

CHARLETHA POWELL

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OBJECTIVE

To obtain an appointment with the CRA so that I may utilize my education and skills to enhance the productivity and efficiency of the organization.

EMPLOYMENT HISTORY

Assistant School Administrator

8/2016-Present

Iron Sharpens Iron Academy

- Responsible for researching rules and regulations for contracts and scholarships for private schools.
- Compilation of correspondence.
- Implementation of software and digital technologies.
- Scoring of Terra Nova 3 standardized tests.

Graduate Assistant/Graduate Teaching Assistant

1/1/2012 – Present

University of West Florida, Pensacola, FL

- Research assistant responsible for literature reviews and data collection for various publications.
- Assist in the facilitation of online courses, which include but is not limited to providing communications, assisting with APA compliance, resolving technical issues with course modules, and preparing courses for online publication.
- Administrative assistance with course documentation.
- Assist with various task requested by the professor.

Administration and Operations

7/1/2012 – Present

C.O.R.E. Ministries, Warrington, FL

- Responsible for all administrative duties of the ministry that includes but is not limited to verbal/electronic communications, development of ministry programs, logistics, membership database maintenance, outreach programs, facility management, finances, and marketing.
- Developed sound and video presentation format including equipment purchase and installation as well as continued maintenance and improvement of same.

Vice President

9/1/2012 – Present

Future Leaders of Warrington (FLOW), Warrington, FL

- Facility management of Lexington Terrace Community Center, which includes working with the county commissioner to provide community activities and outreach opportunities, property management, and maintaining the facility calendar of events.
- Leader of the FLOW board of directors.
- Public relations liaison for the organization.

Intern

Summer 2012

Greater Pensacola Chamber of Commerce

- Assisted the head of the economic development department with research, database creation, correspondence, communications, small business incubator, and attended small business meetings and events.

North Florida Region Casualty Litigation Manager

1997 – 12/1/2010

Progressive Casualty Insurance Company, Jacksonville, FL

- Managed and directed over 250 claims representatives and 5 litigation managers in the settlement of statutory litigation, as it relates to automobile casualty insurance in Florida.

EDUCATION

- 2018 Ph.D. Diversity Studies
University of West Florida, Pensacola, FL
- 2016 Education Specialist
University of West Florida, Pensacola, FL
- 2003 M.B.A.
Webster University, Jacksonville, FL
- 1994 B.A. - English, Minor in Education
McNeese State University, Lake Charles, LA

ORGANIZATIONS

- Delta Sigma Theta Sorority, Inc.
- NAACP
- Pensacola Civitan
- Delta Sigma Pi
- National Black MBA Association, Inc.
- Sigma Tau Delta
- Ciclovía Pensacola
- Chappie James Museum Board