

# **KIMBERLY KELLY-ROLFE, M.S.**

*Email: Kimberly.Rolfe@yahoo.com*

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## **EDUCATION**

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- AACSB Bridge Program at University of Miami, Miami Business School, June 2019
- Master of Science in Entrepreneurship and Innovation, University of Southern California, 2017
- Bachelor of Science in Business Administration, University of Phoenix, 2000
- California State University, Northridge, 1992 – 1998

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## **PROFESSIONAL PROFILE**

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- 12 years as entrepreneurship instructor, training entrepreneurs in the classroom and business world. Comprehensive blend of professional and academic experience.
- Innovative instructor devoted to education and learning, passionate about developing entrepreneurs to become industry leaders and employers.
- 10+ years facilitating entrepreneur training programs and developing curriculums.
- 14 years as business owner; Entrepreneur, since the age of 13.
- Extensive education and training in accounting and business.
- 18 years of accounting & financial management experience.
- 16 years of comprehensive management experience.

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## **AWARDS AND RECOGNITION**

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- City of Los Angeles Award Recognition for CBEST, 2018
- Recipient, Marcia Israel Award for Outstanding Graduate Student, USC Marshall, 2017
- SBA Emerging Leader in Business Valedictorian, Small Business Administration (SBA), 2015
- City of Los Angeles Award for Entrepreneurship, City of Los Angeles Mayor Garcetti, 2015
- City of Carson, Black Chamber of Commerce, 2015
- Recognition by Los Angeles Urban League for Leadership in Business, 2015
- Selected to Speak to the Obama Administration on Behalf of Small Business, 2015

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## **ACADEMIC/TEACHING EXPERIENCE**

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- Adjunct Professor of Entrepreneurship, USC Marshall School of Business, Lloyd Greif Center for Entrepreneurial Studies, 2018 – present. Courses taught: Feasibility Analysis, BAEP 452; Management of New Enterprises, BAEP 451
- Director of the USC Grief Center Certified Business Enterprise Supplier Training (CBEST), an accelerator for businesses seeking corporate and government contracts, 2018 - present
- Since 2007, I have taught entrepreneurship workshops and trainings to over 3,500 students with the following organizations: NBC Universal, 2018; Valley Economic Development Center (VEDC), 2012-2016; Small Business Administration (SBA), 2010 – 2015; FAME Renaissance Center, 2010 – 2012; Ikea Stores, 2012; PACE, 2008 – 2013; YWCA, 2007 – 2011
- Accelerate: Business Training to Launch, Run & Grow, January 2017 - 2018
- Served as Guest Lecturer/Speaker with: USC Marshall, West Los Angeles College, El Camino College, City of Los Angeles, and Department of Public Works.

- I have developed multiple curriculums providing business training for entrepreneurs as well as business financials and personal finance. Courses taught include: Introductory Accounting, Accounting for Small Businesses; Understanding Business Financials; Small Business Tax Saving Strategies; Entrepreneur Training Program (ETP); Financial Strategies for Business Success; Business Start-Up Boot Camp; Personal Finance

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## **PROFESSIONAL EXPERIENCE**

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*Kelly Rolfe Financial Services, 01/05-07/18*

### **Founder & CEO**

**Management Responsibilities:** Responsible for the leadership, growth and development of the company. Business Management and Administration; Effectively managing staff; Business Planning & Development; Contract Negotiation; Recruitment; Small Business Consulting, Business & Financial Coaching and Fundraising. Managed staff of 25.

**Financial Responsibilities:** Fiscal Management and Public Accounting for small businesses and non-profit clients including Accounting for revenues and expenses; Financial Reporting; Budget development, management and analysis; Bookkeeping; Bill Payment; Financial Statement Preparation; Payroll; Financial Planning & Tax Preparation.

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## **PROFESSIONAL TRAINING**

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### **ACCOUNTING**

- Next Level Firms Accountant Training - 2017
- National Association of Enrolled Agents - Business Taxes, 2016
- UCLA Extension - Accounting; Tax Training, 2013-2015
- Wharton, University of Pennsylvania, Online Course – Introduction to Financial Accounting, 2013
- Cal Lutheran University – Tax Management & Strategy, 2011
- West Los Angeles College – Federal Taxation, 2008
- Keller Graduate School – Managerial Accounting; Federal Taxes & Management Decisions, 2006
- IRS Tax Forums - Tax Training, 2005, 2007, 2009, 2011, 2015
- Universal Accounting - Certified Bookkeeper Training, 2004-2005
- HR Block Tax Training, 2004, 2005
- CSU, Northridge Extension – Accounting Essentials, 2003

### **ENTREPRENEURSHIP**

- Case Teaching, University of Southern California, 2019
- Business Professional Continuing Education – Accounting, Business Development, Marketing, Management, Operations, Sales, and Social Media, 2004 - 2018
- USC, Lloyd Greif Center for Entrepreneurial Studies – Master of Science in Entrepreneurship & Innovation course work, 2016 – 2017: The Entrepreneur Journey; Cases in Feasibility Analysis; Cases in New Venture Management; Corporate Entrepreneurship; Leading Innovation and Change; Venture Initiation; Founder’s Dilemmas; Sales Management; Negotiations
- SBA Emerging Leaders – 6-month training for business owners, 2015