

Lolita D. Cleveland, MPA Th.D.

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AREAS OF EXPERTISE

Operations Management Planning	Business Development	Volunteer/ Events
Strategic Planning	Program Management	Nonprofit Development
Board Development	Administration	Community
Collaboration		

EDUCATION:

Empowerment of Truth Seminary & Bible College, Chicago, IL 2018
Doctorate of Theology

Walden University, Minneapolis, MN
2012

Master's Public Administration/Non-Profit Management/Leadership

Grambling State University, Grambling, LA
1998

Bachelors of Art Psychology

PROFESSIONAL EXPERIENCE:

Prairie State College 2017-Current
Adjunct Professor
Matteson, IL

- Provide class lecture on Medical Terminology/Computer Keyboarding
- Assist students in learning the proper medical terms within the medical field
- Aid students you learning objectives and career opportunities
- Implement vocational training to new and continuing education students

Youth Guidance

Community Resource Coordinator

2015-Current

- Maintain and strengthen the bridge between schools and the community
- Develop and implement Out of School Time programming
- Facilitate and provide leadership for collaborative partnerships within a school neighborhood
- Provide supervision for 10-12 instructors
- Act as a liaison to engage parents and the community
- Provide strategic planning for youth development through academics and extra-curricular activities
- Maintain budget and grant components for multiple locations and funding sources

CRUMB Enterprises

CEO/Founder

2012-Current

- Provide education/administration to new leaders and administrators of small businesses, nonprofit and ministries on strategic planning, business development and initial establishment.
- Facilitate live and virtual planning workshops for leaders of small businesses and nonprofit ministries to ensure strategic goals are properly aligned with the organization's vision and mission.
- Lead mastermind groups for local small business and nonprofit ministries
- Implement trainings for nonprofits and ministries in the area of Outreach, Missions, Evangelism, Board Structure, Administration Structure, Utilizing Nonprofit Collaboration
- Provide credentialing assistance to new and existing medical doctors

BIR Training Center
Adjunct Instructor/Student Services
2012-2015

- Provide class lecture/practicum on Medical Office Administration
- Conduct review sessions for the (CMAA) Certified Medical Administrative Assistant Test.
- Assist students with financial and academic guidance
- Aid students with program assist decisions
- Implement referral information based on student situations (complaints, graduation, homelessness)
- Proctor the NHA national certification exams.

Dejean W.E.L.L.ness
Office Manager
2009-2012

- Provide oversight for administrative, office management, and community relation functions and staff.
- Implemented operations for health information management and patient registration services
- Developed importing protocol for transferring paper charts into the EMR software system.
- Improved face to face customer service and reduced the check-in process by 90 seconds through reorganization of the front desk operations
- Served as site lead for implementation of electronic medical record.
- Maintained all medical doctors credentialing requirements.

Tribe of Judah Learning Center
Executive Director
2010-2012

- Enable the board to fulfill its governance responsibilities, implement the strategic goals and objectives of the organization.
- Provide direction and leadership toward consistent achievement of the organization's mission, financial, and program goals.
- Develop new mission statement reflecting direction of management, volunteers, and staff.
- Lead the board development and recruitment process, policies, and job descriptions.
- Successfully obtained 501(c)3 recognition from the IRS.
- Create and monitor organization structure, operating systems, and performance standards.
- Lead annual strategic planning sessions for board, and volunteers.
- Prepare annual operating budget; advise Board Chairman and Executive Committee on policy issues.

Knowledge Learning Corp
Pre-K Coordinator
2004-2009

- Worked with management in recruiting, orientating and training new teachers
- Responsible for implementing the State of Georgia Pre-K program requirements
- Generated staff development, evaluations and contracts
- Assisted with set-up and maintenance of state required tracking databases
- Develop classroom presentation and set-up
- Ensured all classrooms provided cognitive, physical, personal and social developmental learning
- Provided staff , board and volunteer development trainings

PROFESSIONAL AFFILIATION

ASPA, American Society of Public Administration

RECOGNITION AND HONORS:

State of Georgia, Excellence Award: Student Development 2006

NONPROFIT AFFILIATION

Board of Director, DIADEM International

Board of Director, PEER PLUS, Inc.

Board of Director, Circle Ruth Women's Ministry

Committee Member, BIGG Hearted Foundation