STEVE SCHATZ

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CERTIFICATIONS AND EDUCATION:

General:

BS: Indiana State University, 1973

MM: Temple University, 1980

CFRE: Certified Fund Raising Executive: 1994 - 2011

PROFESSIONAL EXPERIENCE:

General:

1982-1998: Chairman and Co-Founder, The Development Center Inc, Philadelphia (Business acquired by CSG, 1997)

2000-2008: Chief Operating Officer and Founding Board Member: ePhilanthropyFoundation, Inc., Washington, D.C. (Foundation acquired by Network for Good, 2008)

1997-Present: Owner, Lovely Rentals, LLC, Philadelphia

2008- Present: Senior Spinning Instructor, City Fitness, Philadelphia

Other:

2007-2011: Board and Executive Committee, South Street Head House Business District

2005-2007, 2009-2010: Board, Queen Village Neighbors' Association

Many other volunteer and civic activities too numerous to list

Author: *Effective Telephone Fundraising*, Published by John Wiley and Sons, Inc., 2010

Interests, Hobbies and Personal:

Great music, fine wines and dining, the Philadelphia arts and culture scene, classical pianist, sports and fitness, basic carpentry, civic affairs, reading, have traveled throughout Europe and North America, lived in Austria and Mexico, married and recent empty nester

STEPHEN M. LENTZ

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ADMISSIONS, ASSOCIATIONS, & EDUCATION

- Licensed in K-12 Educational Administration in Pennsylvania and Tennessee
- Licensed in 7-9 Mid-Level Citizenship Education in Pennsylvania and Tennessee
- Licensed in K-6 Elementary Education in Pennsylvania, Tennessee, and New York
- Admitted to practice law in Pennsylvania and New Jersey
- Member of the American, Pennsylvania, New Jersey, and Luzerne County Bar Associations
- Member of the Pennsylvania District Attorneys Association and the Juvenile Prosecutors Network
- Notary Public in Pennsylvania

Cheyney University of Pennsylvania K-12 Principal Certification, 2007

Mercy College *NYC Teaching Fellowship* M.S.Ed. in Elementary Education, 2004

Syracuse University College of Law J.D., 2002

Miami University A.B. with double majors in History and Political Science, 1999
Dolibois European Center in Luxembourg, Spring 1998

PROFESSIONAL EXPERIENCE

Assistant District Attorney, **Luzerne County**, Wilkes-Barre, PA September, 2012 - Present
- Represent the Commonwealth of Pennsylvania in juvenile delinquency proceedings
- Research and draft motions and briefs for submission to the Court of Common Pleas
- Communicate with law enforcement, victims, and defense attorneys to protect the general public from crime while also seeking treatment, supervision, and rehabilitation for youthful offenders

Law Clerk, **Superior Court of New Jersey**, Trenton, NJ September, 2011 - August, 2012
Serving the Hon. F. Lee Forrester, J.S.C. in the Chancery Division, Family Part
- Researched and drafted opinions and orders for the juvenile justice and domestic violence dockets
- Accompanied and advised the Judge on educational issues during state-wide policy meetings focused on improving rates of juvenile detention and examining alternatives to juvenile waiver proceedings
- Analyzed and managed emergent custody and child support issues before the court

Adjunct Instructor, **Belmont University**, Nashville, TN 2010 - 2011
- Taught graduate students *Literacy in the Secondary Curriculum*
- Evaluated course texts, developed syllabus, and created assignments
- Presented lectures, facilitated group projects, evaluated written work, and assigned course grades
- Determined promotion of graduate students by administering and evaluating departmental oral exams

Teacher, **Wilson County Schools**, Lebanon, TN 2007 - 2011
- Taught fifth grade reading and language arts
- Led Wilson County professional development sessions on maximizing test preparation efforts
- Trained colleagues to implement technology-based learning in their classrooms
- Coached back-to-back school champion spelling bee teams in 2010 and 2011 against significantly older students from the middle school

Educational Consultant, **Weiss Imbesi, PLLC**, New York, NY 2008 - 2011

- Provided detailed consultation on a broad range of school-based issues
- Educated attorneys on the inner workings of K-12 educational systems
- Researched educational statutes and case law on Westlaw and Lexis-Nexis
- Evaluated possible plaintiffs on claims ranging from teacher discharges to violations of student special education rights protected by the Americans with Disabilities Act

Fellow Advisor & Selector, **The New Teacher Project**, Philadelphia, PA & Nashville, TN 2006 - 2009

- Taught daily advisory sessions and delivered education curriculum to 28 Teaching Fellows
- Visited, supervised, and mentored new teachers at their summer school placements
- Reviewed selector files to ensure only high-quality candidates were invited to join program

Teacher, **University of Pennsylvania's Penn Alexander School**, Philadelphia, PA 2005 - 2007

- Taught history, geography, government, and economics to sixth, seventh, and eighth graders
- Created and refined interdisciplinary middle school curriculum in conjunction with faculty from the University of Pennsylvania's Graduate School of Education
- Supervised and mentored student teachers from the University of Pennsylvania
- Directed the University of Pennsylvania Law School's *Street Law* program in our middle school

Teacher, **New York City Teaching Fellows**, Bronx, NY 2002 - 2005

- Taught self-contained second grade class at Public School 156 in the South Bronx
- Taught fifth grade summer school for students in danger of being retained

Research Associate, **NY State Science & Technology Law Center**, Syracuse, NY 2001 - 2002

- Researched and drafted intellectual property analysis sections of a consulting report for an Internet start-up that sought multi-disciplinary market entry advice
- Aided client development by investigating rival companies, researching relevant intellectual property law, and drafting various sections of the team's final report in order to expand the start-up's base of clients, products, and services

Law Student Guest Lecturer, **Fabius-Pompey High School**, Fabius, NY 2002

- Delivered *Street Law* curriculum over one semester to 30 twelfth graders
- Taught crucial facts about legal issues such as consumer transactions, civil liberties, and criminal law

SKILLS AND INTERESTS

- Proficient with Windows and Mac-based programs, skilled with Lexis-Nexis and Westlaw
- Avid recreational soccer player, fan of Syracuse University football and basketball, and dutiful servant to one pre-schooler and a pair of dogs

Conchevia T. Washington, CHSP
[redacted]

Objective:
To secure a position within the Hospitality Community where I can best utilize my experience and education to impact the success of the industry.

Qualifications:
With over fifteen years in the Hospitality Industry, I have excellent customer service skills, knowledge of the travel industry, success in sales and marketing as well as general accounting practices and event planning. I am proficient in Microsoft Office programs and most PMS systems. I also teach workshops on professional relationship building skills and mentor to local college students major in Hospitality Management.

Experience:
February 2008-Present
Philadelphia Convention & Visitors Bureau; National Accounts Manager; Director of Multicultural Accounts
To create a positive awareness of the City of Philadelphia, to effective sell the hospitality community to potential conventions, meetings and events. To market and sell the Pennsylvania Convention Center as a premiere meeting location, to work closely with local and state government, corporate leaders and community based organizations.

September 2004-February 2008
Radisson Hotel Valley Forge/Valley Forge Convention Center/ Scanticon Hotel and Conference Center, Valley Forge, PA; Senior Sales Manager
Achieved department revenue goals through aggressive solicitation tactics for all assigned markets and the achievement of personal revenue goals. Ensuring complete client satisfaction for all groups to secure repeat business. This was achieved through effective and timely communications with clients. Sales Manager of the Year for 2005 and 2006.

April 2003-July 2004
Wyndham Philadelphia at Franklin Plaza, Philadelphia, PA; Senior Sales Manager
Primarily focused on community development in the multicultural market through extensive marketing campaigns and community partnerships.

Wyndham Hotel Wilmington, Wilmington, DE; Philadelphia Regional Sales Manager
Established the hotel as an alternative destination for Philadelphia. Increased market share by 25% year over year and generated an increase in group revenue of 22% in the year for the year.

June 2000-March 2003
Holiday Inn City Line, Philadelphia, PA; Various positions including SMERF Sales Manager, Associate Director of Sales and Director of Sales and Marketing
Prepared reports such as marketing plans, budget analysis, interviewed, hired and trained sales managers. Worked closely with the Revenue Manager and General Manager to generate the highest possible revenue.

January 1999-January 2000
The Hotel Windsor, Philadelphia, PA; Director of Revenue Management
Prepared spreadsheets and P&L reports. Worked closely with Online Reservations Systems as well as the General Manager and Sales Department to maximize revenue and create a consistent demand for the property. Instituted 30/60/90 forecasts.

Education:
1993-1998, Delaware State University, Dover, DE
B.A.S Hospitality Management
M.S. Psychology

1992-1993, Community College of Philadelphia, Philadelphia, PA
General Studies

Industry Memberships:
Philadelphia Area Chapter of Meeting Professionals International; National Coalition of Black Meeting Planners; Philadelphia Hospitality and Marketing Committee; Philadelphia Multicultural Affairs Congress; American Society of Association Executives, New England Chapter of Meeting Professionals International

Industry Designations & Recognitions:
2010-PAMPI Chapter Leader of the Year Nomination
2010-PAMPI Supplier of the Year Nomination
2007-Certified Hospitality Sales Professional

Auxiliary Organizations:
2011-Present-School Advisory Council of the Promise Academy at Martin Luther King High School; President
2010-2011- Philadelphia Area Chapter of Meeting Professionals International; Vice President, Finances
2009-2010 -Philadelphia Area Chapter of Meeting Professionals International; Director of Business Development
2009-2010-Philadelphia Area Chapter of Meeting Professionals International; Chair, Diversity Committee
2009-Present-The Pink Ribbon Movement; President
1994-Present-Delta Sigma Theta Sorority, Inc.; Member

OWEN K. DUBLIN

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Summary of Qualifications

- Pursuing Master's degree in Environmental Engineering.
- Bachelor's degree in Mechanical Engineering.
- Extensive knowledge and experience in manufacturing operations, people management, and regulatory compliance.
- Training and experience in process excellence, lean methodologies, and process improvement.
- Strong fact-finding, problem solving, and decision-making skills.

Employment

Delta Air Lines, Philadelphia, PA

Ramp Operator/Baggage Handler 10/2010-9/2011

- Performs aircraft marshalling duties during arrival of aircraft.
- Operates ground support equipment such as tugs, conveyor belts and tow tractors.
- Signals ramp operator during movement of aircraft to and from gate.
- Lift, load, unload and transport baggage, mail, and cargo to and from aircraft.
- Completed and passed all necessary Delta and FAA computer training courses required by ramp operators.

JOHNSON & JOHNSON - McNeil Consumer Healthcare, Fort Washington, PA

Operations Supervisor II 3/2007-9/2010

- Supervised and managed performance for more than 20 direct reports, and provided feedback and development.
- Managed Granulation, Compression, Coating, and Printing departments in executing daily customer service supply goals and objectives during the evening-shift.
- Initiated, investigated, and resolved process and product non-conformance events using root cause analysis.
- Developed Granulation Process Instruction Sheets to identify and address problem areas in work processes.
- Lean Training in Flow, Kaizan, Rapid Changeover, and Value Stream Mapping.
- Certification in SAP Production Operations & NEMO, Colorcon: Film Coating Technology, Talsico: Human Error Investigation, The Real Learning Company: Symphony, McNeil: Cleaning Validation Analytical Swabber.
- Maintained high quality standards of products within departments by enforcing all Standard Operating Procedures (SOP), current Good Manufacturing Practices (cGMP), and safety policies within FDA and DEA regulated environment.

Manufacturing Process Engineer I 6/2006-3/2007

- Created and implemented Standardized Tool kits for the Coating and Printing work centers, which reduced batch processing time and changeover time.
- Developed and Executed Installation Qualification/Operation Qualification documents for floor scales and micro-motion devices.
- Implemented 5S Kaizen lean initiatives, which reduced changeover, product cycle time, and increased customer service.
- Proactively worked with Operations to drive manufacturing performance excellence (Continuous Improvement / Overall Equipment Effectiveness).

Operations: Project Management Coop 3/2005-8/2005

- Managed processing and packaging projects in Solid Dose and Liquid Work Centers.
- Modified safety enclosure caps that will be used to comply with Canada's Regulatory Governing Body.
- Managed the elimination of a manufacturing tool that reduced equipment changeover time.
- Certification in SAP, Cleaning & Process Validation, Documentum's Compliance Document Management System, McNeil's Safety and Environmental Training., and Johnson & Johnson's School of Development IRDP Program.
- Formalized Tote Dedicating Process for consumer products.

Rapid Printing Services, Victor, N.Y.

Customer Service/Sales Associate 9/2003-5/2006

- Maintained record of zero consumer complaints by providing outstanding customer service.
- Consistently exceeded sales goals and initiatives by at least 20 percent.
- Managed several client accounts on a continuous basis.
- Quoted t-shirt orders and submitted them for production after customer final approval.

DELPHI, Rochester, N.Y.

Fuel Cell Research Coop 1/2005-3/2005

- Built fuel cell stacks and tested them on solid oxide fuel cell systems to prove research theories.
- Built signal conditioners and installed wiring for multiple gas sensors and other lab equipment.
- Created a three-kilowatt AC load bank that visually shows the power produced from the fuel cell system.

Pressure Regulator Design & Quality Coop 6/2004-8/2004

- Computerized first time quality data for Universal and Mini-Cartridge Pressure Regulators.
- Team member of Shainin Project that resulted in annual savings of a half-million dollars.
- Managed specialized testing of pressure regulators.

THE FRESH AIR FUND, New York, N.Y. (summer) 6/1998-8/2003

- Chess instructor, camp counselor, recreation instructor, and child mentor.

Education

University of Delaware, Newark, DE
Major: Environmental Engineering
Degree: Master of Science expected May 2013

Rochester Institute of Technology, Rochester, N.Y.
Major: Mechanical Engineering
Degree: Bachelor of Science received May 2006

Brooklyn Technical High School, Brooklyn, N.Y.
Degree: Regents Diploma received June 2001

Computer Skills

SAP, PEARL, EDM, Compliance Wire, Microsoft Office (Word, Excel, & Outlook), Visual Basic, C++, Minitab, Matlab.

Leadership/Associations

LSAMP & National Science Foundation: Bridge to the Doctorate Fellow	9/2011-Present
Phi Sigma Pi National Honor Fraternity, Inc.	1/2004-Present
National Action Council for Minorities in Engineering Vanguard Scholar	9/2001-5/2006
Student Government: Senator	9/2002-5/2003