



Dr. Erica Bass-Flimmons

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▼ SUMMARY OF CAPABILITIES

Program Director • Partnerships Director • e-Learning Developer

▼ QUALIFICATIONS

- Experienced elearning programs manager with 7 years of managing people, resources, and process; instructional design and development, international university development, research, evaluation, and marketing/communications.
- Experience working with internal/external cross-functional teams in managing/facilitating complex projects, programs, and initiatives within University and nonprofit settings.
- Well-organized; able to prioritize and manage multiple deadlines and work with highly technical information.
- Successfully recruits students or members for selected programs while negotiating enrollment targets with Deans, Department Chairs, and non-profit President's and CEO's.

▼ PROFESSIONAL EXPERIENCE

Community Haven (October 2021- Present)

- Strategic Development Consultant
 - Oversee the current leadership development initiatives, as well as research and implement, as directed, new solutions for making our leaders better managers.
 - Providing coaching and feedback to our existing leadership team.
 - Design, build and execute the private philanthropic fundraising plan

Georgia Department of Juvenile Justice (September 2019 – Present)

- Career Readiness and Entrepreneurship Training Consultant
- Builds partnership strategies with ongoing partner/alliance management process and governance.
- Facilitates and Develops curriculum for wrap around services.
- Partners with local community businesses to serve as hiring employers for youth.
- Develops detailed and evaluation scenarios for strategic initiatives, potential online business development and partnership opportunities.

Georgia State University/Clark Atlanta University (May 2017-May 2021)

- Project Director: Asa G. Hilliard III Foundation: College of Education
- Successfully manage the relations with members and partners.
- Collaborated with the board to continuously improve the foundation's solutions and processes.
- Implemented approved processes, gather and analyze data, and provide timely reports to Board Chair and or his/her Designee.
- Organized two fundraisers, one symposium, and one conference between two Universities.

International Black Women Public Policy Institute (March 2020 – March 2021)

- Executive Director: Online Learning
 - Developed a clear, concise global partner strategy with an established, centralized and ongoing partner/alliance management process and governance with four international countries to recruit students in our engineering mentoring program.
 - Increased membership by 50% via a global online strategy

- Developed detailed financial models and evaluation scenarios for strategic initiatives, potential online business development and partnership opportunities.

OneSource Learning and Development Center (October 2019 – July 2020)

- Programs Director: Virtual Programs: Contractor
 - Manages a team of six program coordinators including (data managers, instructors, and curriculum designers and evaluators).
 - Developed new career development strategic plans and relationships among four private partnering organizations, three-nonprofit organizations, and three Higher Education institutions.
 - Deployed a new online career readiness and GED program from scratch.
 - Created new training programs by researching current Standard Operating Procedures (SOPs).

Georgia State University (May 2017-July 2019)

- Project Director: South African Foundation: College of Education
- Managed planning and development of a Technology Training Center in Soweto, South Africa which included an e-learning and mobile learning technology initiative.
- Supervised and managed a staff of 5 directors, 3 executives, and 12 related service providers, supporting the University's professional growth for South Africa.
- Planned, pitched, and executed a community engagement strategy that was critical for the investment of a technology training center. Facilitated and co-facilitated in-person learning experiences that accelerate sharing, collaboration and innovation.

DeKalb County Community Service Board (October 2012-August 2013)

- Instructor Designer Contractor
 - Developed three online training courses to satisfy Health Insurance Portability and Accountability Act (HIPAA) requirements for 300 agency employees, which include designing, developing and implementation phases.
 - Utilized various instructional designing tools and software's such as: Captivate and Articulate Storyline to support E-Learning instruction.
 - Prepared step-by-step training guides and instructs training sessions for non-technical users.

Georgia State University (May 2013-June 2017)

- Graduate Assistant to Associate Dean of International Partnerships

- Coordinator of the South African Student Teacher Visit from the University of
- Johannesburg (25 students).
- Supervised a staff of 20 professors, teachers, directors and related service providers, supporting the University's professional growth.
- Developed and implemented a comprehensive plan to ensure the continuance of a positive student exchange culture, including planning special events and running
- University and public-school educational events.
- Represent the University of Johannesburg to key community partners and referral sources and coordinate student evaluation reporting.

Georgia State University (May 2012-June 2016)

- Instructional Designer Center for Excellence in Teaching and Learning Graduate Research Assistant
 - Integrated web-based learning resources – LMS and LMS-integrated tools; productivity software; web conferencing tools; websites, blogs, and other web applications – into face-to-face, hybrid, and online courses.
 - Developed activities and assessments connected to measurable learning objectives.
 - Worked individually and collaboratively to meet deadlines and expectations set for course and program design projects.

Georgia State University: Mathematics Education Department (August 2012-2013)

- Graduate Research Assistant
 - Guided Ph.D. student- instructors in the redesign of course instruction to integrate new technologies into daily lesson plans.
 - Coordinated professional development technology supported workshops for mathematics education Ph.D. student instructors.
 - Established schedules on multiple projects and manages professors' expectations in order to reach launch deadlines for well-tested, student-centered technology workshops.

Habitat for Humanity: Learning and Organizational Development (June 2012- August 2012)

- Intern: International Learning and Organizational Development
 - Created an online orientation for the new Learning Management System for South America learning managers.
- Engage individuals, universities and organizations for partnership within geographical areas.

- Identified, recruited and developed key individuals to be ambassadors in areas of opportunity to represent project initiatives.
- 5.07 Tab 5 – References
 - Offeror must provide a list of governments that have experience using the services recommended within the past five years. The issuing department may seek a supplier which has a recent, successful history performing a similar scope of work for a government of similar size.
 - One Stop Career Ctr
 - ResCare W/Force
 - Legacy GED
 - OneSource Learning and Development Center
 - Atlanta Public School System
 - Georgia Department of Juvenile Justice
 - HBCU in LA
 - StemHer South Africa
 - GA Tech/GSU/Emory Innovation Grant Program
 - Georgia State University