

1904 Stuart Avenue
Ocean Springs, MS 39564

M.B.A.	Masters in Business Administration William Carey College May, 1997
B.S.	Business Administration William Carey College May, 1987

William Carey University
Gulfport, Mississippi
1992-Present

1999-Present

- Recruiting/Student Marketing
- Office of Admissions
- Financial Aid Office
- Business Office
- Post Office
- Grounds
- Maintenance
- Housekeeping
- Physical Plant/Facilities
- Contract Campus Security
- Student Services
- Budgeting
- Financial Management
- Other duties as assigned by the President

- Participate in the annual evaluation of the effectiveness of all administrative and support offices.

DIRECTOR FOR BUSINESS SERVICES AND STUDENT MARKETING
1993-1999

Responsible for the day-to-day operations of the business office on the Coast Campus and the following functions:

- Recruiting
- Admissions
- Housing
- Bookstore
- Grounds
- Housekeeping
- Maintenance
- Security
- Budgeting
- Other duties as assigned by the President
- Participate in the annual evaluation of the effectiveness of Business office personal.

ASSISTANT DIRECTOR OF STUDENT MARKETING AND
ADMISSIONS **1992-1993**

- Responsible for the day-to-day operations for student marketing and admissions.
- Provide prospective students with all information related to William Carey University.
- Meet with and counsel prospective students regarding William Carey University degree offerings.
- Maintain data bank on all prospective students for follow-up by phone call and mail-outs.
- Coordinate students marketing efforts with all faculty for faculty participation and follow-up.
- Inform applicants of all documentation required for admissions.
- Maintain data base on all applicants.
- Monitor all applicant files to ensure all required documentation has been received. Notify applicants of missing documents.

- Work closely with each applicant to ensure admissions requirements are met.
- Supervise assigned work-study.
- Perform other duties as assigned.

UNITED STATES AIR FORCE

1969-1992

- Retired Chief Master Sergeant E-9
- Vietnam Veteran
- Instructor Non Commissioned Officers Academy
- Instructor USAF administrative Course
- Administrator for Squadron, Group, and Headquarters level of command.
- Executive for Commanding General Keesler Air Force Base
- Served in Germany, Korea, U.S. and Viet Nam.

COMMUNITY AND CIVIC INVOLMENT

- Member Gulfport Chamber of Commerce
- Member Ocean Springs Chamber of Commerce
- Education Committee Gulfport Chamber
- Past Vice President Gulfport Chamber
- Member Gulfport Exchange Club
- Past President Exchange Club
- Graduate, Leadership Gulf Coast