

## Nicole Wheelwright

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**From:** noreply@civicplus.com  
**Sent:** Saturday, January 25, 2025 9:48 AM  
**To:** Nicole Wheelwright  
**Subject:** Online Form Submittal: EDC Post Secondary Education Representative Member - Jan 2025

### EDC Post Secondary Education Representative Member - Jan 2025

This recruitment will remain open until filled.

First Name	Frank
Last Name	Argumedo
Primary Phone	[REDACTED]
Alternate Phone	<i>Field not completed.</i>
Home Address	[REDACTED], Beaumont, CA 92223
Address 2	<i>Field not completed.</i>
Email	[REDACTED]
Occupation/Profession	<i>Field not completed.</i>
Employer Name	<i>Field not completed.</i>
Are you 16 year of age or older?	Yes
Do you represent a local business or industry within the limits of the City of Beaumont?	Yes
Questions	
Are you aware of any conflicts, financial or otherwise, which could affect your appointment as an Economic	No

Development  
Committee member?

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If you answer "Yes",  
please explain

No

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Qualifications - Briefly  
state your  
qualifications, including  
any education, skill, or  
background related to  
economic development  
functions

Veteran United States Marine Corps Infantry 2013-2017  
Bachelors in Sociology from the University of Arizona minor in  
Spanish (Fluent in Spanish)  
Masters Degree Higher and Post Secondary Education from  
Arizona State University  
Worked in Higher Education since 2018. Working at the  
University of Arizona, Arizona State University, Colorado State  
University and Grand Canyon University.  
Worked in developing fundraisers for local non profits through  
University efforts.  
Managed budget and purchases for student organizations

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Additional Information

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Resume

[Frank Argumedo Resume.docx](#)

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Additional Information

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# FRANK ARGUMEDO

## COORDINATOR

OFFICE COORDINATION • CRITICAL THINKING • RELATIONSHIP BUILDING

*Expertise in driving operations to ensure the attainment of organizational goals*

Energetic professional with experience providing customer service in fast-paced environments. Self-motivated with exceptional ability to manage both staff and office issues exercising tact and good sense. Apply advanced critical thinking skills in a working environment where multi-tasking skills are essential. Seeking to forge a long-term relationship with an organization that values integrity and a positive attitude. Possess a strong commitment to team environment and efficiently work under pressure and within appropriate time allotments. Fluent in Spanish, oral and written. Proficient with Word, Excel, PowerPoint, and Outlook. 5 years of experience working with and/or leading students in a college setting.

### Core Competencies:

Operational Leadership · Strategic Planning · Training & Development · File Management  
Customer Service · Project Coordination · Process Improvement · Data Entry · Relationship Development  
Organizational Effectiveness · Resource Management · Event Management · Time Management

## EDUCATION

### ARIZONA STATE UNIVERSITY, Tempe, AZ

Master's Degree in Higher & Postsecondary Education (2020)

### UNIVERSITY OF ARIZONA, Tucson, AZ

Bachelor's Degree in Sociology; Minor in Spanish (2019)

## PROFESSIONAL EXPERIENCE

### Grand Canyon University, Phoenix, AZ

2023–2024

#### Accreditation Administrator- Office of Academic Compliance

The Accreditation Administrator oversees all accreditation for the College of Nursing. This role provides support and interpretive guidance on accreditation standards to higher education institutions and evaluators before, during, and after on-site evaluation visits to assess compliance with the Standards of Accreditation. Prepared documents must be perfect to submit to the board in order to keep all courses in the College of Nursing accredited for students in attendance.

- Coordinate all aspects of the accreditation process for assigned school visits, including but not limited to scheduling visits, developing teams, preparing materials, providing administrative support for visit meetings, editing reports, maintaining records, and responding to inquiries.
- Evaluate school documentation for compliance with established standards, as well as provide consultative guidance and feedback to schools with respect to the application of standards at the practical level.
- Provide assistance to volunteers and Commissioners during their accreditation meetings related to their decision-making.
- Prepare draft correspondence (Commission Action Letters) to schools summarizing the Commission's accreditation decisions.

- Assist with additional accreditation initiatives, determined through consultation with their supervisor, based on organizational need and the coordinator's skills and interests.

**Colorado State University, Fort Collins, CO**  
**Coordinator Student Engagement- University Housing**

2022– 2023

The Coordinator for Student Engagement is responsible for fostering an environment conducive to both personal and professional growth for students, and achieving the objectives of a successful University Housing program that connects to the academic mission of CSU. This position oversees the programmatic aspects of a comprehensive student engagement and student leadership program for residential communities. Primary responsibilities include: coordinating and implementing a student engagement and student leadership program, advising student and residential organizations, including advising Residence Hall Association and National Residence Hall Honorary; providing leadership for fostering and supporting inclusive residential communities; and serves as a liaison to campus partners related to student engagement and leadership.

- Supervision of various levels of staff
- Experience advising student organizations
- Experience working with people from a broad diversity of backgrounds
- Experience with analyzing and resolving conflict, team building, group dynamics
- Demonstrated ability for problem solving
- Demonstrated ability to establish and maintain collaborative working relationships
- Experience with managing budgets and fiscal processes
- Experience with residential communities in college/university setting
- Experience serving in several hiring committees up to the assistant director level

**Arizona State University, Phoenix, AZ**  
**Community Director- University Housing**

2021– 2022

Engaged in the management of residential communities and responsible for activating a First Year and Second Year Residential College and Beyond Experience for live-on communities. Helped run a residence hall with about 1300 students. Supervised 12 student staff and conducted training upon arrival in order for them to be successful Community Assistants. Conducted a duty rotation where calls include conduct and crisis response. Knowledge of supervisory practices and principles; supervisory skills. Knowledge of crisis intervention strategies; helping skills with Student Advocacy. Understanding of and commitment to intercultural competency and a diverse campus community. Effective oral and written communication skills; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds. Knowledge of administrative practices; organizational skills. Ability to work independently and meet multiple task deadlines. Duties include the following:

- Adjudicating student conduct hearings and assign developmental sanctions for policy violations
- Experience working with vendors and abiding by allocated budget.
- Integral interviewer of candidates and providing feedback during the hiring process of Community Assistants

- Student Engagement by helping Student Staff create events for residents
- Advising the Residence Hall Association and The Asian American Association
- Working with Housing Assignment Services to work with room transfers and mediate roommate conflict.
- Leadership and role modeling
- Community development

**Arizona State University, Phoenix, AZ**

2019 – 2021

**Coordinator – Clubs and Organizations, Student Engagement Dean of Students DPC and Residential Life**

Managing daily operations and overseeing over 90 Clubs and Organizations at Arizona State’s Downtown Phoenix Campus. Advises two different clubs and supervises over 10 student employees in different desk positions. Serves as a branch administrator for the online portal where clubs live, which is on SunDevilSync Engage. Handles club updates, registrations and troubleshooting issues. Conducts and leads event initiatives university-wide for Student Engagement and Heritage Month celebrations. Communicates via email to parents, students, and other university affiliates. Develops and distributes marketing for events university-wide, due to prior experience in internship with EOSS Marketing. Developed the student handbook for advisors, developed training for advisors and was involved in the development of a curriculum for Leadership and Development. Knowledge of supervisory practices and principles; supervisory skills.. Effective oral and written communication skills; ability to communicate effectively with individuals from a variety of culturally diverse backgrounds. Knowledge of administrative practices; organizational skills. Ability to work independently and meet multiple task deadlines. Ability to establish and maintain effective student and staff relationships. Knowledge of student development theory and practice.

- Conducted and led Involvement Fairs with over 700 attendees involving hundreds of clubs and organizations both virtual and in person.
- Experience working with vendors and abiding by allocated budget.
- Integral interviewer of candidates and providing feedback during the hiring process.
- Served as advisor for the Asian American Association, which a cultural club on the Phoenix Campus.
- Served as advisor for Inferno Insiders, which a club that conducts game day operations to establish affinity on campus.
- Developed and led both workshops for clubs and advisors.
- Cross collaboration with different ASU campuses.
- Student Advocacy and Assistant during COVID-19 pandemic.

**UNIVERSITY OF ARIZONA, Tucson, AZ**

2018 – 2019

**Office Coordinator – Housing & Residential Life Off-Campus Housing**

Answer and respond to phone calls from parents and students regarding off-campus housing, providing exceptional customer service. Create and input forms through Excel. Coordinate with various properties featured through the Featured Lister’s Program. Assist with troubleshooting technical issues with website. Communicate via email to parents, students, and other university affiliates. Help create housing listings and provide information to companies for advertisements. Receive, process, and deposit checks. Monitor budget and inform supervisor of status.

- Conduct and lead monthly Housing Fairs on campus with 800 to 1,000 attendees, involving collaborating with 25 properties, handing out flyers, and interacting with students and families.
- Integral participant in the interviewing of candidates and providing feedback during the hiring process.
- Worked with students removed from housing and different conduct cases.

**UNITED STATES MARINE CORPS, Marine Corps Base Hawaii, HI**

2013 – 2017

**Infantry Rifleman / Lead**

Documented and processed classified materials. Led training exercises while serving as team leader for up to 5 people. Supervised live fire events. Performed office administrative duties, including, making calls, generating paperwork, and maintaining files. Completed multiple overseas deployments.

- Recipient of Good Conduct Medal for three years of exhibiting violation-free and infraction-free behavior.
- Maintained 100% accountability of all assigned equipment (all team and squad – rifles and night vision goggles, equipment in backpacks) worth \$100K+.

### **Arizona State University, Phoenix, AZ**

2020 - 2022

#### **Muay Thai Instructor**

Instructed students at the Sun Devil Fitness and Wellness center by conducting and leading group fitness classes. The group fitness classes are designed to teach students the art of Muay Thai, self-defense and empowerment.

- CPR Certified
- Instructed both virtual and in-person

#### **Committees**

- |  |             |
|--|-------------|
| • Hispanic and Latinx Heritage Month Committee                   | 2020 - 2021 |
| • Native American Heritage Month Committee                       | 2019 - 2021 |
| • Inferno Insiders Advisors Committee                            | 2020 - 2021 |
| • Leadership Development Pilot Committee                         | 2020 - 2021 |
| • ENGAGE! Virtual Org Fair University-Wide Planning Committee    | 2020 - 2021 |
| • Interfaith Harmony Week Committee                              | 2019 - 2021 |
| • Culture Fest Planning Committee                                | 2020 - 2021 |
| • Pitchfork Awards Planning Committee                            | 2020 - 2021 |
| • Residential Director Hiring Search Committee                   | 2022 - 2022 |
| • Coordinator of Diversity and Inclusion Search Committee        | 2022 - 2022 |
| • Assistant Director for Training and Selection Search Committee | 2023 - 2023 |

#### **Awards**

- **AP Star Award (Colorado State University-Campus Wide):** The AP Star Award was created to express appreciation by recognizing the accomplishments of administrative professional employees who have demonstrated outstanding individual performance at CSU. The goal is to recognize APs who make a difference and “shine” in the CSU community.
- **Pat Tillman’s Veterans Honor Roll Recipient (Arizona State University):** To recognize those who have gone above and beyond to support members of our student veteran and military community.
- **SUN Award (3) (Arizona State University):** It is a thoughtful, positive way to honor an employee for supporting university goals. Faculty, staff and students can win this award by demonstrating individual excellence.
- **Good Conduct Medal (Marine Corps):** Three years of exhibiting violation-free and infraction-free behavior.

## Nicole Wheelwright

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**From:** noreply@civicplus.com  
**Sent:** Monday, January 13, 2025 9:46 PM  
**To:** Nicole Wheelwright  
**Subject:** Online Form Submittal: EDC Post Secondary Education Representative Member - Jan 2025

### EDC Post Secondary Education Representative Member - Jan 2025

This recruitment will remain open until filled.

First Name	LISANDRA
Last Name	PATIN
Primary Phone	██████████
Alternate Phone	<i>Field not completed.</i>
Home Address	████████████████████
Address 2	<i>Field not completed.</i>
Email	████████████████████
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Are you 16 year of age or older?	Yes
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Questions	
Are you aware of any conflicts, financial or otherwise, which could affect your appointment as an Economic	No

Development  
Committee member?

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If you answer "Yes",  
please explain

I am not aware of any conflicts, financial or otherwise, that could affect my appointment as a member of the Economic Development Committee for the City of Beaumont. I am committed to maintaining transparency and ensuring my participation aligns with the City's vision and objectives for economic development.

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Qualifications - Briefly  
state your  
qualifications, including  
any education, skill, or  
background related to  
economic development  
functions

I hold a Master of Business Administration (MBA) and a Bachelor of Science in Business Management Technology, which have provided me with a strong foundation in business strategy, organizational management, and economic analysis. My professional background includes over 14 years of experience in workforce development, training program design, and stakeholder engagement, with a focus on aligning initiatives to community and organizational goals.

As a Senior Faculty Training & Development Specialist, I collaborated with leaders to design programs that enhanced workforce readiness and educational outcomes, directly supporting local economic growth. My experience as a Business Analyst further honed my skills in budget management, data analysis, and strategic planning, all critical components of effective economic development initiatives.

Additionally, I am deeply invested in the City of Beaumont and its future, both professionally and personally. My skills in fostering collaboration, managing resources, and leveraging data to inform decision-making align with the Economic Development Committee's goals of fostering growth and creating opportunities for the community.

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Additional Information

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Resume

[Patin.Lisandra.Resume.pdf](#)

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Additional Information

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# LISANDRA PATIN

BEAUMONT, CA | [REDACTED] | [REDACTED] | [LINKEDIN.COM/IN/LISANDRAPATIN/](https://www.linkedin.com/in/lisandrapatin/)

## Transforming Organizational Performance Through Strategic Learning, Operational Excellence, and Data-Driven Solutions

### AREAS OF EXPERTISE

- ✓ Leadership and Strategic Planning
- ✓ Data-Driven Decision Making
- ✓ Cross-Functional Team Leadership
- ✓ Quality Assurance and Process Improvement
- ✓ Advanced Stakeholder Engagement and Communication
- ✓ Expertise in Educational and Healthcare Industry Dynamics
- ✓ Proficiency in CampusNexus/Anthology, Adobe Creative Suite, Microsoft Suite, PowerBi, JIRA, Service Desk

### CAREER HIGHLIGHTS

**Strategic Project Management:** Successfully managed over 180 projects, implementing innovative workflows and custom dashboards that enhanced operational efficiency and reduced reconciliation discrepancies by 15%.

**Impactful Learning Solutions:** Designed and delivered tailored training programs, leveraging advanced e-learning tools to boost employee engagement and improve performance by 20%.

**Data-Driven Decision-Making:** Developed and maintained comprehensive reporting systems, providing actionable insights that supported executive leadership in aligning business objectives with operational performance.

**Financial Optimization:** Directed the strategic planning and analysis of a \$10M investment portfolio, employing advanced financial models to optimize resource allocation and reduce risk exposure.

### PROFESSIONAL EXPERIENCE

**Sr. Faculty Training & Development Specialist, West Coast University, Irvine, CA | March 2023 – December 2024**

*Develop and deliver engaging training programs for faculty, leveraging cutting-edge instructional technologies and methodologies. Collaborate with academic leaders to optimize learning solutions and drive faculty professional development initiatives. Develop courses, content, and assets in/for the LMS for department projects, courses.*

- Collaborate with academic leaders to analyze needs for instructional technology training and development.
- Provide leadership when advocating for the effective use of educational technology when training and mentoring faculty and academic leaders.
- Provide expertise and support to academic instruction through the development, presentation, and assessment of faculty training and development.
- Plan and provide training, coaching, and mentoring of faculty and other team members, and stakeholders.
- Assure expected learning outcomes correspond to faculty development and training objectives and curriculum.
- Coordinate the creation, maintenance, and auditing of faculty professional development reports and software, including Vector Solutions FPD.
- Serve as a resource to the manager and mentor to faculty and academic leaders in the areas of instructional methodology, pedagogy/andragogy, instructional technology, and meeting faculty expectations. Serves as an instructor or co-instructor and manages the FTC course enrollment process and evaluation.
- Design and produce recordings and archives of learning assets for the Center for Excellence in Teaching and Learning. Provide support to the manager to track and distribute department assets, log faculty participation, and inventories resources related to software, Saas, websites, intranet, databases, and education technologies.

- Design and deliver training and development to faculty participating in face-to-face, hybrid, and/or online formats using technology tools including, but not limited to learning management systems, multimedia design software, adopted and pilot applications, communications apps, Office 365, Vector Solutions, e-Portfolios, custom multimedia presentations, web conferencing tools, plagiarism software, and assessment integrity solutions.

**Business Analyst**, West Coast University, Irvine, CA | March 2016 – December 2023

*Streamlined operations through effective project management and data-driven decision-making. Managed IT systems, reconciled budgets, and implemented innovative technology solutions to enhance efficiency and reduce costs.*

- Resolved account reconciliation issues quickly and notified leadership of all issues and trends when required. Conducted research and investigations to track inventory and maintained accounts to identify any discrepancies. Reconciled discrepancies efficiently and in a timely manner and created a process to help avoid future discrepancies.
- Maintained IT telecom budget ordered all proper equipment for project Implementation with AT&T, Verizon, T-Mobile, Lumen, Windstream, and One Ring as well as other telecommunications companies. Assured all equipment was up to date on a day-to-day basis. Reconciled equipment and invoices.
- Responsible for budgeting and forecasting, expense reporting, risk management, status reporting, and execution.
- Project Lead for various projects such as Purple Briefcase, Personal Electronic Devices, BLUE, Zoom and Mobile Attendance. Compared and analyzed the different platforms, negotiated the terms and price to align within the budget and our enhancement needs.
- Reviewed contract work, determined, and assessed compliance with applicable procurement rules and laws, and advised the subject matter expert and procurement officials regarding the implementation of the contract in accordance with contract specifications and supervisor notified of major concerns within 24 hours.
- Managed IT maintenance contracts to include contractor performance and costs, contractor adherence to contract terms and conditions, deliverables, property administration, secure processing, and quality assurance reviews.
- Developed analysis scope, tasks, and strategy plans. Account for complete project lifecycle from inception to closure. Map projects for budget tracking.
- Trained and Supported associates and faculty at campuses onsite and remote.
- Lead and primary contact during Implementation, rollout, and continued development of Course Evaluations along with special projects with cross-functional teams and their leadership.
- Managed and maintained over 180 projects within supported system, creating multiple reports for each of the projects and completed a build out along with implementation of a dashboard for project results. Contribute to the initial site construction, control settings, determine users, permissions, understanding the detailed functionality of the tool.
- Developed and maintained strategic relationships with Career Services, Student Affairs, and Admissions to:
  - Design and implement process improvements for improving quality assurance and customer service.
  - Significantly enhancing problem identification and fostering a culture of continuous improvement.
- Communicated and troubleshooted reported issues during roll out of projects and provide weekly updates with student/faculty along with other stakeholders such as Executive directors, Deans, Program managers.
- Partnered with business teams and Dev Ops to understand areas of improvement/efficiencies and built a plan to address each item as a cohesive project. Set priority of enhancement/issues and communicated changes and new features to business and IT teams.
- Monitored troubleshooting during and after hours if needed to isolate and diagnose common system problems; document system events to ensure continuous functioning.
- Managed support tickets via Service Desk. Support tickets include, student account merges, student information change and adding schools.

**Budget Analyst**, Tide Pool Ventures Corporation, Redondo Beach, CA | June 2013 – February 2016

*Optimized a \$10M investment portfolio by conducting in-depth financial analysis and market research. Developed strategic financial reports to enhance operational decision-making and mitigate risk. Directed the strategic planning and analysis of a \$10 million investment portfolio, optimizing asset allocation and ensuring alignment with long-term financial goals.*

- Demonstrated proficiency in translating complex financial data into actionable strategies, a skill that is crucial for managing the city's fiscal planning and investments.
- Implemented rigorous risk assessment protocols to minimize financial exposure and identify lucrative investment opportunities, safeguarding assets against market volatility. This experience underscores my capability to manage and mitigate financial risks, ensuring the fiscal stability and growth of municipal resources.
- Employed advanced financial software and custom spreadsheets for precise bank reconciliations, effectively preventing fraudulent activities and ensuring the accuracy of financial records. Highlighting my commitment to financial integrity and accountability, pivotal in managing public funds.
- Oversaw the drafting, review, and completion of contracts and legal documents, ensuring compliance with industry standards and best practices. My attention to detail and legal acumen facilitate thorough oversight of contractual agreements and municipal procurement processes.
- Fostered positive, long-term relationships with investors and business partners through strategic networking and collaborative projects, enhancing stakeholder engagement and community partnerships. This skill is vital for building consensus and fostering public-private partnerships in a municipal context.
- Led market research initiatives, providing critical insights that informed investment decisions and drove portfolio growth. My ability to analyze market trends and economic indicators is essential for strategic economic development and fiscal policy formulation within the city.
- Managed comprehensive financial operations, including accounts receivable, payable, and meticulous tax preparation, to enhance cash flow efficiency. Demonstrates my proficiency in overseeing complex financial systems, a necessary competence for municipal budget management.
- Engaged with clients to develop and implement business solutions that leveraged market insights for competitive advantage, ensuring sustained growth and innovation. My strategic thinking and problem-solving skills are directly applicable to developing and implementing citywide strategic initiatives.

**Office Manager/Notary**, Suncoast Post Tension Ontario, CA | October 2010 – October 2011

*Managed payroll and financial processes, ensuring accuracy and compliance. Enhanced operational efficiency by implementing streamlined administrative practices and overseeing critical documentation.*

- Spearheaded the adoption and utilization of Automatic Data Processing (ADP) to enhance payroll accuracy and integration, ensuring timely and error-free payroll administration. This responsibility showcases my proficiency in managing complex financial systems and improving operational processes, skills that are critical for overseeing municipal payroll and human resources functions.
- Managed comprehensive financial oversight mechanisms, including audits, credit memos, check requests, and Return Merchandise Authorizations (RMA), significantly reducing financial discrepancies and elevating client satisfaction. This task highlights my ability to maintain fiscal integrity and strengthen stakeholder relationships, essential qualities for managing budgetary responsibilities and community engagement within a city administration.
- Implemented industry best practices for managing WRAP (Wrap-Up Insurance Program) paperwork and workers' compensation insurance, minimizing legal risks and financial penalties. Demonstrated a steadfast commitment to compliance and risk mitigation, ensuring adherence to regulations and safeguarding the municipality from potential liabilities.

**Legal Assistant**, Attlesey Storm, LLP, Tustin, CA | April 2009 – July 2010

*Provided comprehensive administrative support to legal teams, ensuring accurate document preparation and case management. Conducted detailed research to support attorneys in case development and litigation processes.*

- Mastered the use of Hotdocs and electronic filing systems to significantly enhance the accuracy and quality of legal document preparation, including pleadings and other essential legal documents. This experience

demonstrates my adeptness at utilizing technology to ensure document integrity, a skill vital for maintaining the meticulous record-keeping and documentation required in city administration.

- Provided exemplary administrative support to legal teams, optimizing the collection and organization of critical documents for legal proceedings. My role in amplifying efficiency and productivity underscores my ability to facilitate smooth operations within complex environments, reflecting my potential to enhance workflow and support in city management tasks.
- Conducted detailed legal research, employing judicial databases such as Court Dockets and PACER to secure certified Trustees' Deeds and other crucial information. This task highlights my thoroughness and reliability in gathering and verifying information, crucial for informed decision-making and policy development in a municipal setting.

#### **Litigation Assistant**, Anderson, McPharlin & Conners, *Los Angeles, CA* | August 2008 - March 2009

*Prepared and managed legal documents while coordinating schedules for attorneys and clients. Improved workflow efficiency through meticulous attention to detail and organized case management.*

- Utilized advanced legal software (Hotdocs) and electronic filing systems to enhance the accuracy and quality of legal document preparation and management. This experience demonstrates my capability to implement and manage efficient document handling systems, ensuring accuracy and accessibility of critical information in a municipal setting.
- Provided comprehensive administrative support to legal teams, streamlining the gathering of essential documents for legal proceedings. My role enhanced team efficiency and productivity, underlining my ability to support complex administrative tasks and improve operational workflows, which are key skills for coordinating city department activities and supporting city management.
- Conducted thorough legal research and utilized judicial databases (Court Dockets, PACER) to gather case-relevant information and documents, such as certified Trustees' Deeds. This task highlights my proficiency in managing, analyzing, and synthesizing complex information to support decision-making processes, a critical skill for navigating municipal legal matters and policy research.

## **EDUCATION**

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**Project Management Professional (PMP)**, University of California, Irvine - Currently enrolled

**Master of Business Administration**, California Baptist University, Riverside, CA

**Bachelor of Science in Business Management Technology; Concentration in Business Management Practice**, Charter College, Anchorage, AL