

PROFESSIONAL COMPETENCIES

Educational consultancy
Program Development and Grant-writing
Teaching, tutoring and mentoring
Management and administration
Supervision and leadership
Focus on diversity and equal opportunity for minorities
Bilingual: English/French

SUMMARY of PROFESSIONAL EXPERIENCE

Action Centered Tutoring Services (ACTS), Springfield, MA

Tutor, Site Director

2017 to 2020

Proactive Residents Projects Committee, Inc. (PRPC), West Palm Beach, Florida

Secretary, Board Member

2012 to 2014

- Served as volunteer for this non-profit organization at Century Village West Palm Beach, FL. Instrumental in obtaining 501(C) 3 status for this organization.

Family Advocacy Resources, Inc., West Palm Beach, Florida

Board Member

2010 to 2014

- Serving as part-time advocate and consultant for this non-profit company that serves families with children with disabilities.

Private tutor

Adults and children

2009 to present

- Tutoring ESL for adults. Tutoring elementary students in all subjects. Tutoring middle and high school students in Language Arts, Science, SAT, ACT and Social Studies.

Anisa Tree of Life Consulting LLC, West Palm Beach, Florida

Owner, CEO, Educational Consultant

2009 to 2012

- Educational consultant for non-profit and for-profit companies; Grant-writer for non-profits; Educational business consultant for local Club Z In-Home tutoring; and for private schools

University of Massachusetts, Amherst, Massachusetts, Electrical and Computer Engineering Department

Academic Programs Coordinator

1999 - 2008

- Coordinated and managed all activities of the Department's Graduate Programs (M.S., M.S. Industrial, Ph.D.) and assisted in the coordination of the Undergraduate Program, under the supervision of the Associate Department Head. Planned, coordinated and supervised Open House activities for prospective undergraduate students twice a year. Advised graduate students. Established and managed grant funded mentoring program. Coordinated and edited departmental academic policy publications and graduate program web pages. Created statistical reports on instructional activity, graduate admissions and student progress, departmental trends and other reports in collaboration with faculty. Coordinated M.S. degree Industrial Program a collaboration between the ECE department and a large industrial company. Assisted in the scheduling of classes. Hired, trained, and supervised staff and work-study students.

Graduate Program Assistant

1998 - 2002

- Provided support services to Graduate Program Director, Graduate Admission Coordinator and Graduate Faculty. Assisted departmental graduate students (over 160 currently, majority international students) and assisted with review and follow-up of over 700 applicants. Developed and managed extensive database system. Created and maintained departmental graduate student statistics and reports. Hired, trained, supervised work-study students.

Holyoke Community College, Division of Continuing Education, Holyoke, Massachusetts

Adjunct Instructor of Anthropology and Sociology

1999

- Cultural Anthropology, Spring 1999
- Introduction to Anthropology, Spring 1999
- Introduction to Sociology, Summer 1999

Corporation for Public Management, Springfield, MassachusettsHuman Resources Specialist - Welfare to Work Program

1995 – 1997

- Provided job readiness training for women with children receiving state assistance. Arranged interviews, career assessments, and testing, facilitated workshops in computer skills, developed job placements for clients, arranged on-the-job training follow-up after placement, and designed outreach brochures.

Coordinator - ACHIEVE! Program

1994 – 1995

- Coordinated family education project for Springfield Housing Authority (SHA) residents. Oversaw four on-going programs at various SHA sites. Recruited, interviewed, trained, and supervised staff and volunteers, managed intergenerational project serving children, youth, parents, and elderly. Interfaced with culturally diverse populations. Instructed classes in GED preparation; ESL instructor, coordinated Summer Youth Leadership program, and provided assistance in grant-writing.

North Carolina State University, Raleigh, North Carolina

Department of Adult & Community College Education

Graduate Program, Office Manager

1991 – 1993

- Oversaw administrative procedures for graduate students. Reviewed applications, organized and maintained student records, schedule exams, wrote statistical reports, provided assistance in hiring, trained and supervised staff.

DIELECTRON, Bouake, Ivory Coast, West Africa

1984 – 1990

- Administered family-owned business providing sales and technical services for electronic control systems, customer service and sales, developed computer system to maintain personnel and technical records, scheduled technical assistance in 13 W. African countries, edited technical reports and hired, trained, and supervised office staff

Colleges St. Viateur and Victor Hugo, Bouake, Ivory Coast, West Africa

- Certified ESL Teacher

1977-1984

EDUCATION

- **M.S.** - Higher Education Administration
Thesis: Support Services Needs for Non-Traditional Students in Higher Education
1997 - Springfield College, Springfield Massachusetts
- **Certificate in Gerontology**
1974 - University of S. California Los Angeles, Andros School of Gerontology
- **B.A.** - Major: Sociology Minor: Anthropology
1973 - American International College, Springfield Massachusetts