



Chartered 1708

Michael Pantelides, Mayor
160 Duke of Gloucester Street
Annapolis, MD 21401-2517
410-263-7997

April 7, 2015

To: Alderpersons, City Of Annapolis

From: Mayor Michael Pantelides

Re: Rules and City Government Committee

Pending your approval, I would like to reappoint Edith Knight to the Human Relations Commission. Ms. Edith Knight has served on the Human Relations Commission since 2010.

Ms. Edith Knight
1220 Madison Street
Annapolis, MD 21403

A copy of Ms. Knight's resume is attached.

Thank You.

Michael Pantelides

MJP/mc

<p>Reviewed by: <u>Rules and City Government Committee</u></p> <p><input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable</p> <p>_____ Committee Chair</p> <p>_____ Date</p>

1220 Madison Street
Annapolis, MD 21403
Business: (410) 263-2742
Home: (410) 263-6206
Fax: (410) 263-274
Email: eknight832@aol.com

Edith M. Knight, MPA

Summary of Qualifications

Two decades of extensive and comprehensive experience in fiscal management and program design, expertise in accounting, auditing, human resources management, and procurement. Accustomed to working with individuals and organizations from diversified cultures and backgrounds.

Work Experience

Enrollment Specialist

- Provide guidance with enrollment and financial aid. Process loan application, Federal Assistance applications, Grant Awards and other Financial Aid programs.
- Provide weekly reports to the Center Director.
- Correspond with main campus Financial Aid office for completion of student files.

Adjunct Professor

- Prin. of Administration
- Elements of Supervision
- Business Ethics
- Personnel Management
- Financial Management
- Career Planning and Personal Development

Grant Reviewer

- Review grants for the Department of Health and Human Services

Associate Registrar

- Record student grades each trimester in the Power Campus computer system
- Generate grade reports each trimester for students
- Process In-School Deferments
- Generate weekly progress reports for the Vice President

Chief Executive Officer

- Provided guidance in all Human Resource functions. Planned, organized, coordinated and evaluated all agency activities in accordance with the agency's mission statement and federal guidelines. Served as a resource to staff daily for compliance and operation issues in effort to promote effectiveness and efficiencies. Conducted monthly staff meetings with the management team.
- Developed and implemented proposed budgets for potential existing and expanding programs; administered the program's budgets; interpreted and comprehended budgetary revisions and modification; facilitated communication between Finance department and Programs Directors.
- Identified potential funding sources; identified division and program funding needs; interpreted request for proposals; comprehended RFP requirements and process; developed concepts and methodologies; assisted in writing grants.
- Facilitated communications between administrative support staff, Board of Directors and Program Directors to foster a team approach to grant writing. Prepared monthly directors reports for the BOD.

Program Manager

- Trained and provide assistance to "special needs" grantees in Region III Head Start Programs. Served as a presenter for local, state and regional conferences and workshops on financial management and strategic planning.
- Knowledgeable of Federal Regulations for Head Start, Early Head Start, HUD and Housing Counseling programs. Trained in the Head Start Prism peer-reviewing instrument.
- Designed and implemented various payroll, budgeting, accounting, and human resource case management systems.
- Provided training for Board of Directors and parent policy groups on program governance and federal regulations. Served as consultant to several at risk non-profit organizations on fiscal management, human resource management and program design.

Fiscal Director

- Managed and coordinated fiscal planning, accounting, reporting, procurement and property management activities of the agency. Orchestrated the day-to-day operations of the accounting office covering the full scope of all financial transactions from receipt of grant award to the final close out and audit. Supervised accounting technicians, procurement/property manager and credit union manager.

Work History

2001-Present Sojourner-Douglass College

1974-2001 • Anne Arundel County EOC, Inc • Annapolis, MD

1993-Present • Region III Consultant Pool (HSQIC) • University of Maryland • College Park, MD

1997 • National Education Consulting, Inc. • Rockville, MD

Education /Certifications/Trainings

Master of Arts- Public Administration- Sojourner-Douglass College- Baltimore, MD
Bachelor of Arts-Administration-*Magna Cum Laude* • Sojourner-Douglass College • Baltimore, MD
Construction Goal Accounting Systems • Timberline Software Corporation • Portland, OR
Windows/DOS/Lotus • Business Systems Management • Annapolis, MD
Case Management • University of Maryland • College Park, Maryland
Financial Counseling • University of Maryland • College Park, Maryland
Leadership Training • University of Maryland • College Park, Maryland
Train the Trainer • Dr. Mary Tom Riley • Boston, MA
Fiscal Management • University of Maryland • College Park, Maryland
Mediator-Conflict Resolution • Anne Arundel Community College
Grant Writing • Anne Arundel County Government

Professional Affiliations

National Female Executive Directors
Board Member-Department of Social Service/Anne Arundel County
Board Member-Maryland Association of CAA
Past President-Business & Professional Women's Club
Board Member- Anne Arundel Council of Community Service
NAACP-Member
Human Relation Commission City Of Annapolis
Local Management Board OF Directors
Board of Directors Department of Social Directors

Honors & Award

Fannie Lou Hamer Outstanding Women's Award
BPW Women of the Year & Employer of the Year
Executive Citation- Anne Arundel County
Governor's Citation-State of Maryland
Distinguish Citizen Award-Mayor of Annapolis
MACAA- Employee of the Year
Outstanding Service Rendered Award-ICUA
Who's Who Among America's College Students
Outstanding Community Service Recognition-Paul S. Sarbanes/United States Senator