

Address: 3114 Point Clear Drive, Tega Cay, SC 29708 Home: 803.619.2164 Mobile: 336.745.1198

<http://clinefamily.us/pc-resume>

COLLEGE ADMINISTRATOR

PROFILE OVERVIEW

An internationally competent advocate of academic excellence with more than nine years of leadership experience with a holistic set of qualifications targeted toward maximum student academic achievement and institutional advancement

- Change agent for education known for integrity and team maximization in problem solving. Able to dissect organizational processes and policies that hinder growth and profitability.
- Expertise in developing comprehensive approaches to personnel development, including human resource services, strategic planning, operations, fiscal management, fundraising, as well as in fostering community relations to promote educational enrichment.
- Dedicated in developing and leading academic improvement initiatives through policy and strategic program initiatives. Cross-culturally adept with hands on leadership experience working with multinational people from West African, European, and Asian countries.

Core Competencies: | Strategic Planning | Decision Making | Project Management | Change Management | Budget Management | Curricula Development

Technical Skills: Networking, e.g. LAN, WAN; Website Management; Power Campus; Windows 2000 Server, Linux-Ubuntu, Windows XP, Vista, Windows 7; and Internet

PROFESSIONAL EXPERIENCE

Montreat College

Charlotte Regional Director

2010-2011

- Direct supervision of Admissions and Advising for adult studies program
- Planning institutional events for Admissions related activities
- Coordination of student service activities with financial aid and registrar

Beacon House USA

Director of Development

2009-2010

Co-Founder, fund raising, US business coordinator, liaison between Ghana and US operations.

- Co-founded the organization to address the needs of abandoned at-risk children in Ghana and execute community development projects
- Present the work with potential donors on behalf of Beacon House
- Coordinate and oversee development activities in Ghana with their US sponsors

Ghana Christian University College, Accra, Ghana, West Africa

Acting Dean (School of Community Development)

2004-2009

Oversee, develop, and manage the allocation of the \$500K budget for Ghana Christian University. Lead the development of programs and policies according to the university's National Accreditation Board standards and regulations.

- Co-Established and developed the School of Community Development for Ghana Christian University College
- Taught classes in Management, Management Information Systems, Human Resource Management, International Development, Organizational Behavior, Introduction to Computing
- Developed and ensured the seamless design of the curriculum for the college's Bachelor of Arts degree in Development Management

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- Significantly increased enrollment at GCUC by 30% with greater continued growth projected for 2009-10 due to creation of the School for Community Development
- Contributed in planning and implementing programs for the university as the member of Academic Board and Education Development Committee
- Collaborated with Academic Committee in the successful establishment of partnership with University of Wales (UK)

African Mission Evangelism, Lexington, NC

Business Analyst/Project Manager, Accra, Ghana **1997-2004**

Spearheaded the successful project completion of the construction of a new \$5M campus on the outskirts of Accra, Ghana.

- Systematized GCUC's systems and procedures through application of ICT
- Negotiated and managed multiple vendor and contractor contracts
- Designed and implemented hybrid ICT network
- Provided strategic direction in organizational improvements
- Managed multiple donor relationships and funding mechanisms
- Made major contributions in numerous key decisions to ensure the successful re-launch and operation of GCUC
- Initiated transformational processes moving GCUC towards a more self-sustaining position

African Mission Evangelism, Lexington, NC

Benevolence Administrator, Ghana, West Africa **1993-1997**

Represented International Disaster Emergency Services (IDES); served as liaison between the organization and its regional affiliates to convey the organization's plans and programs.

- Ensured proper coordination and proficient oversight of emergency relief effort for victims of the Northern Conflict in Ghana from 1994 to 1995
- Successfully built clinics in rural areas of Ghana using local available materials

CONSULTING EXPERIENCE

Project Manager/Estimator (1990-1993)

- Precision Walls Inc., Greensboro, NC
- American International School, Accra, Ghana
- United States Agency for International Development, Ghana
- Ghana Baseball Softball Association (GBSA), Accra, Ghana
- Beacon House Trust Orphanage, Accra, Ghana

EDUCATION

2008-Present	(PhD) Philosophae Doctor in Business Administration <i>Northcentral University, Prescott Valley, Arizona, US</i>
2007	Post Graduate Diploma, Advanced Business Studies, Honors <i>Robert Kennedy College, Zurich, Switzerland</i>
2001	(MBA) Master of Business Administration in International Development, Honors <i>Hope International University, Fullerton, CA</i>
1990	(BS) Bachelor of Science in Construction Management <i>East Carolina University, Greenville, NC</i>

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PRESENTATIONS

- Creating Knowledge Centers Through Internet Access with WiFi in Africa
(Presented in April 2001 at Accra IT Seminar)
- Ghana Christian College University, School of Community Development and BA Program
(Presented in March 2004 at the National Accreditation Board Panel)
- Beacon House USA (design and management of <http://bhusa.org>)

PROFESSIONAL TRAINING

CURRICULUM DESIGN AND IMPLEMENTATION

COURSE ASSESSMENT CONSTRUCTS

Delivered by University of Wales, UK on location in Accra, Ghana

Current Research

Workplace spirituality, teacher attrition, organizational commitment

AWARDS & AFFILIATIONS

Certificate of Appreciation from Board of Governors

- Ghana Christian University College for creating the School of Community Development

Co-Founder of Beacon House USA

- A US nonprofit organization that assists at-risk children in Ghana, Africa

Active Volunteer

- Render professional services in grant writing and US fundraising