

LaShonda R. Williams

Education

2003-2005	Argosy University	Higher Education Leadership Sarasota, Florida Ed.D. (27 hours completed)
2001-2002	Troy State University	Master of Public Administration Troy, Alabama
1992-1997	Prairie View A&M University	Bachelor of Arts-Journalism Prairie View, Texas

Professional Experience

Lead Coordinator

University of Houston-Houston, Texas 2003-2011
Consistency Management & Cooperative Discipline (CMCD)

- Coordinated National and International Training Conferences; conducted contract negotiations; coordinated logistics; maintained conference registration; secured presenters; provided hospitality for dignitaries
- Created promotional material: e-invitations; newsletters, brochures, powerpoint presentations; and slideshows marketing conferences and training seminars
- Developed and facilitated professional development for over 2,000 participants; Training topics included: organization development/management; effective leadership; team building and program evaluation
- Managed ,coordinated and facilitated National and International Conferences; Presenter at 2011 San Francisco State; 2010 Hawaii International ; 2009 Georgia State Conference
- Facilitated strategic planning: facilitated developing mission statements; identify goals; objectives; implementation plan; measurable outcomes and evaluations
- Collected, analyzed demographic data, and develop strategic and marketing plans
- Maintained site budgets; training; travel; personnel performance records and reduced conference cost by 50%
- Cultivated change by establishing new cultures by developing organizations; increasing conference participation; and enhancing community relations

Education Consultant

Project GRAD Atlanta-Atlanta, GA. 2001-2003

- Responsible for initiating induction of Project Graduation Reform Program to Atlanta Public Schools (13); managed \$500 K training budget; Coordinated all training and National Conference
- Coordinated PGA Summer Institute: responsible for personnel recruitment and hiring personnel; developed leadership curriculum; maintained personnel records; budget and facilitated training
- Project Graduation National (promotional video) and local Spokesperson, assisted with media kit, press releases,

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presentations and developed promotional material

- Organized community relations activities; service projects; and awards ceremonies
- Managed 13 Site Facilitators: Coordinated and facilitated monthly professional development training, monthly performance review observations, and evaluations
- Liaison between Project GRAD Atlanta (PGA), CMCD National, and Atlanta Public Schools (APS), maintained professional development records and managed budget
- Facilitated data collection and analysis for APS schools: academic, retention, and graduation trends; Initiated student organization (300 participants) created and facilitated leadership training

University Recruiter

Prairie View A&M University-Prairie View, Texas 2000- 2001

- University Spokesperson on behalf of the various academic programs
- Managed \$30K travel budget; initiatives led to development corporate relationships and 20% cost savings in travel expenditures
- Community Liaison, traveled throughout the state of Texas; established relationships with school administrators; community partners, students, and parents
- Developed recruitment strategic plan to stimulate enrollment and student retention, provided monthly reports, developed and maintained student contact data base
- Successfully recruited 75% of student contacts
- Created promotional material, 1st University Virtual Tour, updated university promotional video
- Responsible for student personnel, work schedules, and student performance appraisals
- Assisted in organizing University Open House; coordinating special events; and facilitating campus tours

Public Speaking Teacher

Houston Independent School District-Houston, Texas 1997- 2000

- Developed instructional lesson plans that taught students essential elements of effective communication; speech delivery; types of speeches; leadership development; and study skills
- Wrote, directed, and produced student productions
- Served on several committees: CMCD Advisory; School Improvement Plan; Student Advocacy; and Black History Scholarship Chairperson *raised \$1,500
- National Presenter: National Education Association and American Federation of Teachers
- Sponsored and acted as Fundraising Chairperson for student organizations: Cheerleaders; Girls Cross-Country; Softball and Class of 1999 Sponsor *raised \$30K
- Served on various committees and voted Jefferson Davis High HBSE Teacher of the Year 1999; Houston Independent School District Teacher of the Year Finalist 1999