

AMBER MARIE COURTNEY
1212 33rd ST. N.
Birmingham, AL 35234
(205) 504-3096
amber.courtney29@gmail.com

AREAS OF EXPERTISE:

- Organizational Governance in Public and Private Sectors
- Low to Moderate Income Neighborhood Analysis/Strategic Gentrification Specialization
- Budget Creation, Implementation and Analysis of Local, State, and Federal Funding Sources
- Strategic problem Solving and Data Analysis
- Community Program Development and Program Facilitation/Implementation
- Succession Planning and Execution
- BANNER
- Grant Writing, Review, Reporting, and monitoring of Local, State, and Federal Regulatory Compliance
- Educational Program Development and Implementation
- Staff Management, Evaluation, and Capacity Development
- Property Management and Acquisition
- Resource Preservation and Community Engagement
- Program Evaluation and Assessment

TRAINING

- NeighborWorks® America Training Institute; Organizational Leadership and Management
- CDBG, CDBG-DR, IDIS, Federal Grant Writing

Graduate Work

- The University of Alabama
PhD Education and Instructional Leadership, Concentration in Social and Cultural Studies
Expected Completion Date, December 2016
- The University of Alabama at Birmingham, Birmingham, AL
M.A. English/Literary Studies May 12th, 2012

Undergraduate

- Tuskegee University, Tuskegee, AL
B.A. English May 9th, 2010

PROFESSIONAL EXPERIENCE

The City of Birmingham Grants Administrator Assistant to the Mayor

11/2013-Current

- Conducting research and analysis, oversight, and coordination of all projects for Special Projects Division and staff
- Conduct grant writing, research, management, implementation, fund appropriation, and general oversight
- Correspond with Mayor's Office and Director of Community Development on action plan status and deliverables
- Complete, administer, and identify grant opportunities for the Department of Community Development and the City of Birmingham
- Correspond with all HUD related activities and interfaces; oversee and manage expenditures of \$24.3 million in CDBG-DR funds (over the past 3 years)
- Conduct Public appearances, seminars, and community engagement
- Attend and present at seminars and special events' review
- Manage contracts of outside consultant agencies
- Coordinate special projects staff;
- Draft Press releases for department as needed
- Schedule meetings and Conduct/attend
- Prepare resolutions for City Council approval
- Construct news stories for public comment
- Attend and/or facilitate public hearings
- Establish new projects
- Successfully see completion and implementation of City Wide Neighborhood Stabilization Program

Neighborhood Housing Services of Birmingham, Inc.

Office Manager, Executive Assistant 12/03/2012-9/24/2013

- Successfully conduct all aspects of day-to day office operations
- Conduct all aspects of property management, including all resident interviews, building maintenance, security, and supervision of rental properties and acquired single family units
- Successfully reconciled all organizational client data and files in anticipation of future audits and reporting
- Oversight through administration of CDBG program grant dollars and contractual compliance
- Facilitate and complete contractual agreements
- Manage and supervise over 150 Municipal Volunteers and student volunteers of organization
- Facilitation of Client Intake/triage and creation of client budgets
- Successfully facilitate and maintain correspondence with partner organizations and funders as acting point of contact during Organizational Leadership Transition
- Successfully conduct all media interactions regarding NHSB, maintain company profiles and website data for company visibility
- Conduct financial feasibility reports regarding building and property improvement/rehabilitation
- Assisted in the creation of Leadership Transitional Plan and Organizational Succession Plan, 2013
- Conduct Review of monthly CDBG, OMB, HOPWA, and CDBG-DR reports and successfully prepared organization for assessment
- Constructed NHSB Story and introduction for NHSB Strategic Plan 2013-2015
- Successful execution of Grant Applications, included but not limited to: State Farm Helping Hands Grant, HUD Counseling Grant, SMC Grant, and Regions Community Development Grant

- Successfully completed CDFI Certification Application on behalf of NHSB for company lending objectives

Miles College 01/2012-9/2012
Student Programs and Activities Manager

- Created, implemented, and facilitated all student oriented activities, particularly in conjunction with the International Studies Program, the First Year enrichment Program and the Center of Academic Excellence Program.
- Increased student capacity in student volunteer efforts throughout the community
- Created and implemented Youth Community Outreach programming for First Year Enrichment students and all incoming Freshman students
- Successfully increased student engagement during Summer/Fall orientation periods
- Created as well as maintained a strategic budget in accordance with federal guidelines/stipulations regarding distribution of Title III Grant Funds
- Created promotional content and documentation for the College
- Maintained Program Website and handled media relations for the First Year Enrichment (FYE) and STEM programs
- Financial Aid Management
- Teach undergraduate English courses
- Successfully reconciled budgetary error from Title III grant funds
- Successfully Implemented new finance tracking system after reconciliation of funds

The University of Alabama at Birmingham 08/2010-04/2012
UAB Athletics Office, Office Manager/Teacher's Assistant

- Maintained/updated athletic department databases using Paciolan Tracking Software
- Distributed athletic tickets and season passes to all Athletic events
- Mitigated questions regarding Athletic administration and scholarship opportunities
- Served in an Instructor capacity for introductory English Literature and Composition courses in the UAB English Department
- BANNER management
- Created and Implemented Lesson Plans in accordance to departmental guidelines

National Park Service 5/2008-08/2011
Park Ranger: Interpreter and Community Education Specialist Salary: 35,000.00/Annually
Hours Per Week: 45
Supervisor: Michele Simmons
Contact: (970) 586-1518

- Successfully developed/facilitated Student Programming at Rocky Mountain National Park
- Conceived, constructed, and executed educational evening programs that were for the education of park adult park audience and teachers
- Oversight and review of junior staff/ personnel
- Assisted in park rescue missions with Law Enforcement Rangers to ensure visitor protection; increased protection staff by 10% due to involvement
- Consistent in maintaining Visitor Satisfaction with current educational programming
- Implemented Survey tracking for streamlined customer satisfaction reporting in anticipation DOI programming Audits
- Sustained and procured community relationships beyond the immediate Grand County, Colorado area

- Developed and implemented educational programming, which focused on the promotion of community activism regarding resource preservation and conservation.
- Successfully Increased community's awareness of resource preservation awareness
- Supervised, trained, coached, and counseled many of my colleagues.

Schomburg-Mellon Fellowship 06/2009-08/2009
Gentrification Specialist,
Digital Archivist

- Conducted and maintained both a group as well as an individual research project geared toward the implications of Gentrification on Low-to-Moderate income neighborhoods
- Created and transcribed African-Diaspora archival materials into digital Archive through the New York Public Library System
- Spearheaded research investigation of soci-educational impact of gentrified areas in New York in an effort to increase special funding for further research of long-term area impact
- Conducted keynote for NYPL in 2009 regarding Gentrification implications in the neighborhoods of Harlem and Brooklyn, New York

United Nations International 9/2009-12/2009
Criminal Tribunal for Rwanda
Arusha, Tanzania
Victims Support Specialist
and Translation Specialist

- Served as legal aid to the Defense Team on the court case of General Augustine Ndirakobuca, Genocide Suspect
- Transcribed court transcripts and documents into individual files according to case and increased organization of case files
- Facilitated communication of Genocide cases for French prosecutors by offering corrected translations of French transcripts for English/Swahili UNICTR Judges and Attorneys for increased communication of information
- Increased conducted client intake for UNICTR through community outreach efforts extended to Rwandan Genocide victims
- Conducted/facilitated cathartic counseling sessions with victims of Rwandan genocide transplanted into Arushan Communities
- Submitted successful proposal to UNICTR to provide extended 4 years of funding for counseling services for impacted victim's support

National Park Service 5/2008-8/2008
Park Guide: Community
Education Specialist

- Responded to visitor questions and referred them to the proper location.
- Responded to emergency issues in a prompt manner and monitored park wide activity
- Created and conducted educational programs which focused on the geographical layout and strategic preservation efforts for increased community education of area
- Assisted in Park Patrol and maintenance associated with resource and community preservation to increase visitor safety

Ford Motor Center Library 1/2007 - 5/2007
Archival Technician

- Coordinated the binding of journal publications for submission on a quarterly basis

- Successfully conducted several searches of necessary documents to in professorial research and data collection as well as maintained the archives for the library
- Conducted instructive remedial English Sessions for increased student interest in library resources
- Facilitated the publication of library events and educational opportunities

TECHNICAL SKILLS /TRAINING Foreclosure Intervention and Default Counseling, Certification
Organizational Leadership Career Track, Neighborworks America Training Institute
Grant, Technical, and Proposal Writing, Professional Training
Rhetorical Analyst, Professional Training
CPR, AED, and First Aid, Certification
Bilingual, Intermediate French Translation, Professional Training

PUBLICATIONS *"Imperial Feminism: Foundations in the Exploitation of Black Oppression"*, Precarious Subjects: Borders, Interstices, and Instabilities for Literature and Culture, 2011
"African Diaspora: Community Relationships as Presented in Canonical Literature and Popular Cultural Texts", Schomburg Center for Research in Black Culture Archival Registry, 2009
"Beelzebub", Aura Literary Magazine, 2011

PRESENTATIONS *"Imperial Feminism: Foundations in the Exploitation of Black Oppression"*
Awakening Through Culture, Sigma Tau Delta Conference, Keynote, 2011
"Canonical Literature and Popular Cultural Texts", Schomburg Center for Research in Black Culture Archival Database, 2009
"African Diaspora: Community Cultural and Social Responses to Gentrification in Harlem", New York Public Library, Schomburg Center, 2009

AWARDS The University of Alabama, Alumni Association \$25,000 Graduate Research Fellowship, 2013
The University of Alabama at Birmingham, Diversity Fellowship Graduate School Recipient, 2010-2012
Outstanding Leadership Award Recipient, Sigma Tau Delta, 2012
Dean's Research Scholarship Award Recipient, Tuskegee University, 2006-2008
SEOG Grant Recipient; \$3,500 Stipend, 2009-2010
Schomburg-Mellon Fellowship Recipient, 2009

PROFESSIONAL AFFILIATIONS Alliance for Responsible Lending in Alabama (AL-RLA)
Society of Technical Communication
BancorpSouth Advisory Board
Habitat for Humanity of Greater Birmingham
NeighborWorks® America Training Institute; Management and Leadership Professional Certification Program
The University of Alabama at Birmingham College of Arts & Sciences Alumni Association
Tuskegee University Alumni Association
Lambda Iota Tau International Literary Honor Society, Induction 2009

Alpha Kappa Mu National Scholarship Society, Induction 2008
Sigma Tau Delta International English Honor Society UAB, *Chapter
President 2011-2012*

REFERENCES

Mr. Lindsey McAdory
Blue Cross Blue Shield
Corporation

Blue Cross Blue Shield
Programs Analysis, Director
Phone: (205) 745-5927

Ms. Lisa Smith
Senior Court Representative/
United Nations Criminal
Tribunal for Rwanda Legal
Associate

State of North Carolina/ United Nations Criminal Tribunal
Phone Number: (704) 779-3674
Email Address: smith55@un.org

Mrs. Michele Simmons
District Interpreter,
Grand County, Department
of the Interior (DOI)

Rocky Mountain National Park, Interpretive Division
Phone Number: (970) 596-1518
Email Address: Michele_Simmons@nps.gov