

CHARLETHA POWELL

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OBJECTIVE

To utilize my education, experience, and skills to become a member of the city of Pensacola's Planning Board.

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 – 2018**

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

- 2019 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

CURRENT BOARDS

- CNAPP Advisory Board
- Citizens Advisory Council to TPO
- Mass Transit Advisory Council
- Chappie James Museum Board
- Ciclovia Pensacola Board
- Gallery Night Board
- Department of Juvenile Justice Board

ORGANIZATIONS

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