

~ Summary of Qualifications ~

Dynamic, multi-talented Executive with a portfolio of over 15-years of success driving results, increasing revenue, and growth within the education industry. Powerful ability to drive P&L, admissions, career services, financial aid and the education departments to increase the active population and produce graduates working in their field.

Expertise includes:

Budgeting & P&L • Administration • Executive Leadership • Education • Strategic Planning
Contract Negotiations • Career Placement • Reporting • Data Driven Decisions
Networking • Youth Programs • Building Teams • Research • Training
Fundraising • Operations • Compliance • Creating Partnerships

PROFESSIONAL EXPERIENCE

Florida Career College, International Education Corp. Margate, FL 2015-Present
Grew campus from 125 students to 400 within 6 months.

Executive Director

- Ranked #1 Executive in Florida for Q1.
- Full P&L responsibility (10MM+).
- Leads 5 direct reports, Director of Finance, Director of Education, Director of Career Center, Business Office Manager, and Director of Admissions.
- Took Campus from (70K)+ month over month in the red to 185K+ in the black month over month.
- Took campus from (400K)+ in the red YTD to over 1MM in the black YTD.
- Improved Employee Survey results from 50% to over 90% within 1 quarter.
- Implemented L.E.A.D. program (A leadership training program) to improve leadership in the admissions, education, financial aid and career service departments.
- Created processes, procedures, and SOPs to improve every aspect of the business.

Florida Career College, International Education Corp. Lauderdale Lakes, FL 2013-2015
The largest Florida Career College campus in the state of Florida with over 600 active students.

Career Center Director

- Improved placement rates from the low 30% to over 70% for all programs (Within 6 months)
- Created Student Referral Program that produced over 200 graduate referrals within 90 days of implementation. This resulted 110 new starts over that time.
- Implemented and Created workshops and events such as, (e.g. Campus Interview Days, and Interview Skills which helped increase ETH from 25% to 65% within 120 days.
- Created Student Ambassador program to help with student involvement and retention.
- Built several large partnerships with employers to hire FCC graduates (e.g. CSL Plasma, Pediatric Associates and Tenet Health Care system which has over 130K employees and 100 locations throughout the U.S.)
- Negotiated all vendor contracts for company graduation saving 90K from previous year.

Career Tech, Florida Career College. Fort Lauderdale, FL 2013 - 2015
A Career School that focused on certificate and diploma programs with population of 200.

Campus Director

- P&L Responsibility.
- Created L.E.A.D. program (A leadership training program) to improve leadership in the admissions, education, financial aid and career service departments.

- Main contributor in starting up 6 other Career Tech Schools throughout the state of Florida, this involved campus operations, staffing, training of other Campus Executive Directors and campus visits to ensure the campuses were in full operation.
- Secured 1.2MM in funding per year from Career Source/Work-Force One.
- Secured funding from MYCAA for military individuals – up to 10,000 per qualified student.
- Responsible for monthly/annual forecasting of staffing, enrollments, and operational costs.
- Audited student enrollment, financial aid paperwork, and career services compliance.
- Maintained school's federal and state accreditation status – ACICS, NCCT and NHA.

GlobalHealth Education, West Palm Beach, FL

2012- 2013

A company that offers turnkey services, such as Admissions, Students Services, Financial Services, Curriculum Design, and Retention Services to several universities and colleges across the nation.

Sr. Director of Admissions

- Managed 50+ associates including Directors, Managers, Assistant Directors, Training staff, and the Registrar staff.
- Worked directly with the Presidents and DOAs of 8 schools; responsible for helping reach and exceed all Client Expected Minimums (CEMs or enrollment goals) on a monthly basis.
- Responsible for enrollment goals for over 50 programs including RN-BSN, MBA, MSN, BBA, AA, and AS degrees. Averaged 100+ starts per month.
- Created the “Closing Team” to assist in the collection of documents, and assessment completion within the first 48 hours of the enrollment application being received.
- Restructured department by teams, created Team Leads/Captains, set benchmarks for each team and improved the overall activity (production) by 25% within the first 60 days.
- Recruited, hired, trained, and improved staff to overachieve goals for all 8 schools.

Keiser University, Fort Lauderdale, FL

2009- 2012

Non-Profit University with over 30 campuses offering Associates, Bachelors, Masters, Doctorial and Online degrees.

Associate Director of Admissions

- Created a workshop called “Let’s Talk Green” to help admissions exceed benchmarks.
- Changed the downward trend of three counselors from meeting 10% of their benchmarks to meeting their benchmarks 85% of the time.
- Created action plans that met and exceeded monthly goals, conversion rates, show rate, and percent to enrollment goals.
- Team of 20 counselors went from 30 enrollments to 50-80 enrollments per month within 120 days after restructuring, implementing workshops and training team.
- Created follow up letters for enrolled students to help streamline the enrolment process that included links and colorful pictures; also, created a 2nd letter for students that were financial aid cleared that contained links for the student portal, our online classroom and valuable information such as their student ID, password, and Keiser email address.

Office Depot, Pembroke Pines, FL

2004- 2009

One of the largest office supply companies in the world, recently acquired.

Operations Manager

- Supervised 45 sales associates.
- Created and maintained selling goals, (ranked #1 in district) (Ranked top 10 in the region in sales.)
- Designed sales plan, (charts, graphs) created sales goals, and incentives.
- Managed P& L statements and implemented procedures to maintain and exceed profitability.
- Dealt with all LP & HR issues, hiring, training, coaching, and communicating all corporate policies.

Masters Business Management ~ West Texas AM, 2017

Bachelor of English Education ~ Florida International University, Miami, FL

AWARDS & ACTIVITIES

Florida Career College - Ranked #1 Executive in Florida for - Q1 2016

Florida Career College ~ Regional Award “#1 in the region” - Q1 2015

Global Health Education ~ Employee of the Year - 2012

Keiser University ~ Best Team Player - 2011

Urban League - Active participant and member 2001 - current