

# Alejandra Rosales

333 Girod St. Unit 305 • New Orleans, LA 70130

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ACADEMIC LEADERSHIP ♦ SALES & MARKETING ♦ PRODUCT CONSULTATION  
ADMINISTRATIVE SUPPORT ♦ CROSS-CULTURAL COMMUNICATIONS ♦ CUSTOMER RELATIONS

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*Enthusiastic, motivated, and capable young professional with proven leadership and organizational skills, exceptional interpersonal capabilities, and documented ability to establish and maintain profitable business relationships*

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## Summary of Qualifications

<b>SALES SKILLS</b>	Proven record of sales success in product knowledge, strategic planning, increasing average dollar sales, exceeding sales goals, forecasting and budgeting, designing creative merchandising displays, creating marketing plans for businesses, selling all levels of media platforms, understanding and selling Television, web, mobile, Facebook, maintaining inventory, coordinating pricing and product placement, inspiring excellent customer service, and building profits through creative sales strategies.
<b>ADMINISTRATIVE</b>	Expertise in organizational communications, including production of a wide variety of lengthy documents, answering multi-line phone systems, preparing schedules, scheduling meetings and conferences; and related functions, such as project tracking, organization and maintenance of filing systems, word processing, data entry, and records management, preparing budget reports,
<b>COMMUNICATION</b>	Well-developed communication skills demonstrated by through the cultivation of productive organizational relationships, utilizing presentation and listening skills, and ability to rapidly adapt to challenging environments and cultures. Extensive international travel, including Honduras, Spain, Britain, Greece, Netherlands, Belgium, Italy, Ireland, Sweden, Czech Republic, Croatia, Turkey and Mexico. Proficient in Spanish, French, and Italian.

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## TECHNOLOGY SNAPSHOT:

*Microsoft Office Suite (Word, Excel, PowerPoint) Outlook, Adobe Photoshop, One Domain, Wide Orbit, Internet, and Email*

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## EXPERIENCE

### Media Specialist; 2012 to now

WWL-TV BELO CBS TELEVISION

New Orleans, Louisiana

- ♦ Responsible for all aspects of product consultation, sales, customer service, building new relationships with new business owners, maintain relationships with companies under agencies. Responsible for understanding ratings, inventory for both Television and online, creating commercials, creating web ads, designing mobile ads, designing different investments for businesses, selling unique sponsorships i.e. SEC Basketball, online contest...
- ♦ Additional duties included developing budget plans, selling yellows pages, selling the Eckstein Summers method (Television vertical scheduling), dubbing, maintaining good relationships with competitors, taking clients out to lunch, and traveling to see potential clients.

### Media Specialist; 2008 to 2012

WDSU-TV HEARST TELEVISION

New Orleans, Louisiana

- ♦ Responsible for all aspects of product consultation, sales, customer service, building new relationships with new business owners, maintain relationships with companies under agencies. Responsible for understanding ratings, inventory for both Television and online, creating commercials, creating web ads, designing mobile ads, designing different investments for businesses, selling unique sponsorships i.e. Saints Super Bowl, Community expert, online contest...
- ♦ Additional duties included developing budget plans, selling yellows pages, selling the Eckstein Summers method (Television vertical scheduling), dubbing, maintaining good relationships with competitors, taking clients out to lunch, and traveling to see potential clients.

### Certified Teacher; 2007

INTESOL - SUMMER ABROAD

BARCELONA, SPAIN

- ◆ Taught and tutored conversational English language lessons to foreign students from basic to intermediate levels. Utilized a comprehensive collection of teaching materials and curricula including textbooks and state-of-the-art audio / visual aids.
- ◆ Completed practical application segments utilizing realistic scenarios for students to apply in everyday life situations. Edited, proofread, and graded exams, developed creative lesson plans, and advised students on strategies to improve fluency. Introduced students to recordings and magazine articles to demonstrate the cultural diversity and distinctiveness of the English language.

**Sales Associate; 2006 to 2007**

SAKS FIFTH AVENUE  
New Orleans, Louisiana

- ◆ Responsible for all aspects of product consultation, sales, customer service, and related activities for a high-end fashion specialty retailer in a high-volume shopping mall location, catering to an upscale clientele. Educated clients on vendors including Laundry, Theory, Milly, Seven Jeans, Dolce & Gabana, Plein Sud, Juicy Couture, DK&Y, Tahari, Catherine Malandrino, Tufi Duek, and other designers.
- ◆ Additional duties included developing a private following, ensuring high quality customer service and satisfaction, and upholding corporate policies and procedures. Coordinated inventory and stocking of merchandise. Developed visual displays, and implemented corporate marketing and sales promotions.

**Office Assistant; 2005 to 2006**

NASSAU HOLDING LLC  
New Orleans, Louisiana

- ◆ Responsible for a wide range of administrative and clerical duties for 3 companies, including handling payroll, filing documents, answering phones, running errands for management, using computer system, taking messages, maintaining appointment schedules, operating office equipment, and related functions. Prepared memos, letters, reports, and documents as required.

**Legal Assistant / Secretary; Summers 2002 to 2004**

ALEX MORA, ATTORNEY at LAW  
PAUL THEILS G.E. FINANCIAL  
CHARLOTTE VIENER, ATTORNEY at LAW  
JOHN H. MUSSER, ATTORNEY at LAW  
New Orleans, Louisiana

- ◆ Performed a wide range of duties for several leading New Orleans law firms and attorneys, including answering busy multi-line phone systems, recording cases, interviewing clients, performing data input, translating affidavits, filing documents, data entry, dictation, and coordinating legal briefs and professional documents.
- ◆ Additional duties consisted of scheduling appointments, maintaining client files, client relations, maintaining calendar, delivering documents, making court appearances as required, and executing word processing for a variety of legal correspondence.

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**EDUCATION**

**Professional Certifications**

- ◆ *CPR / First Aid Certified*
- ◆ *Certified INTESOL English Instructor*

**International Studies Abroad; 2007 to 2008**

UNIVERSITÉ SORBONNE  
Paris France

- ◆ *Intermediate French Language Studies*

**Bachelor of Science (B.S.) Degree; 2005**

NEW ENGLAND COLLEGE  
Henniker, New Hampshire  
**Major:** *Integrative Health*

**Honors & Activities:**

- ◆ *Who's Who Among Students in American Colleges & Universities (2004-2005)*
- ◆ *Citizenship Award (2001)*
- ◆ *Orientation Leader (2003-2005)*
- ◆ *Student Government; Board of Trustees (2002-2003), Student Panel Member (2004)*

- ◆ *Campus Activities Board (President, 2 yrs. / Member of the Year, 2005); coordinated campus and community events, supervised volunteers, organized weekly executive board meetings, and established positive relationships with artists and supervisors. Attended various leadership workshops and participated in the National Activities of Campus Association annual conference (2003-2005).*
- ◆ *Participated in a work study program with White Birch Community Center, a private, not-for-profit, community service organization providing social, recreation, and education programs to children, youth, families, and older adults in the greater Henniker area.*

**High School Diploma; 2001**

LOUISE S. MCGEHEE HIGH SCHOOL

**Leadership:** *Elected Class President (Junior & Senior yr.), Achieved Citizenship Award (Senior yr.), Served as McGehee Peer Leader (2 yrs.) Campus Community Service Club (4 yrs.)*

# Alex Turvy

Phone: 504.232.5571 Email: alexturvy@gmail.com  
Address: 713 Bartholomew Street, New Orleans, LA 70117

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## EDUCATION

### **Binghamton University** – Binghamton, NY

- Master of Science in Educational Studies, December 2012
- Completed independent research regarding curriculum implementation and effectiveness; currently seeking academic journal publication
- Qualified for Reading Specialist endorsement on teaching certificate as a result of graduate coursework
- Overall GPA: 3.73

### **Miami University** – Oxford, OH

- Bachelor of Arts May of 2010
- *Double Major:* English Literature and Philosophy; *Minor:* Mandarin Chinese
- Overall GPA: 3.52, Dean's List, over 200 semester-hours completed by graduation

## EXPERIENCE

### **KIPP McDonogh 15 Primary School for the Creative Arts**, General Education Teacher, July 2010-Present

- Spent 2010-2011 as a Kindergarten teacher; and 2011-2012 and 2012-2013 as a First Grade teacher
- Over 75% of students started the year below grade-level; at end of the year, 90% of students at grade level and 35% above grade-level
- Worked to bring the first-ever Scholastic Book Fair to the school, serving as chairperson and helping to sell \$2500 in books to families; through this, the school received \$1800 in free books for use in classrooms
- Served on literacy curriculum team for KIPP New Orleans, refining long term curriculum plans for 1st and 3rd Grade across four schools to align with Common Core State Standards and the Teachers College Reading and Writing Workshop model
- Completed long-term plans in literacy, math, science, and social studies as well as ongoing assessments for each of these content areas
- Gathered daily and weekly data for each content domain, tracking student progress to monitor the need for whole group re-teaching or small group remediation as well as communicating this data and its significance to parents and guardians
- Collected anecdotal information about students to be referred for potential special education services evaluations
- Collaborated extensively with student families to ensure that instruction was reinforced at home in a way that builds deep understanding
- Differentiated whole group and small group instruction to make it appropriate for students at, above, and below the average level of mastery

### **Kaplan Test Prep**, Teacher and Individual Tutor, Cincinnati, OH and New Orleans, LA, August 2007-Present

- Taught classes and tutored individual students to prepare for the GRE, SAT, and ACT
- Helped every student to accomplish some level of score improvement, with increases as high as 550 points on the SAT, 300 points on the GRE, and 14 points on the ACT
- Tailored individual curriculum to fit students scoring anywhere between 3rd and 95th percentile
- Requested personally by parents and received the following student testimonials:
  - "Alex was one of the best teachers that I have ever had. Alex made me want to learn more information and strive for a better test score."*
  - "I love his teaching style. He makes things easy to comprehend and he definitely makes topics memorable. I feel motivated in his class to do my work and try my hardest."*
- Kaplan Teacher of the Month in Cincinnati, September 2008
- Rated as "Excellent" by 90% of students, placing me in the top 10% of Kaplan employees statistically

### **College Admissions Project**, Volunteer College Mentor, September 2011-Present

- Worked one-on-one with one local high school student per year to help them navigate the process of applying and matriculating to a four-year university
- Guided student through the process of drafting and refining target schools, writing and editing admissions essays, completing applications, filing the appropriate financial aid paperwork, and monitoring deadlines
- Helped student to gain admission to 100% of targeted universities and matriculate to university of choice as a participant in the Posse Foundation

### **Young Life**, Volunteer Leader, Lakota West High School, West Chester, OH, May 2007-May 2010

- Committed approximately 30 hours/week to spending time with students before and after school and during summer, organizing twice-weekly meetings, and planning strategy
- Fulfill myriad roles in students' lives: friend, authority figure, counselor, sounding board, teacher, and career advisor, among others
- Speak 2-3 times per semester for 20 minutes to groups of approximately 125 people, 3-4 times per semester for an hour to groups of approximately 20 people
- Created and implemented marketing plan using social media to quickly reach 200+ students
- Designed and led an effort to meet more students and increase attendance which resulted in sustained growth of 300% in weekly meetings
- Raised roughly \$5000 in scholarships for underprivileged students to attend summer camp trip; cabin leader supervising students for two summer camp trips, four weekend trips

### **Alex Jay Photography**, Entrepreneur, December 2005-Present

- Started photography and design business serving a wide range of clients including wedding parties, political campaigns, sports teams, local businesses, and non-profits
- Received \$1000 loan to offset \$5000 startup cost that was repaid within 6 months
- Became profitable within 3 months of start-up; roughly \$20,000 in revenue since 2006
- Completed 4 weddings, including preliminary meetings, contract negotiation, pre-wedding consultation, 50 hours of work of shooting and editing
- Performed extensive market research to determine effective pricing for various services
- Designed marketing plan that appeals to a wide variety of clients, relying on social media presence, word of mouth, and targeted advertising

## ACCOMPLISHMENTS

- Winner of two English Department scholarship competitions at Miami University
- Completion of advanced-level classes in Mandarin Chinese and Spanish resulting in high-level ability in Spanish and intermediate-level ability in Chinese; functional fluency in both.

## **Ann L. Meese**

4610 Camp Street, New Orleans, LA 70115  
504-218-8985 [ameese@cox.net](mailto:ameese@cox.net)

### **EDUCATION**

1960 B.A. American History, University of Cincinnati  
1961 M.A. American History, University of Cincinnati  
1962 B.S. Education, University of Cincinnati  
1984 Specialist, School Administration, University of Missouri  
1996 PhD General School Administration, African American Studies, University of Missouri

### **PROFESSIONAL EXPERIENCE**

1964-1968 Teacher, English, Social Studies, Grades 7 – 9, West Lafayette, Indiana Public Schools  
1979-1984 Teacher, Social Studies/Gifted Education, Grades 1 – 9, Columbia, Missouri Public Schools  
1984-1987 Curriculum Coordinator, Gifted Education Teacher, Roselle V School District, Roselle, Illinois  
1987-1989 Principal, Spring Hills Elementary School, Roselle V School District, Roselle, Illinois  
1989-1993 Director, Drug and Alcohol Prevention Program, Family Counseling Center, Columbia, Missouri  
1993-1998 Superintendent, Bosworth R-V School District, Bosworth, MO  
1998-2003 Principal, Jefferson Elementary School, St. Louis Public Schools, St. Louis, MO

### **NEW ORLEANS COMMUNITY INVOLVEMENT - 2005 TO THE PRESENT**

**League of Women Voters of New Orleans, Education Chair** – contact President Lea Young, 504-289-1791 [yxenos@gmail.com](mailto:yxenos@gmail.com)

**League of Women Voters of Louisiana, Early Childhood Act 3 Initiative Coordinator** - contact President Sandra Slifer, 985-285-3552 [sandraslifer@gmail.com](mailto:sandraslifer@gmail.com)

**Rayne United Methodist Church, Chair of Advisory Board for the Rayne Early Childhood Program** – contact Rev. Callie Crawford, 504-899-3431 [Callie@rayneumc.org](mailto:Callie@rayneumc.org)

**Court Appointed Special Advocate (CASA)**, 2006 – present, contact Ramona Graham, 504-701-4234 [ramona@casajefferson.com](mailto:ramona@casajefferson.com)

**Hynes Charter School, reading volunteer**, contact volunteer coordinator, Jean Fischer, 504-324-7160 [jeanfischer@cox.net](mailto:jeanfischer@cox.net)

For more detailed information, read the four-day special report on Dr. Meese and Jefferson Elementary School in the St. Louis Post Dispatch, June 11-14, 2000. Also note that the Missouri School Board Association has an excellent, mandated training program for all elected school board members in the state. The Missouri Association of School Administrators provides regional and statewide conferences for superintendents in law, finance, and leadership which are required as well.

## Autumn Snyder Harrell, Esq.

1722 General Taylor St.  
New Orleans, Louisiana 70118

Phone: 504.585.7329  
Email: [autumn.h2law@gmail.com](mailto:autumn.h2law@gmail.com)

### Licenses

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**United States Virgin Islands**, Inactive Member, Admitted 2005  
**Louisiana**, Active Member, Admitted 2008

### Education

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**George Washington University**, Washington, D.C.  
Master of Laws, Environmental Law, G.P.A. 3.33  
LL.M., May 2004

Honors: Berz Summer Fellowship in Environmental Law (2003), Randolph C. Shaw Fellowship in Environmental Law (2003-2004), ALI-ABA Environmental Law Conference Scholarship Recipient (2004); assisted in the research, writing and preparation of the Professor Arnold Reitze's Law Review Article: Air Quality Protection Using State Implementation Plans- Thirty-Seven Years of Increasing Complexity, XV Vil Env'tl. L. Rev. No. 2 (2004).

**Loyola University School of Law**, New Orleans, Louisiana  
Juris Doctor, December 2002, G.P.A. 3.09

Honors: Graduated top 29% of Common Law Class, Recipient of the Aloysius Joseph Cahill Scholarship (2001-2002), Recipient of the Alfred J. Bonomo, Sr. Family Scholarship (2001-2002), Recipient of the Law Dean's Scholarship (2002), Recipient of the Gillis Long Distinguished Public Service Award (2002), researched and wrote a successful brief to the U.S. Court of Appeals for the D.C. Circuit, decision can be found at *Fund for Animals, Inc. v. Norton*, 322 F.3d 728 (D.C. Cir. 2003).

**Stetson University**, Deland, Florida  
Bachelor of Arts in Psychology and English, May 1999

### Legal Experience

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**Attorney/Managing Member**, August 2008-Present  
H2 LAW, LLC  
New Orleans, Louisiana

504.585.7329

**Associate Attorney**, October 2005-August 2008  
Andrew L. Capdeville, Supervising Attorney  
Law Offices of Andrew L. Capdeville, P.C.  
St. Thomas, U.S. Virgin Islands

340.774.7784

**Associate Attorney**, April 2005- October 2005  
Boyd Sprehn, Supervising Attorney  
Watts, Benham & Sprehn, P.C.  
St. Thomas, U.S. Virgin Islands

340.774.0673

**Associate Attorney**, September 2004-April 2005  
Paula Norkatis, Senior Attorney  
Tom Bolt & Associates, P.C.  
St. Thomas, U.S. Virgin Islands

340.774.2944

## Ava Brucato Allmont Project Manager

### EDUCATION

**Tulane University**  
Master of Architecture, 2001

### CURRENT PROFESSIONAL

#### REGISTRATION

**NCARB** – Candidate

**LEED** – Accredited Professional – Building Design & Construction

### OTHER PROFESSIONAL

#### QUALIFICATIONS

**THE AMERICAN INSTITUTE OF ARCHITECTS** – Associate Member, New Orleans Chapter

**UNITED STATES GREEN BUILDING COUNCIL** – Member, Louisiana Chapter

**NATIONAL TRUST FOR HISTORIC PRESERVATION** - Member

**URBAN LAND INSTITUTE** – Member, New Orleans Chapter

**YOUNG LEADERSHIP COUNCIL** - Member

### RELEVANT EXPERIENCE

Ava Brucato Allmont has over 11 years of experience in both new construction and renovation projects for both the public and private sectors. Ava has been with Trapolin-Peer Architects for the past six years.

**GEORGE WASHINGTON CARVER HIGH SCHOOL** – New Orleans, LA

Ava served as Project Manager for the design of a new 230,000 square foot, LEED Silver, high school for the Louisiana Recovery School District. Her responsibilities included the day to day management of the Joint-Venture team of Trapolin-Peer Architects and VMDO Architects. Ava coordinated and lead the project team in developing project documents from Programming through completed Construction Documents. Ava successfully juggled the daunting task of managing a large scale project with tight deadlines while also serving as LEED coordinator for the project.

Building Square Footage: 230,000 Stories: 2

Estimated Construction Cost: \$65 million

Professional Services: 2009 - 2012

Construction: TBD

RELEVANT EXPERIENCE

T·P A

**APARTMENT CONVERSION OF THE PONTCHARTRAIN HOTEL – New Orleans, LA**

Ava first served as Job Captain through the design phase and then as Project Manager overseeing construction administration for the renovation of the historic hotel. The \$9 million renovation/code upgrade of the 90,400 square foot building was complex and required hands-on oversight during demolition and construction in order to facilitate quick and integral design direction to the design-build team. Ava successfully oversaw the day to day issues without compromising the main objective - to restore and preserve as much of the existing historical architectural elements as possible while providing for the new program requirements. Ava also worked closely with the Owner and the National Park Service to qualify the rehabilitation of the building for both State and Federal Historic Tax Credits.

Building Square Footage: 90,400 Stories: 12

Estimated Construction Cost: \$9 million

Professional Services: 2006 - 2007

Construction: 2008 - 2010

**Jeong H. Kim Engineering Building - University of Maryland, College Park, MD**

While an intern at OKKS Studios, Ava served as a key project team member for the design of a \$39.8 million dollar Engineering School for the University of Maryland. The project was a joint venture with SmithGroup JJR. Ava assisted in the preparation of design and construction documents. The building is a research and education center where labs are designed to be shared across departments in order to foster and encourage cross-disciplinary work. The building was designed to be a teaching tool with features such as an exposed elevator shaft and “windows” that revealed the insides of cavity walls.

Building Square Footage: 155,500 Stories: 3

Construction Cost: \$39.8 million

Professional Services: 2001 - 2003

Construction: 2004 - 2005

## **Blair Bourgeois, MBA, CGW**

3725 Lake Arrowhead Drive • Harvey, LA 70058  
(504) 329-1148 • blairbourgeois@yahoo.com

### SUMMARY OF QUALIFICATIONS

- Detail-oriented with excellent organizational skills and time management abilities
- Strong interpersonal skills to effectively resolve issues and handle demanding individuals
- Excellent verbal and written communication skills and leadership capabilities
- Strong computer abilities with proficiency in Microsoft Office and Adobe Creative Suite programs; able to quickly learn new programs

### PROFESSIONAL EXPERIENCE

#### **Grants and Contracts Coordinator**

University of New Orleans Foundation – New Orleans, LA 2011 – present

- Develop subaward agreements for subrecipients
- Prepare amendments to subaward agreements for work plan revisions, budget revisions and no-cost extensions
- Review subrecipient invoices for reimbursement and prepare check requests for authorization of payments
- Organize and prepare required reports for projects and grants (i.e. progress reports, financial reports)
- Maintain electronic files for each project in the financial management system
- Prepare and maintain periodic spreadsheets showing aggregate budget statistics and summaries of project status
- Maintain contact with subrecipients regarding project issues
- Receive and review deliverables and documentation and reconcile final financial reports to close out grants

#### **Desktop Publisher/Marketing Assistant**

Martin Wine Cellar/Wines Unlimited – New Orleans, LA 2007 – 2011

- Consistently earn “Excellent” rating in annual performance review
- Typeset, design and update print materials for retail stores and wholesale accounts
- Create and update web pages and maintain customer mailing list
- Compose and edit communication disseminated to public via hard copy and website
- Design personalized labels for custom ordered wine
- Typeset and layout company’s quarterly newsletter
- Maintain Printshop supplies and inventory levels
- Assist in planning and coordination of tastings and special events

#### **Administrative Assistant**

Capital Business Solutions – New Orleans, LA 2006 – 2007

- Established and implemented processes resulting in greater efficiency of office procedures
- Prepared business analyses and sales prospectuses for potential buyers
- Coordinated direct marketing campaigns

- Updated business listings on website
- Created advertisements for listings in different publications
- Organized and planned for various conferences and events hosted by the company
- Performed general office duties

### **Office Manager/ Senior Sales Associate**

Debbie Whitlock-Kennedy Agency – Baton Rouge, LA

March – August 2006

- Met and exceeded monthly sales goals
- State licensed to sell property, casualty, life, health and accident insurance products through Allstate and various brokering companies
- Trained new employees on computer systems, product knowledge, policy processing and office procedures
- Created proposals for prospective customers based on their insurance/financial need
- Processed applications and maintained client records
- Performed basic property inspections
- Maintained current knowledge of industry regulations and products through continuing education classes

### **Property & Casualty Specialist**

The Henry Agency – Baton Rouge, LA

2004 – 2006

- Consistently met and exceeded monthly sales goals
- State licensed to sell property, casualty, life, health and accident insurance products
- Prepared quotes and applications for potential clients while maintaining records for existing policyholders
- Assisted policyholders with processing claims and performed customer follow-up interviews
- Calculated and balanced daily payments
- Attended continuing education classes for information on upgraded computer programs, insurance hazards, loss prevention and sales techniques

### **Support Staff**

The Liuzza Agency – Gretna, LA

2003 – 2004

- Maintained customer records and accepted payments
- Secured license to sell property and casualty insurance
- Prepared quotes for prospective clients and processed applications

### **EDUCATION**

- **Master of Business Administration**, University of New Orleans – New Orleans, LA
- **Bachelor of Arts**, Communications with a minor in English, University of New Orleans – New Orleans, LA

### **HONORS & ORGANIZATIONS**

- American Grant Writers Association, *Member & Certified Grant Writer*
- Young Leadership Council, *College Admissions Project Guide & Administrative Team Member*
- Young Leadership Council, *Leadership Development Series 2012*
- The National Honor Society of Phi Kappa Phi
- The International Honor Society of Beta Gamma Sigma

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- Maintained current knowledge of industry regulations and products through continuing education classes

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- **Bachelor of Arts**, Communications with a minor in English, University of New Orleans – New Orleans, LA

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- Young Leadership Council, *Leadership Development Series 2012*
- The National Honor Society of Phi Kappa Phi
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- Assisted policyholders with processing claims and performed customer follow-up interviews
- Calculated and balanced daily payments
- Attended continuing education classes for information on upgraded computer programs, insurance hazards, loss prevention and sales techniques

### **Support Staff**

The Liuzza Agency – Gretna, LA

2003 – 2004

- Maintained customer records and accepted payments
- Secured license to sell property and casualty insurance
- Prepared quotes for prospective clients and processed applications

## EDUCATION

- **Master of Business Administration**, University of New Orleans – New Orleans, LA
- **Bachelor of Arts**, Communications with a minor in English, University of New Orleans – New Orleans, LA

## HONORS & ORGANIZATIONS

- American Grant Writers Association, *Member & Certified Grant Writer*
- Young Leadership Council, *College Admissions Project Guide & Administrative Team Member*
- Young Leadership Council, *Leadership Development Series 2012*
- The National Honor Society of Phi Kappa Phi
- The International Honor Society of Beta Gamma Sigma

# CHRISTOPHER C. LAND

2910 Robert St.  
New Orleans, LA 70125  
(917) 991-9657

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## EMPLOYMENT

**GOODWIN PROCTER, LLP** BOSTON, MA  
*Senior Attorney, Litigation*

APRIL 2011- PRESENT

Represent clients and manage teams in Products Liability, Mass Torts, and Environmental law litigation both nationally and internationally.

- Co-lead trial counsel in environmental trial for a Fortune 500 power and energy company (conducted cross-examinations of legislator from the House of Representatives for the State of Vermont, marine biologist, and thermal engineer).
- Co-Manager of motions practice team for multiple trials in pharmaceutical products liability litigation.
- Handle deposition preparation, defense, and taking of expert witnesses (FDA regulatory experts, both advertising and CDER, physicians of various specialties, biologists, and engineers).
- Lead team of associates and local counsel in national asbestos litigation.
- Manage, organize, and handle all facets of trial in pharmaceutical cases (taking depositions, discovery, and negotiations).

**GROW VOLUNTEER CONSULTANTS, LONDON, UNITED KINGDOM**  
*General Counsel, founding Member of Board of Directors, and Member, Executive Leadership Committee*

OCTOBER 2009- PRESENT

As a founding officer of this non-profit organization, I have been involved in every aspect of getting a small and new non-profit organization up and running successfully.

- Handle day-to-day management on a rotating basis, including: overseeing staff, implementing cost controls, and expanding outreach to the originations beneficiaries.
- Review and approve budgets and annual fiscal reports.
- Lead efforts to receive grants. Recently, I successfully led efforts to receive a premier UK AID grant.
- Implement legal organization controls, management process, and risk analysis to avoid liability and waste for an organization that faces multiple jurisdiction controls, has numerous volunteers to vet and manage, local political challenges, and often extreme cost constraint issues.

**DLA PIPER, LLP, NEW YORK, NY**  
*Senior Associate, Litigation*

OCTOBER 2005 – AUGUST 2010

Represented clients in connection with all aspects of complex national and international litigation, including: Commercial Disputes, Shareholders Actions, Insurance, Mass Torts, Products Liability, Alien Torts Statute, and internal investigations.

- Represented major pharmaceutical company in billion dollar national and international litigation.
- Managed and devised media and legal strategy for major pharmaceutical IP theft trial.
- Successfully argued motions to dismiss and numerous discovery motions before federal and state courts.
- Wrote case presentations for jury exercises resulting in favorable verdicts.
- Presented and argued issues at messaging focus groups.
- DDMAC review team for Pfizer's advertising campaigns and quarterly marketing updates.
- Won three criminal appeals as Special Assistant District Attorney with Kings County, Second Department.
- Argued and won before the New York Court of Appeals (highest state court) and the Appellate Division *People v. Gomez*, 2009 WL 1850967, 2009 N.Y. Slip Op. 05371 (N.Y. June 30, 2009) on behalf of the defendant. *Gomez* is a landmark case on the requirements for inventory searches conducted in the field of the arrest.

**CLIFFORD CHANCE, US LLP, NEW YORK, NY**  
*Associate, Litigation and Dispute Resolution; Summer Associate*

SUMMER 2001, SEPTEMBER 2002 - OCTOBER 2005

Represented clients in connection with all aspects of complex litigation practice, including class actions, media practice, products liability, and antitrust litigation.

- Took numerous depositions in successful defense of international corporation in an antitrust and IP action.

## **EDUCATION**

TULANE UNIVERSITY LAW SCHOOL, NEW ORLEANS, LA

J.D., CUM LAUDE, MAY 2002

**Cumulative GPA:** 3.485 (4.0 scale)  
**Class Rank:** 27 (291 students) (top 10% of graduating class)  
**Honors:** Order of the Coif  
*cum laude*  
**Activities:** Justice, Moot Court Board (board invites top 12 students after law review);  
Trial Advocacy Fellow (2001-2002)  
Student Attorney in Criminal Clinic  
Thurgood Marshall Appellate Competition

SAN FRANCISCO STATE UNIVERSITY, SAN FRANCISCO, CA

B.A., CUM LAUDE, MAY 1998

*Major in Interdisciplinary Social Science; Minor in Criminal Justice*

**Honors:** Dean's List of Honors, Golden Key National Honor Society  
**Activities:** President, Criminal Justice Student Organization (sat on Dean's Student Advisory Board), Teacher Assistant, Criminal Justice Department

## **BAR ADMISSION, PROFESSIONAL AFFILIATIONS & PUBLICATIONS**

- Admitted to practice in New York and Massachusetts; U.S. Supreme Court; Southern, Eastern and Northern Districts of New York; Massachusetts District Court; and Second Circuit Court of Appeals.
- DRI, SLDO Committee member, 2006-2009.
- Contributing writer, *State Immunity, Selected Materials and Commentary*, Andrew Dickson, Rae Lindsay, James Loonam (1<sup>st</sup> ed. 2004).
- Commentaries on *Craftsmen Limousine* and *Dentsply, Antitrust Review* (Clifford Chance, June, 2004; June 2005).

## **SPEECHES**

- "*People v. Gomez*: Oral Arguments Before New York's Highest Court" Tulane Law School (September 2009).
- "Guidebook to Managing Mock Jury Trials and Messaging Development" DRI Products Liability Conference: (April 2009).
- "Deepwater Horizon: Environmental Science, Policy and Law," Sea Education Association, March 2013.

## **REPRESENTATIVE LITIGATIONS**

### ***Vermont Yankee Good for Vermont petition (Vermont State Public Service Board)***

Co-lead trial counsel in environmental trial for a Fortune 500 power and energy company (conducted cross-examinations of legislator from the House of Representatives for the State of Vermont, marine biologist, and thermal engineer). Trial focused on Clean Water Act, the issued NPDES Permit, thermal effect on Connecticut River and resulting impact on resident and migratory biota.

### ***BP Deepwater Horizon (MDL 2179)***

Represented non-party Woods Hole Oceanographic Institution in the MDL civil Clean Water Act trial. Represented client in contesting subpoena, resulting discovery, and the preparation and defense of thermodynamics expert deposition.

### ***Propofol litigation (Nevada State Superior Courts)***

Over one-hundred individual plaintiffs were injured by the alleged use and reuse of vials of the drug propofol. Lead in preparing witnesses for expert testimony and cross-examination. Was also co-Manager of motions practice team.

### ***Metoclopramide litigation (numerous US and state courts)***

Mass torts cases throughout country where plaintiffs were alleged injured by the long-term use of Metoclopramide. Was lead in FDA regulatory expert trial and deposition preparation; co-lead in jury exercises for trial; and took fact, physicians, and expert depositions.

***Shatoff v. Cohen, et. al. (Supreme Court, Queens County, New York)***

*Lead Counsel:* Plaintiff was injured during a medical procedure involving a new medical device to treat uterine fibroids. Represented device manufacturer and led litigation team in trial, which involved complex issues of FDA approval, training issues, and medical treatment options. Successfully drafted and argued motions to compel and confidentiality orders. Supervised junior associates in motion preparation, discovery, and taking depositions. Led settlement negotiations with numerous conflicting parties, which ultimately resulted in a settlement with my client, who made the smallest contribution of all settling parties.

***Sluyter v. Pfizer (Supreme Court, New York County, New York) and Haslam v. Pfizer (Northern District of California)***

*Exhibits/Demonstratives Counsel:* Plaintiff suffered a myocardial infarction allegedly caused by a COX-2 class pain medication. Drafted, devised, and created innovative trial exhibits. Drafted motions *in limine* and bench briefs. Lead associate on jury trial exercises preparing presentations for trial. Prepared DDMAC and FDA regulatory experts for trial. Resulted in a successful settlement, which protected client's franchise drug.

***Ischemia Research and Education Foundation v. Pfizer Inc., and Ping Hsu (Superior Court, Santa Clara County, California)***

Plaintiff alleged that client collaborated with others to unlawfully take certain IP databases of cardiovascular surgeries. Managed and devised media, public relations, and legal strategy. Drafted motions *in limine* and prepared witnesses for testimony. Conferred with jury consultant on issue development. Verdict successfully overturned through a motion for new trial.

***Chantix litigation (multiple New York state courts)***

*Coordination Counsel:* Plaintiff alleged that client's drug caused suicide, suicidal ideation, and cardiovascular events. Led and managed all 45 cases filed in New York. Negotiated and coordinated with plaintiff's counsel deadlines, motion practice, and discovery. Drafted motions to dismiss.

***Swedbank commercial real estate litigation (multiple New York and other state jurisdictions)***

*Lead Associate:* Led litigation team in large US matter arising from bank's repurchase agreement with Lehman Brothers, resulting in Swedbank holding numerous defaulting commercial loans and notes. Managed team over thirteen properties and notes that were in litigation. Drafted and supervised summary judgment motions, default applications, and negotiations with opposing counsel and co-defendants' counsel.

# Courtney C. Garrett, CPA

6050 General Diaz St.

New Orleans, LA 70124

Telephone: 504-237-5494

Email: courtneygarrett0@gmail.com

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## *Experience:*

- Jan 2013 - Present    Health Data Specialists, LLC, Luling, LA  
*Director of Finance/CFO*
- Chief person responsible for managing the financial reporting and risks of the company, reporting directly to the CEO and Board of Directors. The company is a national company with services performed in 46 states, having over \$30 million in annual revenue, 4 product service lines, 6 territories, and approximately 160 employees.
  - Responsible for the preparation of the monthly financial reporting package sent to the owners and the Board of Directors.
  - Present financial information of the company to the Board of Directors at the quarterly meetings and provide financial insight in strategic planning sessions.
  - Prepare the annual budget for the organization and monitor the budget discrepancies on a monthly basis. Report variance analysis to the owners.
  - Office manager for the corporate office; supervise 5 individuals, including accountants, IT personnel and a contract manager.
- Dec 2010 - Dec 2013    LaPorte CPAs and Business Advisors, Metairie, LA  
*Audit Vice President*
- Responsible for supervision and management of concurrent services to clients that include preparation of audit strategy, setting budgets and pricing, scheduling audits and other services, selecting/managing audit engagement team and assigning workloads, maintaining on-going relationship with the client through continuous contact and presenting the results of our services to the client/board.
  - Specialization within healthcare industry. Manage numerous healthcare engagements including audits of large health systems with over \$250 million in revenues, non profit hospitals, governmental/service-districts, rural hospitals, continuing care retirement communities and healthcare related trade associations. Annually attend HFMA and AICPA Healthcare Conferences.
  - Specialization within the non profit industry. Manage over 20 non profit engagements including a large foundation with asset size over \$260 million, institutions of higher education, local high schools and charter schools and various other entities. Extensive experience in performing audits in accordance with OMB Circular A-133 (single audits) and their related reporting requirements.
  - Met firm's business growth sales goals through initiating leads and participating in and developing proposals. Billing manager for over \$500,000 of services.
  - Prepare and review client financial statements, annual reports, management letters, various reports to finance committees and upper management, and extensive financial analyses. Responsible for presentation of various reports to finance committees and board of directors.
  - Provide guidance and assist clients in the resolution of accounting issues (GAAP and Regulatory), control deficiencies, and operational inefficiencies that arise during audit engagements. Specifically, provided guidance on contractual and bad debt allowance methodologies for patient receivables and accounting for UPL contracts with Healthcare clients.
  - Past speaker; Louisiana Hospital Association's Annual Accounting and Auditing Update.
  - Active member within the firm's healthcare and non profit niches. Niche activities include developing industry client base through marketing, discussing industry trends and best practices and attending industry related training.
  - Initiated and led the development of the firm's healthcare industry audit template.
  - Initiated and led the development of the firm's non profit industry board presentation package.

- Develop and motivate staff through mentoring activities providing them with counseling and career guidance. Received very high scores in relation to mentoring and guiding staff in our 360° evaluation program.
- Industry Experience: healthcare, non profit, governmental, institutes of higher education

May 2008 - Dec 2010 LaPorte CPAs and Business Advisors, Metairie, LA

*Audit Senior Manager*

- Responsible for supervision and management of concurrent services to clients that include preparation of audit strategy, setting budgets and pricing, scheduling audits and other services, selecting/managing audit engagement team and assigning workloads.
- Prepare and review client financial statements, annual reports, management letters, various reports to finance committees and upper management, extensive financial analyses, and assist clients with SEC filings. Responsible for presentation of various reports to finance committees and board of directors.
- Specialization within healthcare industry. Manage numerous healthcare engagements including audits of large health systems with over \$250 million in revenues, non profit hospitals, rural hospitals, continuing care retirement communities and healthcare related trade associations. Annually attend HFMA and AICPA Healthcare Conferences.
- Specialization within financial institution industry. Managed various financial institution engagements servicing community banks and credit unions with asset sizes averaging around \$150 million.
- Active member within the firm's healthcare, non profit and financial institution niches. Niche activities include developing industry client base through marketing, discussing industry trends and best practices and attending industry related training.
- Initiated and implemented firm wide changes. Took the lead role in implementing software (CaseWare and IDEA) within the audit department, thus increasing the efficiency and effectiveness of our audit process through the use of technology. Developed and held in-house training to educate the audit department on the software. Was the contact person within the audit department for software questions and trouble-shooting.
- Industry Experience: healthcare, financial institutions, non profit, governmental, institutes of higher education

Aug 2006 - May 2008 LaPorte CPAs and Business Advisors, Metairie, LA

*Audit Manager*

- Industry Experience: financial institutions, construction, non profit, institutes of higher education, oil & gas

Aug 2004 - Aug 2006 Rebowe & Company CPAs, Metairie, LA

*Audit Senior*

- Industry Experience: financial institutions, non profit, governmental

Aug 2002 - Aug 2004 Rebowe & Company CPAs, Metairie, LA

*Audit Staff*

- Industry Experience: financial institutions, non profit, governmental

***Education:***

May 2002 Louisiana State University, Baton Rouge, LA  
*Bachelor of Science in Business Administration, Accounting Major*

***Other:***

**Professional Certification**

- Certified Public Accountant, State of Louisiana, March 2004

**Professional and Community Affiliations**

- American Institute of Certified Public Accountants, *Member*
- Society of Louisiana CPAs, *Member*
- Healthcare Financial Management Association, *Member*
- Jefferson Chamber Leadership Program, *2008 Graduate*
- Junior League of New Orleans, *Member*
- Lakeview Civic Improvement Association, *Member*
- LCPA Financial Institutions Committee, *Past Member*
- T.R.E.E., *Past Board Member*

**Software Experience**

- Microsoft Office - Word, Excel, Power Point, Access
- General Business Software - Quickbooks, CaseWare, Prosystem fx Engagement, IDEA, ACL, Asset Keeper, TValue

***References:*** Available upon request.

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Daniel J. Pate  
540 Napoleon Ave.  
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(504) 782-2836 (mobile)  
[misterdpate@gmail.com](mailto:misterdpate@gmail.com)

**Goal:** To obtain a master/lead teacher, a coach's position or compensated administrative internship in a school system that is looking for an African-American male educator certified in elementary education 1 – 8 currently seeking a master's in educational leadership at the University of New Orleans.

**Philosophy:** To be a non-discriminating educator and role model that uses formal curriculum-based principles and data-driven goals to help students and teachers deal with any obstacles they may face. As a result, the student or teacher may well achieve their maximum potential in the classroom.

**Education:** Currently enrolled in the graduate studies program for Educational Administration at the University of New Orleans

- ♦ Bachelor of Arts Ed. - University of New Orleans, N.O., LA.  
Degree - December 20, 2002. Level 1 LA certification -  
Elementary Education Grades 1 – 8 expired April 11, 2012

**Related Experience:**

- ♦ **September 11, 2007 – August 30, 2012** 3<sup>rd</sup> grade teacher of all subjects @ Lafayette Academy Charter School in New Orleans, LA. This school is privately operated under the Recovery School District by the Choice Foundation in Orleans Parish. Positions I held were: head basketball coach, assistant athletic director, science fair coordinator, and recycling coordinator.
- ♦ **October 2007- May 2009.** School coordinator for 3<sup>rd</sup> – 5<sup>th</sup> Grade involvement with Bayou Rebirth and 2<sup>nd</sup> contact person for LOOP (Louisiana Outdoor Outreach Program).
- ♦ **July 10,2006 – August 4,2007.** 4<sup>th</sup> grade teacher of all subjects @ Lafayette Academy Charter School in New Orleans, LA. This school is privately operated under the Recovery School District in Orleans Parish. Duties also included head basketball coach and assistant athletic director.
- ♦ **November 8, 2005 - May 25, 2006.** 8<sup>th</sup> grade Earth Science teacher @ Oaklawn Junior High School in Houma, LA. Located in southwest Houma in Terrebonne Parish. Class size ranged from 15 - 31.
- ♦ **Aug. 17, 2005 -August 26, 2005.** 2<sup>nd</sup> grade teacher at Paul B. Habans Elementary Montessori and Fine Arts School. Located on the west bank of Orleans Parish. My class size was ≈ 25. This job ended as a result of Hurricane Katrina.
- ♦ **Mar. 18, 2005 - May 6, 2005.** Substitute teacher for the Archdiocese of New Orleans. Spent most days at Cathedral Academy Elementary School.
- ♦ **Mar. 20, 2004 - June 30, 2004.** Head coach for the Ohio Valley Force AAU basketball program at the 8<sup>th</sup> grade level. Players' ages ranged from 14-16. The president of the OVF club, Mr. Tony Lupia, is based out of Dayton, OH. The team placed 5<sup>th</sup> in the Ohio state tourney finishing with a record of 28-14.
- ♦ **July 1, 2003 - Jan. 3, 2004.** Intervention Specialist at Belle Haven Elementary my responsibilities were: monitoring students in an Alternative Learning Center (ALC), assisting with homework, leading open discussions e.g. why they're in ALC, and preventive measures as to not return to ALC. I was employed by Unified Health Solutions (UHS) located in Dayton, OH at 184 Salem Ave.

**Skills/Interests:** Basketball, camping, coaching, reading, traveling, tutoring, volunteering and writing poetry, short stories, and children's books.

References are available upon request

**C. DONALD WHEAT, CPA, CCIFP**  
**Vice-President**

**EXPERIENCE**

- August 2011 - Present: Carr Riggs & Ingram, LLC, Metairie, Louisiana – Partner.
- June 2006 – August 2011: Rebowe & Company, Certified Public Accountants - A Professional Corporation, Metairie, Louisiana - Vice-President.
- 2004 - 2006: Spilsbury, Hamilton, Legendre & Paciera, New Orleans, LA - Manager.
- 1997 - 2004: LaPorte, Sehart, Romig & Hand, Metairie, LA - Audit Supervisor.
- 1996 - 1997: Postlethwaite & Netterville, Metairie, LA - Staff Accountant.
- 1994 - 1996: Louisiana Technical College, New Orleans, LA - Accountant.
- 1986 - 1994: Termplan, Inc., Baton Rouge, LA - Branch Manager.

**EDUCATION**

- Louisiana State University - Bachelor of Science, Finance 1987

**PROFESSIONAL DESIGNATIONS**

- Certified Public Accountant (CPA) - 1996
- Certified Construction Industry Financial Professional (CCIFP) - 2007

**PROFESSIONAL AFFILIATIONS**

- American Institute of Certified Public Accountants (AICPA)
- Associated Builders and Contractors (ABC)
- Construction Financial Management Association (CFMA)
- Government Finance Officers Association (GFOA)
- Louisiana Association of Nonprofit Organizations (LANO)
- Louisiana Society of Certified Public Accountants (LCPA)

# Gaston P. Galjour

545 Carol Dr  
Jefferson, LA 70121

Phone: 504-453-3335  
Email: gastonpgaljour@gmail.com

## Profile

IT professional with over twelve years of business and technology experience looking for a new and dynamic role with a leading technology organization. Strengths include the ability to quickly understand a business challenge, identify and analyze potential technology solutions, and implement tools that deliver business value. Also have strong project management skills, excellent communication skills, team leadership experience, business process reengineering expertise, and an understanding of project life cycle fundamentals. Consistently performs in high pressure situations with aggressive and demanding timelines/work environments. Ability to adapt style and skills to diverse industries, work environments, corporate cultures, technology platforms, and project structures.

## Experience

**January 2013-Present**

**Entergy Services, Inc**

*IT Manager – Shared Enterprise Applications*

Provide strategic direction for applications that are shared across the Entergy workforce, including managing vendor relations, upgrade procedures, change management/promotion, and potential future uses for applications. Provides solution design input, especially focused around end-user experience to ensure customer adoption and high usage of applications developed. Provides oversight of a variety of projects and directly manages those related to implementation or expanded usage of shared enterprise software. Financial accountability for both capital and expense funds.

**January 2009-December 2012**

**Entergy Services, Inc**

*IT Manager – Human Resources Applications*

Responsible for managing Human Resources application portfolio, including capital planning to secure funding to identify, develop, design, build, test, implement, and maintain the full suite of HR applications. Developed deep knowledge of Human Resources processes and applications to ensure high level of support to the entire HR&A organization. Provide oversight of projects to enhance or implement HR software and coordinate teams of internal resources, outsourced technical staff, and third party vendors on complex engagements. Offers continuous process improvement opportunities both within the IT and HR organizations which help achieve efficiencies and optimize business results. Accountability to both IT and HR management for project delivery and financial management. Provide migration design and support for Finance, HR, and Supply Chain applications in Entergy's project to merge its transmission business with ITC.

**August 2007-January 2009**

**Entergy Services, Inc**

*Sr. Staff Accountant*

Managed special projects for the Accounting organization including Cognos 8 beta testing participation

# Gaston P. Galjour

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Jefferson, LA 70121

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followed by the upgrade of Entergy's financial reporting system to Cognos 8. Along with upgrade, redesigned report functionality to leverage improved features and enhance end user experience. Worked with internal customers across the organization to document their reporting needs and work with them to develop solutions for accessing critical financial data at project, department, and business unit levels. Gained deep understanding of financial processes, data flow, and customer reporting requirements from groups across the utility.

## May 2006-August 2007

### FedEx Express

#### *Accounting Analyst*

Supported migration of European/Middle Eastern/African PeopleSoft instance to a single, global instance of PeopleSoft. Developed PeopleSoft nVision reports to support global financial reporting needs. Optimized accounts payable processing through development of streamlined processes to support invoice scanning and voucher entry, reducing the amount of time required to execute vendor payments. Gained experience working with global teams and interacting with different cultures to achieve a common goal.

## December 2000-May 2006

### Entergy Services, Inc

#### *Accountant*

Developed numerous cost reporting tools in varying technologies including Crystal Reports and Cognos. Supported General Ledger journal processing and development/maintenance of financial statement reporting for Entergy Corporation and all subsidiaries through PeopleSoft nVision. Led project track to implement PeopleSoft 8.4 General Ledger module and redesign associated business processes.

## Software

PeopleSoft HRMS 8.3	PeopleSoft Time& Labor 9.0	Microsoft Office Suite
PeopleSoft eRecruit 8.8	PeopleSoft Absence Mgmt 9.0	Microsoft SharePoint
PeopleSoft ePerformance 8.8	IBM Cognos – ReportNet	Documentum
PeopleSoft Financials 8.4	IBM Cognos – Cognos 8	Crystal Reports
PeopleSoft EPM 8.8	Oracle BPM (Aqualogic & Weblogic)	InputAccel
PeopleSoft nVision	K2 Blackpearl	HP Quality Center

## Education

**2004 – Master of Business Administration – Tulane University**

**2000 – Bachelor of Science – Accounting – Louisiana State University**

# Gaston P. Galjour

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Phone: 504-453-3335  
Email: gastonpgaljour@gmail.com

## References

**Bert Fisher**  
**Entergy Services, Inc**  
*Manager – Special Projects*  
504-576-4385  
afisher@entergy.com

**Stephanie Badeaux**  
**Covidien**  
*Manager Global Research Initiatives*  
504-710-7856  
sbadeaux1@gmail.com

**Emily McDuff**  
**SAIC**  
*Customer Service Manager*  
504-576-6821  
emcduff @entergy.com

*Mailing addresses for references will be provided upon request.*

# Gilbert P. Bennett III

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c: 504-931-7555 | e: [gilbert.bennett@gmail.com](mailto:gilbert.bennett@gmail.com) | a: 4946 Franklin Ave, New Orleans, LA 70122

## Professional Background

*2008 – Present: New Beginnings Schools Foundation | Current Position: Interim Chief Operations Officer  
Interim Chief Operations Officer (recommended for promotion) – May 2012*

- Oversight of organizations operations including: facilities, school services (food, bus, janitorial, maintenance), human resources (payroll, hiring, benefits planning), technology, federal and state grants compliance, extracurricular programs, and regulatory compliance
- Direct supervision and evaluation of 9 central office staff members
- Management & Oversight of all non-academic contractors
- Key accomplishment: developed staff performance evaluation metric, streamlined staff meetings
- [Appointed to take on Chief Executive](#) responsibilities for a short stint during organizational transition (see [link](#))

*Director of Technology (merit based promotion)*

- Managed IT vendors and technology staff; coordinated and provided services for 4 schools and central office
- Provided technical support for 4 school sites
- Developed and implemented system technology plan & separate technology PD plan – updated annually
- Developed technology policies to guide organization’s technology use
- Led website redesign and branding campaign with contracted PR firm during UNO to NBSF transition
- Key accomplishments: implemented inventory management system, completed four successful federal e-rate program applications and reviews resulting in over \$500k in committed funds

*Technology Specialist – August 2008*

- Key accomplishments: implemented facility and IT helpdesk system, implemented library management system, managed complete wiring and IT onboarding of 2 renovated school sites

*2006 – 2008: Lockheed Martin Space Systems Company – Systems Integration*

*2006: CLECO – Analyst/Programmer*

*2003: Louisiana Tech University – Systems Specialist Manager (merit based promotion)*

## Other Leadership Experience

- Crescent Gulf Global Investments, LLC: 2008 – present – Manager responsible for acquisitions and negotiations, project manager for residential construction
- National Society of Black Engineers: 8 years of leadership within one of the largest minority focused technical organizations in the country; responsibilities including team management, project planning, program planning and execution, conference management and budgeting, fundraising, member development

## Applicable Skills

- Excellent communicator, experience communicating on teams, presenting/defending ideas, written and verbal
- Organizational skills demonstrated by ability to organize people and events, experienced work group organizer
- Experienced technical infrastructure planner and supporter
- Able to multi-task effectively and follow-through completely
- Able to “Take Charge”, think and act rationally in stressful and uncertain situations

**Education: 2006 – LaTech Ruston, LA; B.S. Computer Information Systems 3X Deans List**

Peer, subordinate and supervisory references available from every position I’ve held in my professional career

# MALCOLM H. McLETCHIE, MBA

**Phone:** (504) 324-4125

701 Weyer St.

**E-mail:**

**Fax:** (425) 952-1256

Gretna, LA 70053

[mmcletchie@cox.net](mailto:mmcletchie@cox.net)

**Cell:** (504) 508-0010

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## **EDUCATION**

**Loyola University New Orleans - MBA**

**Wayne State University - BS – Accounting**

### **Honors Societies:**

- Alpha Sigma Nu, National Jesuit Honor Society
- Beta Gamma Sigma, Business Honor Society

### **Edison Electric Institute**

- Executive Management Course

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## **BUSINESS EXPERIENCE**

### **Self-Employed - Consulting Services:**

- Specialized in corporate tax consulting; especially Research & Experimental tax deductions and credits.

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### **Adjunct Professor/Instructor – Loyola University, Webster University, UNO**

- Taught finance, accounting, economics, business statistics, auditing, and management courses in both undergraduate and graduate programs.

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### **Entergy Corporation System:**

- Entergy is a Fortune 500 major global energy company headquartered in New Orleans.
- General Auditor & Executive Director, Internal Audit
- Operating Subsidiaries - Entergy Louisiana, Inc. & Entergy New Orleans, Inc.
  - Senior Vice President -- Accounting & Finance (CFO & CAO)
- Entergy Services, Inc. -- Vice President - System Tax & Accounting

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### **Public Accounting:**

- Arthur Andersen & Co.; Grant Thornton - Partner-in-charge of tax services for Detroit office.

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## **ADDITIONAL EXPERIENCES, SKILLS, and ACCOMPLISHMENTS**

- Comfortable and skilled in presentations to all levels of management, Boards of Directors, industry groups, business and civic associations.
- Comfortable and skilled in dealing with people at all levels of an organization.
- Experienced in variety of financing programs, both straightforward and complex.
- Participated in projects to streamline operations and reduce costs; develop strategic planning; integrate operations of merged companies.
- Considerable experience in strategic and business planning; benchmarking; business processes; improving effectiveness; reduce costs; streamline and upgrade operations; develop appropriate metrics for measuring operational results.
- Adept at diagnosing and solving business problems.
- Considerable experience in testimony before Congress, regulatory commissions, federal and state courts.
- Active leader in training and development programs.

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## **INDUSTRY AND PROFESSIONAL ACTIVITIES**

### **Current Affiliations:**

- American Institute of CPAs
- Society of Louisiana CPAs
- Michigan Association of CPAs

### **Prior Affiliations:**

- Edison Electric Institute (EEI) - Tax (Chairman); Finance; Internal Audit Committees
- Nat. Assoc. of Manufacturers Tax Committee
- Financial Executives Institute
- Tax Executives Institute
- Institute of Internal Auditors

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***CIVIC AND COMMUNITY ACTIVITIES***

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- Gretna Historical Society – Current Board Member and Treasurer
  - Louisiana Chapter of the National Multiple Sclerosis Society - Former Board Chair and Treasurer
  - Start the Adventure in Reading - Former Board Member and Treasurer
  - New Orleans City Park Improvement Association - Former member of Board of Commissioners
  - Timberlane Country Club – Former Board Member and Treasurer
  - Condo Association – Former Board Member and Treasurer
-

**Margaret Y. Bell, CPA**

5111 Dryades Street • New Orleans, LA 70115 • (504) 388-6394 • margarethouse@gmail.com

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**Senior Accounting/Finance Management**

Operations-oriented executive with a background in healthcare and non-profit accounting and management. Proven team-builder with the ability to develop consensus and coordinate projects across departments. Excellent analytical skills and advanced computer expertise, including proficiency with financial systems management, modeling, forecasting, and budgeting. Strong communication and time-management skills; ability to manage multiple assignments while meeting tight deadline schedules.

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**PROFESSIONAL EXPERIENCE**

**Bruno & Tervalon CPAs, Auditor III**

**August 2011 – present**

Lead auditor at public accounting firm focused on non-profit, governmental, and educational arenas. Employment goal is to meet the public accounting work requirement for CPA licensing; while gaining exposure to A-133 accounting and compliance requirements; governmental, university, and SAA audits; and a variety of accounting, finance, & control systems.

**Aequitas Health Care/St. Theresa Specialty Hospital**

**Interim CFO**

**August 2010 – May 2011**

Senior executive with responsibility for the corporate finance and accounting functions of a 73-bed Long-Term Acute Care hospital with two campuses and \$20,000,000 in annual revenues. Partnered with interim CEO and other members of the turnaround team to set operational priorities and to avoid financial crisis during the opening of the second campus.

- Rebuilt the reporting capabilities of the finance office and issued the first financial statements produced by the hospital in over twelve months. Revised the general ledger chart of accounts and developed targeted internal reports and analytics for use by department heads, executive staff, and external financing sources.
- Resolved issues stemming from prior mismanagement of the hospital information system, and eliminated an eighteen month backlog of system/version upgrades and regulatory updates.
- Oversaw the development of a multi-year forecasting and budgeting model that incorporated all aspects of hospital operations.
- Worked to standardize lines of communication between departments, to set group goals, and to develop and implement controls and processes that were previously lacking; leading to a 7-day decrease in AR days-to-collection, improved revenue cycle results, increased cash flows, and the capture of billing opportunities that had earlier been missed.
- Prepared CMS annual cost report that was accepted with no material adjustments.

**Margaret Y. Bell, CPA**

5111 Dryades Street • New Orleans, LA 70115 • (504) 388-6394 • margarethouse@gmail.com

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**ICG Accounting Services, owner**

**2003 – 2010**

Operated a private firm providing accounting, financial, payroll, and administrative services to a variety of nonprofit clients. Services allowed organizations to leverage their existing staff and maximize the impact of their operating missions by improving their accounting and reporting processes, strengthening internal controls, assuring the timely and accurate filing of reports and returns, and increasing successful grant application, compliance, and reporting rates.

- For many clients, assumed responsibility for the overall financial function of the organization, including budgeting and forecasting, payroll administration, financial reporting and analysis, preparation of tax return, and audit support services. All client audits performed by external auditors received unqualified opinions with no material adjustments required.
- Assisted executive director and boards with identification of operational priorities, development of strategic plans, and refinement of organizational missions.
- Developed client specific financial statements and focused analytical reports, both financial and narrative, for use by internal management and the boards of directors.
- Provided grant tracking and reporting services for client organizations, both for internal use and for distribution to external grantors.

**EDUCATION**

**Tulane University, New Orleans**

A.B. Freeman School of Business, MAcct

Newcomb College, B.A. History

**Isidore Newman High School**

**REFERENCES AVAILABLE UPON REQUEST**

# Mari-Kate E. McEntee, E.I.

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2209 S Gayoso St  
New Orleans, LA 70125  
774-238-6447 (cell)  
marikatem@gmail.com

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## **PROFESSIONAL EXPERIENCE**

ExxonMobil, Chalmette Refining LLC, Chalmette, LA

Aug. 2007 – Present

### *Process Engineer*

*Sept. 2010 – Present*

- Technically supports for refinery process units, including a diesel hydrotreater (HDS), a sulfur recovery unit with tail gas treating unit (SRU), an amine unit, a sour water stripper (SWS), an LPG recovery unit, a NESHAP stripper (benzene recovery), and a low pressure gas system. Backfills coverage of crude units.
- Assists in annual budget development for business team (SRU, AMU, HDS, BRU, LPG, SWS, WGS).
- Supported turnaround planning and execution for HDS, SRU, AMU, and SWS.
  - Identified and scoped a simple project to keep refinery rates up while staying in fuel gas containment during a complex refinery turnaround (40 days). Technical lead for the project development and execution. Saved refinery \$2.6M in lost opportunity.
  - Developed a refinery sour water containment plan to maximize the maintenance window during the SWS turnaround. Improved the chemical cleaning plan to effectively remove process fouling in the stripper tower, shortening the duration of the outage's critical path.
- Technical point of contact for refinery's interface with Lone Star (light ends processing) and Air Products (Nitrogen, Oxygen, and Hydrogen supply).
- Optimizes production on process units by improving energy efficiency, reducing non-energy costs, increasing flexibility, and creeping unit capacity.
- Monitors the process safety, environmental compliance, reliability, and profitability of process units.
- Troubleshoots problems on process units as they arise to ensure operations integrity.
- Conducts detailed analyses of the effects of feed, rate, and operations variables on catalyst run length. Provides guidelines for managing the catalyst life.
- Conducts technical incident investigations, root cause analyses, and development of corrective actions.
- Mentors process engineering interns and new-hires.

### *Economics & Planning Analyst*

*Sept. 2008 – Sept. 2010*

- Developed crude economics and provided recommendations for refinery raw material selection.
  - Incorporated into economic analyses both price-timing effects and the effects of payment structure and financing that result from clauses in the supply agreement of the refinery's joint-venture contract.
  - Analyzed economics using both spreadsheets and the refinery LP (Aspen PIMS).
- Performed marginal economic analysis and assisted in development of short-term run-plan strategy for the refinery, including strategy for capacity utilization and product mix.
- Drove alignment between offline refinery optimization model (PIMS) and real-time optimization models.
- Developed spreadsheet-based valuation models for each of the refinery's process units, incorporating both fixed cost and variable cost analysis. Used models to assist in process unit start-up and shut-down decisions.
- Conducted NPV analyses to optimize catalyst run-length for multiple hydroprocessing units, to plan the timing of various refinery unit outages, and to justify decisions on capital investment.
- Coordinated a refinery-wide risk assessment to assess the risk of processing crude oil containing mercury. The risk assessment was broad in scope, assessing impacts on product quality, equipment integrity, industrial hygiene, environmental compliance, and refinery logistics.
- Implemented a best practice management of change process for processing new grades of crude oil.
- Backfilled for heavy oils and light oils coordinators. Managed crude, feedstock, and unfinished product inventories, coordinated oil movement logistics.

# Mari-Kate E. McEntee

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## *Process Control Engineer*

Aug. 2007 – Sept. 2008

- Maintained Real-time Optimization (RTO) Models of Crude Distillation Units.
- Streamlined pricing input to refinery real-time optimization models.
- Assisted in closing the energy balance of a new RTO model in development.
- Trouble-shot daily operational issues with Dynamic Matrix Control (DMC) and RTO.

## IBM Microelectronics, Burlington, VT

June 2006 – Aug. 2006

### *Photomanufacturing Engineer Intern*

- Developed a new protocol to check photoresist thicknesses at a lower frequency, significantly increasing productivity while maintaining adequate product quality control at a semiconductor fabrication plant.

## **EDUCATION**

Tulane University – A. B. Freeman School of Business (New Orleans, LA)

**M.B.A.**, December 2011, Professional MBA Program

Concentrations in Finance and Strategic Management & Leadership

Specializations in International Business and Entrepreneurship

Beta Gamma Sigma Honor Society

GPA: 3.93/4.00

University of Massachusetts Amherst – College of Engineering (Amherst, MA)

**B.S. Chemical Engineering**, May 2007

*Summa cum Laude*

Tau Beta Pi Honor Society

GPA: 3.99/4.00

## **CERTIFICATIONS**

Registered Engineering Intern, certified in Louisiana on June 19, 2012 (taking P.E. Exam in April 2013)

Microsoft Office Specialist: Excel 2007

## **PROFESSIONAL AFFILIATIONS**

American Institute of Chemical Engineers (AIChE)

Society of Women Engineers (SWE), President of UMass Amherst Chapter (2006-2007)

## **OTHER RELEVANT EXPERIENCE**

UMass Residence Life, Amherst, MA – *Resident Assistant* Aug. 2004 – May 2007

- *RA of the Year* – Orchard Hill/Central Area (Academic year: 2005-2006)
- Built a strong community in the residence halls through programming and good communication
- Served as a mentor and counselor for residents and enforced policy within the residence halls
- Facilitated training workshop for new RAs in Confrontation Skills and Conflict Resolution (January 2007)

Bhatia Research Group, Amherst, MA – *Student Researcher* June 2004 – Aug. 2004

- Participated in NSF-funded undergraduate research
- Studied the controlled release of sugars from polymer gel beads

## **PUBLICATIONS**

M.K.E. McEntee, S.K. Bhatia, L. Tao, S.C. Roberts, S.R. Bhatia, “Tunable transport of glucose through ionically-crosslinked alginate gels: effect of alginate and calcium concentration”, *Journal of Applied Polymer Science*. 107 (2008) 2956–2962.

## **ACTIVITIES & INTERESTS**

Ultimate Frisbee, Hiking, Lindy-hop/Swing dancing, Opera, New Orleans Jazz

# Mark S. Wagner

## Curriculum vitae

Dept. of Foreign Languages & Lit., LSU  
302 Hodges Hall  
70118  
Baton Rouge, LA 70803  
Office: (225) 578-0408  
8327  
E-mail: mwagner@lsu.edu

7902 Sycamore St.  
New Orleans, LA

Home: (504) 864-8230  
Cell: (601) 466-

## EDUCATION

- 2004 PhD in Middle Eastern & Islamic Studies, New York University  
Dissertation: "The Poetics of *Humayni* Verse: Language and Meaning in the Arab and Jewish Vernacular Poetry of Yemen"
- 1996 BA in History and Religion, Vassar College, Poughkeepsie, New York

## EMPLOYMENT

- 2008- Louisiana State University, Department of Foreign Languages & Literatures, Assistant Professor of Arabic, Arabic Section Head
- 2005-8 The University of Southern Mississippi, Department of Philosophy & Religion, Assistant Professor of Religion
- 2004-5 The New School University, Program in Liberal Studies, Adjunct Professor
- 2003-4 Vassar College, Program in Africana Studies, Arabic Instructor

## PUBLICATIONS

### Books

- 2013 *Yemeni Jews Challenge the Shari'ah* (Indiana University Press, scheduled for publication in 2014)
- 2009 *Like Joseph in Beauty: Yemeni Vernacular Poetry and Arab-Jewish Symbiosis* (Leiden/Boston: Brill Studies in Middle Eastern Literatures)  
Reviewed in *Journal of the American Oriental Society* 131.4 (2011): 643-646; *Poent* 5 (2012): 139-186.

### Journal articles

- 2007 "Jewish Mysticism on Trial in a Muslim Court: A *Fatwa* on The *Zohar*—Yemen 1914," *Die Welt des Islams*, 47.2, pp. 207-231.

- 2007 “The Flying Camel and the Red Heifer: Yemenite Poets in Modern Israel,” *Tema: Journal of Judaean-Yemenite Studies* 10, pp. 233-256.
- 2006 “Arabic Influence on Šabazian Poetry in Yemen,” *Journal of Semitic Studies*, 51.1, pp. 117-136.
- 2005 “The Debate Between Coffee and *Qat* in Yemeni Literature,” *Middle Eastern Literatures*, 8.2, pp. 121-151.
- 2004 “Changing Visions of the Tribesman in Yemeni Vernacular Literature,” *Al-Masar—fikriyyah thaqafīyyah*, 15, pp. 3-30.

### Book chapters

- 2013 “Rekhush yehudi be-teman ve-ha-be‘ayah shel hoqe matsranut be-mishpat ha-islamit” (in Hebrew) (Jewish Property in Yemen and the Problem of Abutters’ Rights in Islamic Law,” in *The Jews of Yemen: Identity and Heritage*, ed. Yosef Tobi and Aharon Gaimani, Ben Zvi Institute and Bar Ilan University Press, (forthcoming)
- 2011 “Halakhah Through the Lens of *Shari‘ah*: The Case of the Kuhlani Synagogue in San‘a’, 1933-1944,” in Michael Laskier and Yaacov Lev, eds., *The Convergence of Judaism and Islam: Religious, Scientific and Cultural Dimensions*, University Press of Florida (refereed), pp. 126-146.
- 2011 “Islam and Judaism,” in Roger Allen and Shawkat M. Toorawa, eds., *Islam: A Short Guide to the Faith*, William B. Eerdmans, pp. 116-126.
- 2011 “Infidels, Lovers and Magicians: Portrayals of Jews in Yemeni Arabic Poetry, 17<sup>th</sup>-19<sup>th</sup> c.,” in Dani Bar Ma‘oz and Ayelet Ettinger, eds., *Mittuv Yosef: Yosef Tobi Jubilee Volume*, Haifa University Press, 2:xlvi-lix.
- 2007 “Major Themes in the Poetry of R. Salim al-Shabazi,” in Jonathan Decter and Michael Rand, eds., *Studies in Arabic and Hebrew Letters in Honor of Raymond P. Scheindlin*, Gorgias Press, pp. 225-247.
- 2004 “The *Diwan* of Abu Nuwas,” in *Middle Eastern Literatures and Their Times*, Thomson Gale, pp. 131-140.

### Book reviews

- 2002 Review of *Identification and Identity in Classical Arabic Poetry* by Malcolm Lyons, *Journal of the Royal Asiatic Society of Great Britain and Ireland*, 12.3, pp. 375-377.

### Manuscripts accepted

- “The Problem of Non-Muslims Who Insult the Prophet Muhammad” (accepted pending revisions  
by *Journal of the American Oriental Society*)
- “*Hukm bi-ma anzala ‘llah*: The Forgotten Prehistory of an Islamist Slogan” (under review by *Journal of Qur’anic Studies*)

### Manuscripts in preparation

- “Revolution Against Revolution: ‘Abd al-Karim al-Razihi on the Uprisings in Yemen”

“When the Gates of the Mighty are Locked’: From Judeo-Arabic Poem to Israeli Anthem,” (co-authored with Nicholas Ciraldo)

Review of W. Flagg Miller, *The Moral Resonance of Arab Media: Audiocassette Poetry and Culture in*

*Yemen*

### Other publications

2012 “Time to argue for Islam’s humane view of blasphemy,” *Christian Science Monitor*, Sept. 17

### AWARDS, GRANTS AND FELLOWSHIPS

- 2011- David J. Kriskovich Distinguished Professorship
- 2011 Louisiana Board of Regents, ATLAS grant
- 2009 LSU Office of Research & Economic Development, Summer Stipend
- 2005-6 Wissenschaftskolleg zu Berlin/National Humanities Center, Summer Institute Fellowship, “Hierarchy, Marginality, and Ethnicity in Muslim Societies,” (two consecutive summers)
- 2003 National Foundation for Jewish Culture, Doctoral Dissertation Fellowship
- 2002 Vatican Film Library, Mellon Fellowship: “Mysticism and Humor in Yemeni Vernacular Poetry”
- 2002 New York University, Andrew Sauter Fellowship: “Regionalism and Aesthetic Criteria in Yemeni Vernacular Poetry”
- 2000 American Institute for Yemeni Studies, Research Grant, “Yemeni Poetry and the Arabic Literary Tradition”
- 1998-2003 New York University, MacCracken Fellowship
- 1999 New York University, Foreign Language and Area Studies Fellowship

### LECTURES

- 2012 “Inter-Communal Violence and the *Shari’ah* in Twentieth-Century Yemen,” MESA annual meeting, Denver, Colorado
- 2012 “*Hukm bi-ma anzala llah*: The Forgotten Prehistory of an Islamist Slogan,” (invited talk), Minorities in Islam/Muslims as Minorities Conference, Wake Forest University, Winston-Salem, North Carolina
- 2011 “The *Dirwan* of Khafanji in the Arabic *Mujun* Tradition,” South Central MLA Annual Meeting, Hot Springs, Arkansas
- 2011 “Revolution Against Revolution: A Yemeni Poet of the ‘Arab Spring’ between Pan-Arabism and Regionalism,” (invited talk), (Re)presenting National and Cultural Identities in the Middle East: Analysis, Journalism, and the Arts, Middlebury College, Middlebury, Vermont
- 2010 “The Jewish Lawyers of Yemen Confront a Real Estate Crisis,” (invited talk), Tulane University Jewish Studies Colloquium, New Orleans, Louisiana
- 2010 “Non-Muslim Abutters’ Rights (*shuf’ah*) in Zaydi Law,” (invited talk), “The Jews of Yemen: Identity and Heritage,” Ben Zvi Institute/Bar Ilan University, Ramat Gan, Israel

- 2010 “The Problem of Non-Muslims Who Insult the Prophet Muhammad,” American Oriental Society Annual Meeting, St. Louis, Missouri
- 2010 “‘When the Gates of the Mighty are Locked’: From Judeo-Arabic Poem to Israeli Anthem,” ACLA Annual Meeting, New Orleans, Louisiana
- 2009 “Pre-emption (*shuf’ah*) and inter-faith relations: A legal drama from 1920s-1930s Yemen,” AOS Annual Meeting, Albuquerque, New Mexico
- 2008 “‘The Greatest Humiliation’: Legal Debates on the Collection of Excrement in Eighteenth-Century Yemen,” AOS Annual Meeting, Chicago, Illinois
- 2007 “Two Qur’anic Verses on Legal Pluralism (5:42 and 5:48) and Their Interpretation,” American Academy of Religion Annual Meeting, San Diego, California
- 2006 “Approaches to Judaism in Zaydi Jurisprudence,” “Bridging the Worlds of Judaism and Islam” conference, Bar Ilan University, Ramat Gan, Israel
- 2005 “Pious Fraud or Pragmatic Integration? The Case of the Kuhlani Synagogue in San’a’ (1933-1936),” AOS Annual Meeting, Philadelphia, Pennsylvania
- 2004 “Jewish Mysticism on Trial in a Muslim Court,” AAR Annual Meeting, San Antonio, Texas
- 2004 “Vernacular Poetry and Humor in Eighteenth-Century Yemen: ‘Ali Ibn al-Hasan al-Khafanji and His Circle,” AOS Annual Meeting, San Diego, California
- 2003 “‘Lentil Wine and Choice Buckwheat’: Humor in a Collection of Vernacular Poetry from Eighteenth-Century Yemen,” (invited talk), Columbia University Faculty Seminar in Arabic Studies, New York

## COURSES TAUGHT

### Arabic Language and Literature

Beginning Arabic, Intermediate Arabic, Advanced Arabic, Arabic Culture, The *Arabian Nights* Between Arabic-Islamic Tradition and World Literature; Arab and Jew in Literature and Film; Arab, Jew, and In-Between

### Religious Studies

Islam in Historical Perspective; Islam and Modernity; Islam and Politics; Women in Islam; Introduction to Islam; Dreams in Judaism, Christianity, and Islam; Jews and Judaism; Comparative Religion

## LANGUAGES

Arabic (*fusha*); Arabic dialect of Yemen; Hebrew; Judeo-Arabic; German (reading knowledge)

## PROFESSIONAL MEMBERSHIPS

American Oriental Society; Middle East Studies Association of North America; Association for Jewish Studies; American Institute for Yemeni Studies; Yemeni Manuscript Digitization Initiative (member of board of directors)

## REFERENCES

Bernard Haykel  
Professor of Near Eastern Studies  
Director of the Institute for Transregional Study of the Contemporary Middle East, North  
Africa, and Central Asia  
Princeton University  
Department of Near Eastern Studies  
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Office: (609) 258-2176  
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Shawkat M. Toorawa  
Associate Professor of Arabic Literature and Islamic Studies  
Cornell University  
Department of Near Eastern Studies  
White Hall, room 408  
Office: (607) 255-1330  
E-mail: [smt24@cornell.edu](mailto:smt24@cornell.edu)

Philip F. Kennedy  
Associate Professor of Middle Eastern & Islamic Studies  
Vice Provost, NYU in Abu Dhabi  
New York University  
50 Washington Square South  
New York, New York, 10012  
Office: (212) 998-8887  
E-mail: [philip.kennedy@nyu.edu](mailto:philip.kennedy@nyu.edu)

## **Curriculum Vitae for: Sean Ransom**

**Date: September 6, 2012**

**Current Positions:** Executive Director and Founder  
Cognitive Behavioral Therapy Center of New Orleans, LLC  
4904 Magazine St.  
New Orleans, LA 70115  
tel. 504-383-3815  
fax. 855-502-8887  
email. sransom@cbtnola.com

Assistant Clinical Professor  
Department of Psychiatry and Behavioral Sciences  
Tulane University School of Medicine  
1440 Canal St.  
New Orleans, LA 70112

### **Education:**

2012 M.S., Clinical Psychopharmacology, Fairleigh Dickinson University,  
Teaneck, NJ

2006 Ph.D., Psychology (Clinical), University of South Florida, Tampa, FL

2001 M.A., Journalism, University of Missouri, Columbia, MO

1999 B.A., Magna cum Laude, Psychology, Brigham Young University-  
Hawaii, Laie, HI

### **Clinical Psychology Internship:**

2005-2006 Clinical Psychology Intern, Department of Psychiatry. UMDNJ-Robert  
Wood Johnson Medical School, Piscataway, NJ

### **Academic Appointments and Employment:**

2012-present Executive Director and Founder  
Cognitive Behavioral Therapy Center of New Orleans, LLC

2009-present Assistant Clinical Professor, Department of Psychiatry and Neurology,  
Tulane University School of Medicine

2009-2012 Director, Patricia Trost-Friedler Center for Psychosocial Oncology,  
Tulane Cancer Center, Tulane University Medical Center

2006-2009 Adjunct Assistant Professor (Researcher), Prevention and Control  
Program, Cancer Research Center of Hawaii, University of Hawaii at  
Manoa

2006-2009 Assistant Professor, Brigham Young University-Hawaii, Department of  
Psychology

### **Licenses:**

Psychologist, Hawaii, PSY1096  
Psychologist, Louisiana, 1109  
Medical Psychologist, Louisiana, MP.0024

### Honors and Awards

1. Ninth Annual Martin E. P. Seligman Award for Outstanding Dissertation Research in Positive Psychology (Finalist), John Templeton Foundation, 2007
2. University of South Florida Presidential Fellowship awarded by the President of the University of South Florida, 2001-2006
3. Outstanding Graduate in Psychology awarded by the Faculty of Psychology at Brigham Young University-Hawaii, 1999

### Thesis

News and a Sense of Existential Well-Being: The Effectiveness of Newspaper Reports in Buffering Against Thoughts of Death

### Dissertation

Temporal Comparisons and the Perception of Post-Traumatic Growth in Early Stage Cancer Patients

### Service

#### National/International:

2011-2012 **Local Program Committee Chair:** Society for Behavioral Medicine  
2010 **Co-Chair:** Patient Reported Outcomes Workgroup, National Leadership Summit on Patient Navigation, American Cancer Society, Atlanta, GA  
2009-2010 **Local Planning Committee Chair:** American Psychosocial Oncology Society  
2006-2007, 2009 **Scientific Program Committee:** American Psychosocial Oncology Society

#### Organizational:

2012-present **Psychotherapy Supervisor:** Adult Psychiatry Residency Program, Department of Psychiatry & Behavioral Sciences, Tulane University School of Medicine  
2010-2012 **Preceptor:** Psychiatry Medical Student Clerkship, Department of Psychiatry & Behavioral Sciences  
2009-2012 **Director & Clinical Supervisor:** Behavioral Medicine Track, Adult Predoctoral Clinical Psychology Internship, Department of Psychiatry & Behavioral Sciences, Tulane University School of Medicine  
2009-2012 **Director:** Schwartz Center Rounds, Tulane Cancer Center  
2009-present **Member:** Ethics Committee, Tulane University Medical Center  
2009-2011 **Founding Director:** Tulane Cancer Center/Tulane Hospital for Children, Arts in Medicine Program  
2009-2011 **Coordinator:** Journal Club, Department of Psychiatry & Behavioral Sciences, Tulane University School of Medicine  
2006-2009 **Faculty Advisor:** Psi Chi, National Honor Society in Psychology

#### Academic:

2009-present **Reviewer:** National Cancer Institute, Small Grants in Behavioral Research for Cancer Control (R03 Funding Mechanism)

#### **Reviewer:**

*Cancer; Psycho-Oncology*

#### Community:

2003-2006 Volunteer, American Cancer Society, Tampa Hope Lodge

### Professional Association Memberships

American Psychological Association

- Division 12, Society of Clinical Psychology
- Division 30, Society of Psychological Hypnosis

Association for Contextual Behavioral Science

Society of Experimental and Clinical Hypnosis

### Grants and Contracts

2009-2011 National Center on Minority Health and Health Disparities Research Grant. *Gulf Coast Transdisciplinary Research Recover Center for Community Health*, \$2,018,895. Co-Investigator.

### Peer-Reviewed Journal Articles

1. Fiscella, K., **Ransom, S.**, Jean-Pierre, P., Cella, D., Stein, K., Bauer, J. E., Crane-Okada, R., Gentry, S., Canosa, R., Smith, T., Sellers, J., Jankowski, E., & Walsh, K. (2011). Patient reported outcome measures suitable to assessment of patient navigation. *Cancer, 117*, 3601-3615.
2. Vandello, J. A., **Ransom, S.**, Hettinger, V., & Askew, K. (2009). Men's misperceptions about the acceptability and attractiveness of aggression. *Journal of Experimental Social Psychology, 45*, 1209-1219.
3. **Ransom, S.**, Sheldon, K. M., & Jacobsen, P. B. (2008). Actual change and inaccurate recall independently contribute to posttraumatic growth following radiotherapy. *Journal of Consulting and Clinical Psychology, 76*, 811-819.
4. Vandello, J. A., Cohen, D., & **Ransom, S.** (2008). U.S. Southern and Northern differences in perceptions of norms about aggression: Mechanisms for the perpetuation of a culture of honor. *Journal of Cross-Cultural Psychology, 39*, 162-177.
5. Gotay, C. C., **Ransom S.**, & Pagano, I. (2007). Quality of life in survivors of multiple primary cancers compared to cancer survivor controls. *Cancer, 110*, 2101-2109.
6. Jacobsen, P. B. & **Ransom, S.** (2007). Implementation of NCCN distress management guidelines by member institutions. *Journal of the National Comprehensive Cancer Network, 5*, 99-103.
7. **Ransom, S.**, McMillan, S. C., Azzarello, L. M., & Weitzner, M. A. (2006). Methodological issues in the recruitment of cancer pain patients and their caregivers. *Research in Nursing and Health, 29*, 190-198.
8. **Ransom, S.**, Sacco, W. P., Weitzner, M. A., Azzarello, L. M., & McMillan, S. C. (2006). Interpersonal factors predict increased desire for hastened death in late-stage cancer patients. *Annals of Behavioral Medicine, 31*, 63-69.
9. **Ransom, S.**, Jacobsen, P. B., Booth-Jones, M. (2006). Validation of the Distress Thermometer in bone marrow transplant patients. *Psycho-Oncology, 15*, 604-12.
10. Booth-Jones, M., Jacobsen, P. B., **Ransom, S.**, Soety, E., & Weitzner, M. A. (2005). Characteristics and correlates of cognitive functioning following bone marrow transplantation. *Bone Marrow Transplantation, 36*, 695-702.

11. **Ransom, S.**, Jacobsen, P. B., Schmidt, M., & Andrykowski, M. A. (2005). Relationship of problem-focused coping strategies to changes in quality of life following treatment for early stage breast cancer. *Journal of Pain and Symptom Management*, 30, 243-253.
12. Dechesne M., Pyszczynski T., Arndt J., **Ransom S.**, Sheldon K., van Knippenberg A. & Janssen J. (2003) Literal and symbolic immortality: The effect of evidence of literal immortality on self-esteem striving in response to mortality salience. *Journal of Personality and Social Psychology*, 84, 722–737.

#### **Book Chapters**

1. Anwar, D., Weiner, R. & Ransom, S. (In press). Communication in palliative care. In N. Vadevelu, R. Urman & J. M. Berger. *Essentials of palliative care*. New York: Springer
2. **Ransom, S.**, Anwar, D., Philip, E. J., & Pearman, T. P. (2012). Adult cancer-related pain. In R. J. Moore (Ed.). *Handbook of pain and palliative care across the lifecourse* (pp. 247-270). New York: Springer.

#### **Book Reviews**

1. **Ransom, S.** (2010). [Review of Chau Trinh-Shevrin, Nadia Shilpi Islam, and Mariano Jose Rey's *Asian American Communities and Health: Context, Research, Policy, and Action*]. *Journal of Immigrant and Minority Health*, 12, 270.
2. **Ransom, S.** (2006). [Review of Dan P. McAdams's *The Redemptive Self: Stories Americans Live By*]. *Journal of Positive Psychology*, 1, 234-236.

#### **Other Creative Works**

1. Ballester, D. A. P., Chan, P., & **Ransom, S.** (2007). *Development of a Case-Based Educational Tool for Mental Health Training in Primary Health Care* [Interactive Training DVD]. Porto Alegre, Brazil: Pontificia Universidade Católica do Rio Grande do Sul (PUCRS), Department of Psychiatry.

#### **Manuscripts Under Review/In Preparation**

3. **Ransom, S.**, Ford, C., McGehee, J. & Pagano, I. S. (In preparation). Development and validation of the Global Index of Self Righteousness.

#### **Scientific Abstracts/Poster Presentations/Plenary Presentations:**

1. Dao, V. T., Bondi-Marschner, L., **Ransom, S.**, Arosemena, F.A., & Lichtveld, M. Y. (2011, November). Context, community and disaster: Converting a cancer care community health navigation model for use in community disaster preparedness. Poster presented at the 139th Annual Meeting and Exposition of the American Public Health Association. Washington, DC.
2. **Ransom, S.**, & Jacobsen, P. B. (2010, April). Cancer-related positive expectancies: Optimism, faith or something else? Poster presented at the 31st Annual Meeting of the Society of Behavioral Medicine, Seattle, WA.
3. Rodrigue, M. K., **Ransom, S.**, Dini, C., Thibodaux, L., Barrois, M., & Pearman, T. P. (2010, February). Implementation of a distress screening program in a hospital-based cancer center. Poster presented at the 7th annual meeting of the American Psychosocial Oncology Society, New Orleans, LA.
4. **Ransom, S.**, & Pagano, I. (2009, February). "We like ourselves, don't we." Development and validation of the Global Index of Self Righteousness. Poster presented at the 10<sup>th</sup> annual conference of the Society for Personality and Social Psychology, Tampa, FL.

5. Khosbayar, A., & **Ransom, S.** (2008, August). Cultural values regarding male honor protect against domestic violence in Asians. Poster presented at the 10th Congress of Behavioral Medicine, Tokyo, Japan.
6. **Ransom, S.**, & Gotay, C. C. (2008, August). Correlates of posttraumatic growth among long-term cancer survivors. Poster presented at the 10th Congress of Behavioral Medicine, Tokyo, Japan.
7. Wasden, K. K. & **Ransom, S.** (2008, August). Methodological issues in the study of self-efficacy among patients with chronic non-malignant pain. Paper presented at the 10th Congress of Behavioral Medicine, Tokyo, Japan.
8. Leung, W. S., Miller, R. M., & **Ransom, S.** (2008, July). Those wonderful people across the sea: Positive out-group bias by Caucasians toward Asians. Poster presented at the 19th International Congress of Cross-Cultural Psychology, Bremen, Germany.
9. Tafuna, S., Miller, R. M., & **Ransom, S.** (2008, July). Differences in sibling relationships between the United States and the Pacific Island of Tonga. Poster presented at the 19th International Congress of Cross-Cultural Psychology, Bremen, Germany.
10. Pearce, J. J. & **Ransom, S.** (2008, July). Intrinsic religiosity: A mediator between ethnicity and self-esteem among both Asians and Caucasians. Poster presented at the 19th International Congress of Cross-Cultural Psychology, Bremen, Germany.
11. Smith, K. B., Miller, R. M., & **Ransom, S.** (2008, May). Orthography and the Stroop task: Japanese logographs yield shorter Stroop effect. Poster presented at the 20th Annual Convention of the American Psychological Society, Chicago, IL.
12. **Ransom, S.**, Transtrum, J., Jeong, J. S., & Carter, A. K. (2007, June). Cultural differences in the endorsement of spouse abuse. Poster presented at the 7th International Congress on Traumatic Stress, Buenos Aires, Argentina.
13. Carter, A. K., & **Ransom, S.** (2007, June). Shame, aggression and externalizing blame predict the endorsement of spouse abuse. Poster presented at the 7th International Congress on Traumatic Stress, Buenos Aires, Argentina.
14. **Ransom, S.**, Jacobsen, P. B., & Sheldon, K. M. (2007, March). Posttraumatic growth and the shift toward intrinsic goals during cancer treatment. Paper presented at the 4th annual meeting of the American Psychosocial Oncology Society, Austin, TX.
15. **Ransom, S.**, Subritsky, B. J., Chan, B. M. L., & Jacobsen, P. B. (2007, March). Predictors of personal meaning after treatment for early-stage breast and prostate cancer. Poster presented at the 4th annual meeting of the American Psychosocial Oncology Society, Austin, TX.
16. **Ransom, S.**, Wasden, K., & Jacobsen, P. B. (2007, March). Positive expectancies about cancer mediate between intrinsic religiosity and posttraumatic growth. Poster presented at the 4th annual meeting of the American Psychosocial Oncology Society, Austin, TX.
17. **Ransom, S.**, Wasden, K., Sorensen, M. J., Souvenir, S. V., & Hassett, A. L. (2006, November). Personal strengths and the experience of fibromyalgia syndrome: Shifting the focus to resilience. Poster presented at the 9th International Congress of Behavioral Medicine, Bangkok, Thailand.

18. Jacobsen, P. B., & **Ransom, S.** (2006, February). Adherence to NCCN Distress Management Guidelines among member institutions. Paper presented at the 3rd annual meeting of the American Psychosocial Oncology Society, Ameila Island, FL.
19. **Ransom, S.**, Sacco, W. P., Azzarello, L. M., Weitzner, M. A. & McMillan, S. C. (2006, February). Caregiver factors predict increased desire for hastened death in late stage cancer patients. Poster presented at the 3rd annual meeting of the American Psychosocial Oncology Society, Ameila Island, FL.
20. **Ransom, S.**, & Jacobson, P. B. (2005, May). Temporal comparisons and the perception of post-traumatic growth in early stage cancer patients. Poster presented at the Health Psychology Perspectives on Positive Life Changes, Benefit-Finding, and Growth Following Illness conference, Stoors, CT.
21. **Ransom, S.**, Jacobsen, P. B., Azzarello, L. M., & Weitzner, M. A. (2005, April). Religious well-being of terminal cancer patients and caregiver quality of life: A mediational model. Paper presented at the 26th annual meeting of the Society for Behavioral Medicine, Boston, MA.
22. **Ransom, S.**, Jacobsen, P. B., & Booth-Jones, M. (2005, January). Operating characteristics of the Distress Thermometer in bone marrow transplant candidates. Paper presented at the 2nd annual meeting of the American Psychosocial Oncology Society, Phoenix, AZ.
23. Vandello, J., **Ransom, S.**, & Blagg, C. (2005, January). Misguided impression management? Men's misperceptions about women and aggression. Poster presented at the Annual Meeting of the Society for Personality and Social Psychology, New Orleans, LA.
24. **Ransom, S.**, Azzarello, L., Weitzner, M. A., Mudimu, V., & Jacobsen, P. B. (2004, July). Mediators of spiritual beliefs and depression at end-of-life. Poster presented at the 112th annual convention of the American Psychological Association, Honolulu, HI.
25. **Ransom, S.**, Mudimu, V., Azzarello, L., & Weitzner, M. A. (2004, March). Loneliness mediates between alexithymia and depression at end-of-life. Poster presented at the 25th annual meeting of the Society for Behavioral Medicine, Baltimore, MD.
26. Mudimu, V., Azzarello, L., **Ransom, S.**, & Weitzner, M. A. (2004, March). Catastrophizing mediates between depression and cancer pain. Poster presented at the 25th annual meeting of the Society for Behavioral Medicine, Baltimore, MD.
27. **Ransom, S.**, Donovan, K. A., Jacobsen, P. B., Watson, I. S., & Andrykowski, M. A. (2004, February). Recovery in quality of life following breast cancer treatment: The influence of coping style. Paper presented at the 1st annual meeting of the American Psychosocial Oncology Society, Orlando, FL.
28. **Ransom, S.**, Donovan, K. A., Jacobsen, P. B. & Andrykowski, M. A. (2003, March). Correlates of cognitive complaints in women treated for breast cancer. Poster presented at the 24th annual meeting of the Society for Behavioral Medicine, Salt Lake City, UT.
29. **Ransom, S.** (2002, July). Supporting afterlife beliefs prevents defensive reactions to thoughts of death. Poster presented at the 2nd biannual international conference of the International Network on Personal Meaning, Vancouver, BC.

### **Clinical Experience**

1. **Founder and Executive Director.** Cognitive Behavioral Therapy Clinic of New Orleans. Provided comprehensive psychological services using evidence-based psychotherapeutic approaches in the Cognitive Behavioral family of psychotherapies (including CBT, Acceptance and Commitment Therapy, Motivational Interviewing, and other approaches) with individual adult patients and couples. In addition, provided intellectual and psychodiagnostic assessment to children. April 2012 to present.
2. **Psychologist.** Tulane University Medical Center, New Orleans, LA. Consultation/liaison with interdisciplinary medical staff and provision of individual psychotherapy and psychosocial assessment for adults with cancer and their families (CBT oriented). Pre-transplant assessments for individuals awaiting bone marrow transplantation and solid organ transplant (kidney, liver, pancreas, heart). June 2009 to April 2012.

Services provided for patients located in the following units:

- Tulane Cancer Center Comprehensive Clinic
  - Medical Oncology Clinic
  - Infusion Center
  - Radiation Oncology
- Tulane Bone Marrow Transplant Unit
- Tulane Abdominal Transplant Clinic
- Tulane Sickle Cell Day Hospital

3. **Behavior Specialist.** Home and Community Services of Hawaii, Waipahu, HI. Behavioral assessment and development of positive behavior treatment plans for individuals with developmental disabilities (Behavior therapy). April 2008 to May 2009.  
Supervisor: Kim Meyer, Ph.D.
4. **Clinical Psychology Fellow.** Brigham Young University Student Development Center, Laie, HI. Individual and couples psychotherapy to college age young adults (CBT oriented). August 2006 to April 2008. Supervisors: Maureen Rice, Ph.D., Kim Meyer, Ph.D.
5. **Clinical Psychology Intern.** UMDNJ-Robert Wood Johnson Medical School. August 2005 to August 2006  
*Major Rotation*  
Cancer Institute of New Jersey, New Brunswick, NJ. Individual psychotherapy for adults with cancer and their families (CBT oriented).  
Supervisor: Linda Patrick-Miller, Ph.D.

#### *Minor Rotations*

University Behavioral Healthcare (Extended Adult Outpatient Program), New Brunswick, NJ. Individual psychotherapy for adults with serious mental illness (CBT oriented).  
Supervisor: Deborah Riviere, Ed.D.

Robert Wood Johnson University Hospital, Department of Rheumatology, New Brunswick, NJ. Individual psychotherapy for adults with chronic pain syndromes (CBT oriented).  
Supervisor: Afton Hassett, Psy.D.

Psychology Assessment Lab, Department of Psychiatry, UMDNJ-Robert Wood Johnson Medical School, Piscataway, NJ. Comprehensive psychological assessment (neuropsychological, intellectual & objective personality testing).  
Supervisors: Steve Sohnle, Ph.D., Lee Hyer, Ph.D.

- Trenton Area QuitCenter, Trenton, NJ. Individual and group psychotherapy for adults with tobacco dependence (motivational interviewing).  
Supervisor: Marc Steinberg, Ph.D.
6. **Research Clinician.** Department of Psychosocial Oncology and Palliative Care, H. Lee Moffitt Cancer Center, Tampa, FL. Individual therapy for caregivers of patients with cancer-related pain. Co-wrote therapy manual for five-session intervention that focused on pain education and stress management. May 2003 to August 2005.  
Supervisors: Susan McMillan, Ph.D., Michael Weitzner, M.D., Paul Jacobsen, Ph.D.
  7. **Psychometrician.** Memory Disorders Clinic, Department of Psychiatry and Behavioral Medicine, University of South Florida, Tampa, FL. Neuropsychological assessment and report writing. January 2003 to April 2003.  
Supervisor: Timothy Crowell, Psy.D.
  8. **Graduate Clinician.** Psychological Services Clinic, Department of Psychology, University of South Florida, Tampa, FL. August 2001 to August 2005. Psychological assessment and therapy for a variety of child and adult populations.  
Supervisors: Cynthia Cimino, Ph.D. (Adult & Child Assessment); Paul B. Jacobsen, Ph.D. (Adult Assessment); Vicki Phares Ph.D. (Child Assessment); Maria dePerczel-Goodwin, Ph.D. (Child Therapy); Trevor Stokes, Ph.D. (Child Therapy); Evelyn Hernandez, Psy.D. (Survivors of Torture Clinician Group)

#### **Other Education:**

Society for Clinical and Experimental Hypnosis, Intermediate Workshop in Clinical Hypnosis, New Orleans, LA, Sept. 2011.

American Society of Clinical Hypnosis, 3-Day Regional Workshop, "The Fundamentals of Hypnosis," New Orleans, LA, Dec., 2010.

Beck Institute for Cognitive Therapy & Research, Bala Cynwyd, PA. 5-Day Cognitive Therapy Workshop, Bala Cynwyd, PA, May, 2007.

#### **Teaching Experience**

##### **1. University Courses:**

- 2011 **Facilitator:** *T2 Human Behavior*; Department of Psychiatry & Behavioral Sciences, Tulane University School of Medicine, New Orleans, LA
- 2006-2009: **Course Instructor:** *Introduction to Psychology (PSY 111)*, Department of Psychology, Brigham Young University-Hawaii, Laie, HI
- 2006-2009: **Course Instructor:** *Abnormal Psychology (PSY 440)*, Department of Psychology, Brigham Young University-Hawaii, Laie, HI
- 2006-2009: **Course Instructor:** *Systems of Psychotherapy (PSY 450)*, Department of Psychology, Brigham Young University-Hawaii, Laie, HI
- 2006-2009: **Course Instructor:** *Health Psychology (PSY 390R)*, Department of Psychology, Brigham Young University-Hawaii, Laie, HI
- 2008: **Course Instructor:** *Senior Research Seminar (PSY 490)*, Department of Psychology, Brigham Young University-Hawaii, Laie, HI
- 2003: **Course Instructor:** *Personality (PPE 4003)*, Department of Psychology, University of South Florida, Tampa, FL
- 1999: **Lab Instructor:** *Elementary French (FREN 101)*, Department of Languages and Linguistics, Brigham Young University-Hawaii, Laie, HI

##### **2. Invited lectures, colloquia, national symposia, and other courses**

1. **Ransom, S.** (2012, February). *Anxiety and Depression in Cardiac Patients*. Cardiology Grand Rounds, Department of Cardiology, Tulane University School of Medicine, New Orleans, LA.
2. **Ransom, S.** & Blaya, M. (2011, March). *Frankly speaking about liver cancer*. Cancer Support Community workshop presented at the Tulane Cancer Center, New Orleans, LA.
3. **Ransom, S.** (2011, January). *Distress screening in medical patients: The long, short, and ultra-short of it*. Cardiology Grand Rounds, Department of Cardiology, Tulane University School of Medicine, New Orleans, LA.
4. **Ransom, S.** (2010, April). *Cardiac psychology for the 21<sup>st</sup> century*. Cardiology Grand Rounds, Department of Cardiology, Tulane University School of Medicine, New Orleans, LA.
5. **Ransom, S.** (2010, April). *State of the science: Patient reported outcomes in patient navigation*. National Leadership Summit on Patient Navigation, American Cancer Society, Atlanta, GA
6. **Ransom, S.** & Blaya, M. (2010, February). *Frankly speaking about liver cancer*. Cancer Support Community workshop presented at the Tulane Cancer Center, New Orleans, LA.
7. **Ransom, S.** (2008, March). *The Hokuloa: Why is BYU-Hawaii losing its countercultural voice?* University Honors Program, Brigham Young University-Hawaii, Laie, HI.
8. **Ransom, S.** (2007, February). *Cancer-related posttraumatic growth*. University Honors Program, Brigham Young University-Hawaii, Laie, HI.
9. **Ransom, S.** (2007, July). *The BATHE Model: A useful tool for mental health screening in primary care*. Department of Psychiatry, Pontificia Universidade Católica do Rio Grande do Sul, Porto Alegre, Brazil.
10. **Ransom, S.** & Azzarello, L. M. (2004, July). *The power of words: Writing better research and clinical reports*. Workshop presented at the 112th Annual Convention of the American Psychological Association, Honolulu, HI. (Also presented at the Clinical Brown Bag Series. Department of Psychology, University of South Florida, Tampa, FL.)

# SHEILA SUNDAR

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728 Eleonore Street New Orleans, Louisiana 70115  
Mobile: 504.252.1615 Email: sheilasundar@gmail.com

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Education program director, curriculum developer, and teacher educator. Significant experience in both non-profit and public education settings. Track record of success incorporating new curriculum and teaching methodologies designed to foster student engagement and inquiry, both internationally and domestically. Significant experience teaching and developing curricula in the fields of global education and civic engagement.

## EDUCATION

**TEACHERS COLLEGE, COLUMBIA UNIVERSITY**, New York, New York  
Master of Arts in English Education, December 2004

**HAMPSHIRE COLLEGE**, Amherst, Massachusetts  
Bachelors of Arts in Education and Women's Studies, May 2003

**FOREIGN SERVICE INSTITUTE**, Arlington, Virginia  
Arabic Language Program, May 2010-October 2010

**BREADLOAF WRITERS' CONFERENCE**  
Fiction Writing Program, August 2009

## PROFESSIONAL EXPERIENCE

**DIRECTOR OF LITERACY-FirstLine Schools-New Orleans, Louisiana**  
December 2012-Present

Oversee and strengthen literacy instruction at FirstLine Schools' five charter schools. Work closely with school directors and Literacy Integration Specialists to develop curriculum, assessment, and professional learning plans and to support their implementation at each school. Engage in regular data and problem-solving conversations with daycare providers, school directors and instructional leaders. Lead on-going communication with all key stakeholders regarding this initiative.

- Developing a research-based instructional framework for literacy instruction across the FirstLine network.
- Developing Common Core aligned curricular units, teacher resources, and assessments to support classroom instruction across the FirstLine network.

**EDUCATION MANAGER – Education for Employment – Cairo, Egypt**  
August 2011 – August 2012

Develop and manage workforce-driven educational program for Egyptian youth. Design and adapt curricula to meet the challenges facing unemployed and underemployed youth. Introduce critical thinking and student-centered teaching through rigorous professional development, teacher collaboration, and teacher-led curricular planning. Hire, train, and support team of six teachers and one associate. Manage budget of over \$400,000 to support teacher salaries, curricular materials, and professional development.

- Developed and delivered EFE Egypt's "Musharaka" Civic Engagement Program to equip students from public universities to serve their communities. Oversaw student internships at local NGOs, and facilitated teacher-development of curricula to foster student engagement.
- Facilitated professional development workshop for affiliate teachers in Palestine to introduce curriculum mapping, collaboration, and lesson planning.
- Developed partnership with Harvard Law School's Program on Negotiation to incorporate and adapt curricular materials for EFE classrooms. Began a region-wide initiative to introduce negotiation and conflict resolution skills in classrooms throughout EFE offices in six countries.

**CURRICULUM DEVELOPER – AMIDEAST – Cairo, Egypt**  
January 2011 – August 2011

Developed Access Program, administered by the United States Department of State, to teach democracy and human rights to students enrolled in Egyptian government high schools.

**CURRICULUM DEVELOPER AND EDUCATION PROJECT MANAGER – Propeller Films – Brooklyn, New York**  
June 2008 – August 2011

Developed curriculum for documentary film, Watchers of the Sky, to engage students, educators, and community

**Sheila Sundar**

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groups in questions of genocide and humanitarian intervention. Utilized curriculum as teacher training tool, and organized related workshops focusing on human rights education. Managed and implemented education outreach project, including budget and staffing, for documentary film company. Developed original curriculum to accompany the film, The Recruiter, addressing issues of national service, patriotism, recruitment, and the choices faced by young people during times of war.

- Published curriculum through HBO Films.
- Awarded \$20,000 grant by the Fledgling Fund to manage project and achieve outreach goals.

**TEACHER** – Urban Assembly School for Law and Justice – Brooklyn, New York

September 2007 – June 2008

Taught eleventh grade Research Writing and History course to a diverse population of public school students.

- Developed original curricula to establish a “Peace and Reconciliation Studies” focus for the course.
- Developed original curricular material to teach the Israeli-Palestinian conflict, the history of Rwanda, and the ongoing genocide in Sudan. Focused each unit of study on the roots of conflict, the role of everyday people and the international community in achieving peace, and the pursuit of justice and reconciliation.
- Through original curricular material, established school’s first “Peace and Reconciliation Studies” course.
- Arranged presentations by guest speakers including Holocaust survivor Sally Frischberg and former aid worker during the 1994 Rwandan genocide, Carl Wilkens.

**TEACHER** – Salk School of Science – New York, New York

September 2005 – June 2007

Taught eighth grade history and English courses. Developed original curricula to teach historical analysis through primary source documents, literary analysis through critical theory, creative writing, and English grammar for a diverse population of public school students.

- Established school’s first collaborative team teaching class, combining general and special education students.
- Implemented and managed after school program focusing on English language instruction for non-native English speaking students.

**TEACHER** – Secondary School for Research – Brooklyn, New York

January 2005 – June 2005

Taught sixth grade history and English course.

- Expanded literacy initiative to serve a school-wide population through local author series and spelling bee. Established relationships with community artists and businesses to raise support for and participation in each event.

**SERVICE COORDINATOR** – Early Intervention Center of Brooklyn – Brooklyn, New York

June 2003 – December 2003

Developed and implemented special education plans for children from birth to age three. Oversaw the implementation of plans in each child’s classroom, and worked with families to help them serve their children’s educational needs in the home.

## **PUBLICATIONS AND AWARDS**

**THE RECRUITER – CURRICULUM AND TEACHER’S GUIDE**

<http://www.propellerfilms.com/recruiter/resources/>

**MONEY FOR WOMEN/BARBARA DEMING MEMORIAL FUND, INC.**

One of eleven recipients selected to receive the 2010 award for feminist women in the arts

**GLIMMER TRAIN**

Winner of 2009 “Best Start” competition for fiction writing

## **LANGUAGES**

Spanish (proficient); Egyptian Colloquial Arabic (proficient); Modern Standard Arabic (proficient); Tamil (proficient in spoken language)

**Sheila Sundar**



## Tessa Jackson

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New Orleans, LA 70125

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(504) 638-8243

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### SUMMARY OF QUALIFICATIONS

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- Former Rockefeller Fellow in urban redevelopment
- Over a decade of experience in socially-responsible business leadership and investing
- Experience structuring and underwriting complex real estate transactions, including NMTC and LIHTC deals
- Working knowledge of federal affordable housing, community development and disaster recovery programs
- Expert at analyzing and devising strategies to address social and economic issues
- Adept at working with economically, racially and socially diverse stakeholders

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### PROFESSIONAL EXPERIENCE

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#### **AFL-CIO INVESTMENT PROGRAM**

New Orleans, LA

*Gulf Coast Investment Officer, AFL-CIO Housing Investment Trust (HIT)*

2010-Present

*Program Manager, AFL-CIO Investment Trust Corporation (ITC)*

2007-2010

Perform origination and underwriting for potential debt investments in multi-family housing and healthcare projects. Perform due diligence for New Markets Tax Credit (NMTC) investments for the HIT's Building America CDE. Provide development technical assistance to nonprofit developers. Coordinate efforts with local building trades to obtain project labor and community benefits agreements in conjunction with HIT financing requirements. Managed initiatives associated with ITC's efforts to invest \$700 million in the Gulf Coast region after Hurricane Katrina. Significant accomplishments include:

- Evaluated and underwrote over \$250 million in real estate deals for investment committee approval in 2012
- Created NMTC intake and deal evaluation documents for HIT's Building America CDE
- Managed a project to build 60 green, energy-efficient infill single-family homes in a neighborhood flooded during Hurricane Katrina
- Developed the recovery strategy for a failing manufactured housing plant, and helped secure \$3 million in additional NMTC equity along with \$750,000 in Urban Development Action Grant (UDAG) funding
- Worked with a group of public housing residents to create a nonprofit development corporation to facilitate the acquisition and redevelopment of their complex under the HUD Section 32 program

#### **TRICKLE UP, INC**

New Orleans, LA

*US Field Officer, Delta/Gulf Coast Region*

2006-2007

Oversaw regional operations for an international microenterprise program that provided seed capital to low income entrepreneurs. Developed entrepreneur training programs and materials. Established and managed program partnerships with community development corporations and regional small business centers. Significant accomplishments include:

- Doubled the total number of businesses funded in the Delta/Gulf Coast region
- Developed financial management tools daycare providers and for low literacy entrepreneurs
- Increased the number of regional program partners by 25% and expanded the program footprint into Alabama
- Conducted a business assessment workshop at the Association for Enterprise Opportunity's annual conference

#### **THE SPRING GROUP**

New Orleans, LA

*Principal*

2001-2005

Developed business and strategic plans for entrepreneurs and small businesses. Identified and evaluated new business opportunities. Managed client and contractor relationships. Business ceased operations after Hurricane Katrina. Representative projects include:

- Developed a strategic plan for a tradeshow company and helped the founders pursue venture capital to expand into new geographic markets
- Created a client intake process for a social service nonprofit to help it comply with state funding requirements
- Conducted market research and used the findings to develop a strategic plan to re-position a group of funeral homes in response to changing demographics

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**COMPUTER SCIENCES CORP. CONSULTING GROUP/CSC INDEX** Chicago, IL; San Francisco, CA  
*Senior Consultant* 2000-2001  
*Consultant* 1998-2000

Created performance improvement and restructuring initiatives for Fortune 500 companies. Created intellectual capital for consulting projects. Identified, evaluated and advised clients on business opportunities and acquisitions. Significant accomplishments include:

- Served as the lead consultant for two corporate acquisition projects
- Created a framework for evaluating and selecting new business opportunities
- Evaluated the commercial viability of a new software product. Work included projecting sales growth, start-up costs and return on investment
- Co-developed the E-Strategy Practice's *New Consultant Training* class

**ROBERTS FOUNDATION & ENTERPRISE DEVELOPMENT FUND (REDF)** San Francisco, CA  
*Farber Summer Fellow* 2007

One of nine summer fellows selected from top MBA programs to provide strategy and business planning assistance to REDF-supported nonprofit business enterprises

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### EDUCATION AND PROFESSIONAL DEVELOPMENT

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**MASTER OF BUSINESS ADMINISTRATION IN ENTREPRENEURSHIP AND STRATEGY**  
*University of California Berkeley, Haas School of Business* Berkeley, CA

- Received special program certificate in Entrepreneurial Studies
- Provided consulting services to start-ups and nonprofits, as a member of the Berkeley Solutions Group
- Teaching assistant for graduate-level business communication course

**GRADUATE CERTIFICATE IN URBAN REDEVELOPMENT**  
*University of Pennsylvania, Center for Urban Redevelopment Excellence* Philadelphia, PA

- One of 24 Rockefeller Foundation Redevelopment Fellows selected to study urban redevelopment issues in New Orleans and assist local organizations with post-Katrina recovery efforts

**BACHELOR OF ARTS AND SCIENCE IN MECHANICAL ENGINEERING AND STUDIO ART**  
*Stanford University* Stanford, CA

**COLLABORATIVE NEGOTIATIONS TRAINING**  
*Conflict Resolution, Research and Resource Institute* Tacoma, WA

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### NONPROFIT & COMMUNITY INVOLVEMENT

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**HOTEL HOPE** New Orleans, LA  
*Board Member* 2012-Present

**TRANSITION TEAM NEW ORLEANS FOR MAYOR-ELECT MITCH LANDRIEU** New Orleans, LA  
*Member, Housing Taskforce—Land Acquisition, Disposition & Management Working Group* 2010

- Helped formulate policy and strategic recommendations on how the new administration should address the acquisition, management and disposition of city-owned real estate assets

**YOUNG ASPIRATIONS/YOUNG ARTISTS, INC (YA/YA)** New Orleans, LA  
*Board Member* 2006-2010

**NEW ORLEANS PUBLIC LIBRARY (NOPL)/NOPL FOUNDATION** New Orleans, LA  
*Board Member/Trustee* 2004-2006

- As a member of the Strategic Planning Committee, played a significant role in developing the library's post-Hurricane Katrina business plan and recovery strategy