Georgia Avenue Main Street Redevelopment**, with Kronberg Urbanists + Architects
- **Redevelopment of the Year, CoStar Impact Award, Lee + White**, with Kronberg Urbanists + Architects
- **Finalist for Excellence in Adaptive Reuse/ Repurposing, ULI Atlanta, Lee + White**, with Kronberg Urbanists + Architects
- **AIA Honor Award, Historic Preservation, Restoration, & Adaptive Reuse, JW Marriott Savannah Plant Riverside District**, with Campo Architecture and Interior Design
- **AIA Aspire Design Award, JW Marriott Savannah Plant Riverside District**, with Campo Architecture and Interior Design
- **Preservation Award, Historic Savannah Foundation, JW Marriott Savannah Plant Riverside District**, with Campo Architecture and Interior Design
- **Grand Prize Charter Award, Congress for New Urbanism, JW Marriott Savannah Plant Riverside District**, with Campo Architecture and Interior Design
- **ULI Americas Awards for Excellence Finalist, JW Marriott Savannah Plant Riverside District**, with Campo Architecture and Interior Design
- **Team of the Year Finalist, Female Frontier Awards, JW Marriott Savannah Plant Riverside District**, with Campo Architecture and Interior Design

Diamond Williams

[My LinkedIn Profile](#)

5/20/2024

Position Reference: City Planning & Zoning Commission

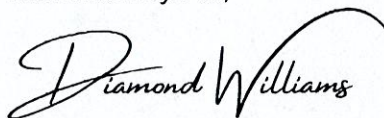
Dear Commission,

I am writing to express my interest in the vacancy on the City Planning and Zoning Commission for a five-year term. With my experience in community development, through my work with Habitat for Humanity and a solid background in relationship building, I am enthusiastic about contributing to the commission's mission of fostering sustainable growth and development within our city.

During my tenure at Habitat for Humanity, I played a crucial role in planning and executing various housing related projects that addressed the needs of our communities. This experience honed my skills in strategic planning, stakeholder engagement, and regulatory compliance.

I am excited about the opportunity to serve on the City Planning and Zoning Commission and contribute to shaping a vibrant and resilient community. Thank you for considering my application. I look forward to the possibility of discussing how my background, skills, and enthusiasm can be of benefit to the commission.

Warmest Regards,

A handwritten signature in black ink that reads "Diamond Williams". The signature is written in a cursive, flowing style with a large initial "D".

Diamond Williams

Diamond Williams

[My LinkedIn Profile](#)

With over a decade of experience in strategic development, establishing collaborative relationships, community engagement, communications, and fund development activities, Diamond is deeply committed to fostering inclusive and collaborative environments, both within organizations and across communities. Her community vision centers on embracing dialogue in leadership, and a collective approach to problem-solving and progress.

EDUCATION

Bachelor of Arts (Public Relations) | University of Louisiana at Lafayette (2017)

PROFESSIONAL EXPERIENCE

Resource Development Director

Lafayette Habitat for Humanity · November 2022 - Present · Lafayette, LA

- Promote LHFH's mission and vision, and implement comprehensive marketing and communication strategies.
 - Ensure consistent brand identity and messaging across all marketing and communication efforts.
 - Strengthen media relations, make presentations, and create marketing materials to boost community awareness and fundraising.
 - Identify and write grants, and develop compelling fundraising cases using data.
 - Implement diverse fundraising strategies and cultivate relationships with donors.
 - Oversee fundraising events and manage donor database for tracking and recognition.
 - Develop strategies to engage volunteers in meaningful roles at ReStores and construction sites.
 - Implement volunteer cultivation, recognition, and retention systems.
 - Maintain an accurate volunteer database for data collection and scheduling.
 - Participate in community planning to align LHFH programs with neighborhood development.
 - Coordinate outreach opportunities and identify collaborative efforts with other organizations.
-

Diamond Williams

· [LinkedIn Profile](#)

Senior Account Manager

Vitalant · May 2021 - November 2022 · Lafayette, LA

- Cultivates relationships with volunteer coordinators to drive successful blood drives, promoting donation and community engagement.
- Provides strategic coaching to coordinators, focusing on maximizing first-time donor acquisition and appointment rates.
- Establishes and manages blood drive database and committee, optimizing collections and achieving goals through effective engagement strategies.
- Expands blood drive sources within assigned territory and identifies opportunities for national blood drive partnerships, driving growth and increasing donation opportunities.
- Represents the organization through public speaking engagements, educational presentations, and community outreach activities, fostering positive relationships and supporting media relations efforts.

Program Outreach Specialist - Center for Minority Excellence

South Louisiana Community College · July 2018 - April 2021 · Lafayette, LA

- Develops and maintains a comprehensive database of community partners to support the CME target population.
 - Actively communicates program requirements, services, and information about CME and the College to stakeholders.
 - Ensures accurate data entry of all communication information into the CME database for follow-up and processing.
 - Assists in scheduling outreach activities and events, maintaining a centralized calendaring system.
 - Advocates for the CME program and serves as a liaison to internal and external constituents, providing outstanding customer service and handling sensitive information with professionalism.
 - Assisting the CME Program Manager with program development and strategic planning, and monitoring outreach priorities and progress towards department goals.
-

Diamond Williams

LinkedIn Profile

Career Services Coordinator

Unitech Training Academy · April 2017 - July 2018 · Lafayette, LA

- Introduce Career Services to new students, ensuring awareness of available resources.
- Maintain comprehensive knowledge of Unitech's programs of study to effectively advise students and graduates.
- Provide personalized guidance to students and graduates on employment opportunities and necessary skills for success.
- Coordinate career-seeking workshops for students, enhancing their job search skills.
- Cultivate relationships with externship sites and employers, addressing staffing needs and fostering partnerships for student employment opportunities.

Public Relations and Marketing Intern

Russo Ad Group · May 2016 - May 2017 · Lafayette, LA

- Assist marketing and advertising staff with research and planning for clients.
- Packaging and sending promotional gifts to new clients, celebrities, and the community.
- Creating social media content for Parish Parcel subscription Box Company.
- Creating marketing, advertising, and business plans for potential clients.
- Participated in pitch meetings with potential Russo clients.

College of Petroleum Engineering & Moody College of Business Clerical Worker

UL-Lafayette · October 2012 - May 2017 · Lafayette, LA

- Perform clerical or data entry tasks and file important documents accordingly.
- Make phone calls, related to student's queries or for public relations purposes.
- Create and update records in the department database.
- Adhere to the code of confidentiality in cases where discretion should be used.

SKILLS

Adaptability	Communication	Relationship Cultivation
Strategic Flexibility	Process Optimization	Database & Grant Management
Conflict resolution	Community Outreach	Team Building

Diamond Williams

· [LinkedIn Profile](#)

PROFESSIONAL CERTIFICATIONS & TRAININGS

- John C. Maxwell Speaker Certification Program, (2019 - present)
- Ruby Payne's AHA! College Achievement Alliance Trainer Certification and Investigations into Economic Class in America Facilitator Training, (2019)
- Integrity Solution's Integrity Sales Training, (2022)
- LCTCS 8-part Diversity, Equity, and Inclusion Training Series, (2021)
- LIA Acadiana OnBoard, (2023)

PROFESSIONAL FACILITATIONS & PRESENTATIONS

- SLCC Scholarship Review & Scoring Committee, (2021 – 2022)
- LIA Leadership Lafayette Program Co-Chair – Class XXXVII, (2024)
- Vitalant November First-Time Donor Campaign Recognition (2021)
- Vitalant February National First-Time Donor Campaign Recognition, (2022)
- Vitalant May National First-Time Donor Campaign Recognition, (2022)
- UL Lafayette Administrative Professionals Conference Presenter, (2023)
- One Acadiana's Acadiana Women's Network Panelist, (2023)
- Habitat for Humanity International Conference Panelist & Presenter, (2024)
- UL Lafayette Office Sustainability Conference Panelist, (2024)
- Sexual Harassment in the Workplace Training, (2024)

PROFESSIONAL AWARDS & COMMUNITY INVOLVEMENT

- UL Christiana Smith African American Alumni Chapter Board Member, (2018 - present)
 - Chapter Vice President, (2022 – present)
 - OneAcadiana Ambassador, (2022 – present)
 - The 705, (2023 - present)
 - Board Member (2024 – present)
 - UL Women's Conference Planning Committee, (2023 – present)
 - LIA Leadership Lafayette Graduate – Class XXXVI, (2023)
 - Top 20 Under 40 Acadiana Leadership Award Honoree, (2024)
 - UL Lafayette Basketball International Women's History Month Honoree, (2024)
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