

LATE MATERIAL

Item #:15c

Meeting Date: 01/05/23

MICHAEL J. SMITH

1432 Rocky Bluff Drive ▪ Carson City, Nevada, 89701

775-508-9305 ▪ smithm410@yahoo.com

BUSINESS DEVELOPMENT

— Entrepreneurial spirit, thought leader, and business innovator with full range of expertise in strategy planning, staff development, sales/new business development, administrative and operations management, H/R collaboration, and budget administration —

Career Snapshot

- ✓ **Leadership Skills:** Led helm, planned and executed project, and managed staff for newly mandated program in Tennessee following consolidation of two school systems.
- ✓ **Business Development:** Known as gifted and influential speaker in delivering presentations to solicit partners and program adopters with businesses, civic organizations, non-profits, and clubs.
- ✓ **Vision, Strategy & Execution:** Spearheaded and initiated quarterly think-tank type meeting with leaders, coordinators, and colleagues to discuss insights and new concepts to improve program.
- ✓ **Program Improvements:** Noted as top-rated leader; chosen to take over two underperforming schools, which helped reduce district Over Age Grade (OAG) population from 30K to 9K students and increased graduation rate from 61% to 72%.

CAREER PROGRESSION and ACHIEVEMENTS

Silver Oak Golf Course, Carson City, NV. April 2021- present (In-season) part-time golf pro shop attendant assisting golfers with scheduling tee times, answering the phone, along with providing customer service selling golfing merchandise and apparel. Responsible for inventory control

NV Production House, LLC. Managing Partner and Director of Business Development
Carson City, NV. July, 2021- April, 2022

Director of Business Development

Responsible for seeking out new business opportunities providing essential services through website design and creation, content photography, podcast development, and social media management. Developing coordinating and implementing plans designed to increase and capture new opportunities along with generating company's revenue. Conduct sales and marketing meetings with the team. Facilitate various B2B classes for small business owners i.e., *coaching for leaders, personal branding, and step up your game in leadership coaching etc.*

KRA CORPORATION, Reno, NV. September 2019- January, 2021

Program Manager

Provides day-to-day program operations, oversight, performance and financial management related to contracted services. Responsible for specifying, implementing, and continuously improving robust and efficient business processes that will provide excellent customer service and deliver positive performance outcomes.

- Provide leadership, program direction and operational guidance to staff.
- Ensure all contract-established outcomes are communicated to staff, and individual performance standards.
- Conduct cross training and other events to promote relationships building between the various offices, divisions, and partnering agencies.
- Serve as a liaison to partners, prospective employers, training programs, and the participants.

JAG NEVADA, Reno, NV, 2018 - 2019

Private, non-profit, school-to-work transition program, in 33 states whose mission is to ensure students are prepared and set up for success, and are work ready

Education to Employment Facilitator (E2E Facilitator)

Specifically recruited for new business development role to promote program participation and increase enrollment in Nevada program. Identified new leads through networking, relationship building, organization's leads, and Chamber of Commerce. Set appointments and delivered presentations to perspective partners, created program awareness, and shared organization's mission. Worked collaboratively with 18 specialists to ensure 66 core student competencies were met. Worked with management to develop goals and strategies for upcoming year.

- **New Business Development:** Won new business with Reno Aces Baseball team and manufacturing companies while cultivating existing relationship with Tesla, Panasonic, Nevada Energy, and Click Bond.
- **HR Collaboration:** Championed new PR/marketing concept with HR departments to establish in-service type meetings and facility tours for students, which increased both student interest and participation.
- **Growth Strategies:** Facilitated meetings, networked, and communicated with district leaders and principals to share program vision and mission with goal of increasing student participation.
- **Special Project:** Pitched idea and won approval, which created first-time e-newsletter as communications tool sent to 53 JAG programs in Nevada and all JAG partners. Led team to in producing quarterly newsletter.

SHELBY COUNTY SCHOOLS, Memphis, TN, 1992 - 2017

Principal, Hope Academy Shelby County, TN, 2010 - 2017

Hand-selected as inaugural Principal of Hope Academy, which was school housed inside Memphis Shelby County Juvenile Court. Provided leadership direction, guidance, and managed staff of eight including interviewing, hiring recommendations, training, and formal/informal evaluations. Administered \$500K budget with purchasing authority for technology, equipment, and supplies. Prepared monthly, quarterly, and administrative reports for director review including quantitative and qualitative data, and budget expenditures.

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- **Project Management:** Led four-month project to retrofit existing building; purchased equipment and supplies. Supervised/assessed workmanship of construction team, ensuring deadlines were met.
 - **Board Member:** Selected as Board member for National Partnership of Juvenile Service (NPJS) for three years; attended quarterly in-service meetings, and led meeting to share information with staff.
 - **Presenter:** Chosen as presenter at three National Symposiums on Juvenile Services Educator's Conference.
 - **Noteworthy Improvements:** Slashed recidivism rate by almost 50% from 14% to 8% over seven-years.

- **Business Development:** Built relationships and called on businesses, clubs, and church leaders to promote program. Recruited Nike as school adopter, which donated money due to budget shortfall.
- **Mentoring Program:** Set up mentoring program for students as well as mentored residence principals for three years – with one being promoted to principal.
- **Software Skills:** Created and delivered PowerPoint presentations on school’s progress and successes.
- **Contest and Awards:** Spearheaded idea and implemented essay contest for students – with cash awards – provided from Mothers of the Nile, one of programs partners.
- **Consultant:** Hired by district as consultant to train new principal – with follow up sessions – on best practices and instructional methodologies, which led to seamless management transition in 2017.
- **Community Outreach:** Built relationship with Kroger manager and signed up store to become partner.

Academic Compliance Officer / After School Memphis Coordinator, 2006 – 2010

Chosen as first Academic Compliance Officer to set up new program. Conducted meetings with high school athletic directors and coaches from 55 schools to make sure athletes meet NCAA benchmarks for grades and district regulations. Transitioned to start new After School program housed in churches, organizations, and businesses.

- Identified potential organizations interested in starting enrichment and remedial after-school programs, which was funded through one-year grant. Traveled to Chicago to review their program.

Principal - Kirby High School, 2005 - 2006
 Principal - Westwood High School, 2003 - 2005
 Assistant Principal - Hillcrest High School, 2002 - 2003
 Assistant Principal - Colonial Middle School, 2001 - 2002
 Teacher - Appling Middle School, 1992- 2000
 Prior to 1992 - Middle School teacher in various capacities

EDUCATION and SKILLS

UNIVERSITY OF MISSISSIPPI, Oxford, MS ▪ **M.Ed. Educational Leadership, 1991**
 RUST COLLEGE, Holly Springs, MS ▪ **B.S. Elementary Education, 1977**

Proficient in Microsoft Office Word, Excel, PowerPoint, and Outlook

BOARD MEMBERSHIPS and AFFILIATIONS

Board Member -- Carson City Redevelopment Authority Citizens Committee, 2018 - 2021

Board of Trustees, Carson City Symphony Association, 2019 – 2021

Basileus, Alpha Nu Nu Chapter (*Reno*) Omega Psi Phi Fraternity, Inc. 2018-present

Founder of the North Mississippi Cultural Foundation a (501-c-3) Non-profit organization, 2013

Shelby County, Tennessee Education Association- President, 1999 - 2000

Coordinator, Ideas on Tap *Carson City* 2018-2022

Board Member- Appointed by Governor Sisolak, to serve on the EMRB (Employee Management Relations Board)
 State of Nevada 2020-2023

President of Northern Nevada Cultural Foundation (Non-Profit Corporation) 2022