

LE-QUITA BOOTH

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Profile

An innovative multitasked administrator with 25 years experience in higher education at the senior level. Training and development professional with extensive experience in design, delivery, evaluation and enhancement of effective hands-on instructional programs that increase productivity, enhance quality, and strengthen financial results. Combination of strong analysis, planning, and organizational abilities with effective problem resolution skills. Organized professional with exceptional follow-through abilities and detail orientation, able to oversee projects from concept to successful conclusion, effectively and efficiently prioritize a broad range of responsibilities to consistently meet deadlines. Highly articulate and effective communicator, excellent interpersonal skills, recognized as a resource person and problem solver. Demonstrated core competencies include:

- Strategic Planning
- Continuous Process Improvement
- Training & Development
- Team-Based Culture
- Community/ Public Relations
- Special Programs & Event Planning
- Instructional Technology Initiatives
- Proposal & Grant Development

Professional Education

Post-Doctoral Bridge Program, University of Florida, Gainesville, FL

Doctor of Education, Higher Education Administration, University of Georgia, Athens, GA

Masters of Business, Finance, Columbus State University, Columbus, GA

Bachelor of Science, Finance, Columbus State University, Columbus, GA

Related courses

Leadership Development, The International Leadership Program, New York, NY

The Leadership Program: Managing for Commitment, The Center for Creative Leadership, Greensboro, NC

Technology in Higher Education, The University of South Carolina, Myrtle Beach, SC

Technology in Higher Education, The University of South Carolina, Las Vegas, NA

Model-Netic Associate, The Main Event Management Institute, Houston, TX

Affordable Housing Finance Certification, Neighbor Works Training Institute

Globalizing Business Schools, University of Memphis, Memphis TN

Experiential Classroom IX: The Program in Entrepreneurship and Emerging Enterprises, Syracuse University, Syracuse, NY

Selected Achievements

- Over twelve years' broad-spectrum experience planning and directing senior-level business, administrative, financial and information technology operations, combining strong strategic-planning, organizational and communication skills with the ability to direct high-level projects simultaneously.

Administrative Management

- Assisted with recruitment of staff and faculty and assured that the necessary procedures were in place for position descriptions and evaluations for over 100 employees.
- Secured, furnished and equipped two modular units that housed 22 faculty and staff.
- Installed pay printers in computer center resulting in savings of \$8,000 annually in paper and toner cartridge.

Business Management

- Lead member of building committee that developed and implemented a \$10 million conceptual schematic design for building expansion.
- Liaison for State of Florida's Financing Program resulting in \$1.6 million over three years for equipment and furniture.
- Increased the fund balance of an auxiliary enterprise from a negative balance to over \$100,000 in three years.

Fiscal Management

- Developed and orchestrated the implementation of a \$1.4 million grant for facility retrofit with fiber optics, upgrading and replacement of computer hardware and the establishment of an on-line analytical process computer center.
- Provided administrative leadership overseeing the awarding of \$1.1 million in scholarships and administration of \$22 million in endowment funds and earnings.
 - Consulted with University Foundation to determine amount School paid for Presidential Scholars.
 - Directed awarding of 186 graduate fellowships and assistantships totaling over \$500,000 for academic year 2005-2006.
 - Selected candidates and determined type and amount of aid based upon established criteria.
 - Developed with other division directors specifications for the awarding of \$400,000 in designated scholarships.
 - Wrote grant applications, according to format required, resulting in \$20,000 in annual scholarship funding.
 - Coordinated the activities of personnel responsible for the allocation and monitoring of the \$1.6 million interest received from the School's endowment accounts.

- Developed School's budget with Dean for submission to the University as a part of the request for state appropriations,
- Performed or directed monitoring of \$8.04 million from the State of Florida's education appropriations and financial transactions of Foundation accounts.
 - Directed the preparation of regular and special budget reports.
 - Prepared comparative analyses of operating budget in relation to budget and activities of previous fiscal years.
 - Analyzed past and current year's budgets in order to justify funds requested.
 - Directed compilation of data in order to analyze trends affecting the budget.

Informational Technology

- Managed the installation of a communication system connecting 20 instructional areas with a central communication location housing a closed circuit video monitoring system, an educator media retrieval system, a non-linear editor system and instructor's video monitors.
 - Designed and equipped in consultation with faculty a state-of-the-art presentation room with up link/down link satellite communication system, 12 electronic classrooms, three multimedia classrooms and one electronic accounting classroom.
 - Developed and implemented a comprehensive five-year technology plan that included installation of wireless technology for a 183,104 square foot facility, identification of technology implications and emerging trends in information technology and a baseline for upgrading using leading-edge technology.
- Fifteen years of experience in the coordination, management, design, implementation and marketing of programs and projects for a university small business development center, and a private non-profit educational foundation, including continuing education programs, publications, consulting and resource development.

Course, Seminar and Program Development

- Developed a set of training modules for international trade development adopted for use by 11 other universities.
- Developed and coordinated for three years the Social Responsibility Seminar of the Martin Luther King, Jr. Center, attended by over 150 persons each of the three years.
- Designed and offered four cross-cultural training courses attended by over 250 university staff and faculty.
- Coordinated the University's of Georgia's Agency for International Development's Strengthening Grant resulting in travel to West Africa.
- Designed and organized six Leadership Development forums for the Atlanta Chamber of Commerce's Area Councils.
- Coordinated the "Gateway to East Asia" lecture series resulting in four lectures that reinforced and promoted peace and stability on the Korean peninsula and the advancement of the Korea-U.S. alliance.

- Designed the Collegiate Ambassadors Program for the East Asian Institute for Business, Research and Culture and established a Korean Learning–Living Community at Alabama State University.
- Participated in two 10 day study travel abroad programs in South Korea, Japan and China with six other faculty members and seven students.
- Received national recognition for the design of the Black Youth and Entrepreneurship Program by the Freedom Foundation and the Southern Business Administration Association.
- Designed and implemented during a twelve-month period a statewide series of eight seminars attended by 724 persons to facilitate procurement opportunities for women business owners.
- Designed the first Entrepreneur-in-Residence program for Alabama State University and offered three seminars attended by over 600 students and invited guests.

Consulting

- Established a student consultant outreach program that placed 300 minority business students in 660 minority-owned businesses.
- Designed and managed the state of Georgia’s Challenge Grant program which received the Innovation Award from the National Association of Development Organizations for one city that created and sustained 86 jobs by assisting in the formation of 13 new businesses.
- Managed an international trade development program that counseled 750 small business owners and a minority business development program that counseled 6,300 minority clients during a seven-year period.
- Administrated a program of technical and managerial assistance to business owners certified by the Alabama Department of Transportation, assisting them increase profits while identifying and assessing their potential to move into additional job scopes.

Research and Publications

- Completed the first inventory of faculty language skills to identify faculty who could become involved in international projects.
- Directed two research projects funded by the Small Business Administration that addressed problems faced by minorities in securing capital for their businesses and the ability of minority contractors to obtain bonding.
- Directed the development of “The Georgia Export Directory” which was translated into German and used by the Georgia Department of Industry and Trade at the Hanover-CeBit Fair in Hanover, Germany.

Resource Development

- Developed a proposal for \$3.5 million to assist a major university broaden its public service mission in the areas of business development and technology transfer.
- Obtained a grant of \$1.5 million for the development of a computer-assisted mathematics program from the National Science Foundation.
- Developed statutory language resulting in \$5 million from Congress for an international trade counseling program.

- Developed and received funding for a \$1.2 million proposal to assist disadvantaged business owners in Alabama to successfully compete for federal-aided highway construction projects and to develop a workforce development program to train underrepresented individuals in the highway construction industry.
- Obtained grants for \$20,000 and \$40,000 from the Alabama Department of Transportation to develop web-based profile sheets for disadvantaged businesses and to implement a resident summer program to expose middle school students to careers in the highway construction industry.

University Courses Taught

- Small Business Management
- Personnel Administration
- Public Management
- Model-Netics (model based management development course)

Chronological Employment History

<i>ALABAMA STATE UNIVERSITY</i>		Montgomery, AL
College of Business		
• Director, DBE Supportive Services Statewide Minority Business Resource Center	2006-Present	
 <i>FLORIDA A&M UNIVERSITY</i>		Tallahassee, FL
School of Business & Industry		
• Director of Administration	1995-2006	
• Visiting Associate Professor	1994-1995	
 <i>THE UNIVERSITY OF TENNESSEE, KNOXVILLE (UNK)</i>		Knoxville, TN
• Consultant	1993 -1994	
 <i>THE NATIONAL SCIENCE CENTER FOUNDATION</i>		Augusta, GA
• Assistant to the President	1989 -1993	
 <i>THE UNIVERSITY OF GEORGIA</i>		Athens, GA
Small Business Development Center	1977 -1987	
• Associate Director		
• Coordinator, Title XII International Development Program		
• Associate Director, Division of Special Programs		
 <i>Previous Business Experience</i>	1974 -1978	
• Held increasing responsible management positions in banking and lending with the Small Business Administration and Trust Company Bank.		