

Dortha E. Brown

Summary of Qualifications

Over thirty years of leadership and management experience in healthcare research, business, education and career counseling, and thirty two years of experience as a community activist. Extra-curricular interests and entrepreneurial experiences include 25 years in social service management and academic and career counseling for teens and adults.

Competencies and Skills

Leadership...management...problem solving...critical thinking...decision making...team building... interpersonal communication skills...exceptionally strong oral and written communication skills...facilitative leadership...systemic thinker...strong customer service acumen...technically skilled in all components of Microsoft Office and Desktop Publishing...internationally traveled

Education

Governors State University	MBA, Business Administration	2007
Governors State University	Masters of Public Administration	2003
Governors State University	Bachelor of Arts, Business Administration	1999

Additional Training—Seminars and Workshops in:

Advising	Job Skills for Success
Marketing strategies for graduate recruiting	Time Management
Resume writing	Retention
Career development	Grant Writing
Developing productive communications	Caregiver Training
Entrepreneurship	Starting a small business
Globalization	

Work Experience

State Representative Albert Riley State of Illinois 38th District Administrator for the 38th District Office.	2013, 2014 Legislative Aide
Enlightening Management Consultants, Inc.	2009 to Present

South Holland, IL

Senior Consultant

As the number two person in the consulting firm, responsible for providing executive development, organizational change and management consulting to for-profit, non-profit, social service and governmental organizations. Sub-specialized consulting services also include entrepreneurial firms looking to further develop their strategy, brand and market foci.

Governors State University

2002-2011

University Park, IL

Graduate Academic Advisor

Responsibilities included servicing as the Graduate Academic Advisor for working adults in the College of Business and Public Administration. In addition to assisting students with charting the course of their academic matriculation, responsibilities included working with them to insure that their career goals were aligned with their academic programs. Additional duties included marketing the business programs to external constituencies.

Accomplishments included working as a lead member of the team that increased graduate enrollment over twenty-five percent in less than one year via the design, development and implementation of strategic initiatives that included graduate open houses, GMAT preparation courses, and initiating collaborations with key stakeholders to take programs off campus.

Governors State University

2000-2002

University Park, IL

Special Projects Manager

Responsible for developing the marketing materials for the College of Business and Public Administration, the College's responsibilities (beyond the Admissions Office) for managing graduate enrollment, and supervision of all graduate assistants.

Operation Able, Inc.

1998-2000

Chicago Heights, IL

Client Advisor/Job Developer

Managed participants enrolled in social service programs, in concert with counseling them on career goals and job development. Developed and managed educational, employment and job retention programs and peer programs focused on improving participants' soft skills. Organized and led community meetings, conferences and workshops for program participants.

Christian Vision Center, Inc.

1994-1998

Chicago Heights, IL

Program Director

Managed all clinical and operational services, wrote grants, managed and facilitated group and lecture sessions, managed academic and career counseling programs for teens and young adults, prepared monthly reports for the Board of Directors.

The Medical Practice of Pearl D. Johnson

1980-1998

East Chicago, Indiana

Office Manager

Developed the marketing and management strategies for a medical and clinical operation, hired and trained all office personnel, supervised the installation of the first medical office computer system as well as subsequent upgrades, coordinated all data communications between the practice, clinical laboratories, county and state health departments and the State Health Commissioner's office. Assisted in the development and management of the first program for HIV-AIDS testing and treatment in Lake County, Indiana.

Professional Affiliations

Governors State University Alumni Association

National Association of Public Administrators

Illinois Academic Advisors Association

National Academic Advising Association

National Association of Women Business Owners

Society of Human Resource Management

National Caregivers Society for Flossmoor Community Church

Volunteer Experience

PADS—Public Action to Deliver Shelter /Flossmoor Community Church

Co-Founder and President, Human Resource Management Club, Governors State University

Volunteer—the office of State Representative Al Riley, 38th District, Hazel Crest, IL

Program Director - South Suburban WINGS, Inc.