

EARNESTINE SMITH

E. WILLIAMS-SMITH & ASSOCIATES, LLC

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PROFESSIONAL VITA´

High-caliber, energetic executive with successful leadership experience. Demonstrated analytical ability and technical knowledge to identify issues provide consultative solutions and implement recommendations. Demonstrated expertise in assessing organizational culture, design and developing technical and performance driven solutions and facilitate teams. Exceptional ability to formulate and implement strategies and policies, resulting in effective execution of initiatives. Adept at building trust and confidence at early stages even in challenging environments with passion for empowering quality in lives and communities. I am a noted liaison that utilizes leadership, time and resources effectively. My strong analytical approach yields research that facilitates goal achievement and accountability.

As Chief Executive Officer of E. Williams-Smith & Associates LLC. I have over 34 years experience within the area of management, business development, business/political consultant, project management, grant facilitator, community development and governmental relations.

PROGRAM DEVELOPMENT & MANAGEMENT

- Directed program development, management training, technical assistance and administrative support to non-profits and profits, which resulted in a tenfold programmatic increase.
- Provide technical assistance to small and developing business.
- Develop Business Plans and Resource Guides
- Developed Strategic and Operational Plans for small business.
- Developed and effective program for community leaders and public officials to enhance the image of organization within the community
- Planned, develop, organize and manage a professional training program for real estate developers, investor and lenders engaged in the development of financing and management of residential and commercial properties.
- Obtain funding from federal, state and private foundation. Funding in excess of \$100 million and above from private investors and lenders.

- Worked within the structures of public policy and government and anticipate the need of public policy makers.
- Conducted seminars on topics ranging from how to obtain financing for projects, bank presentation and government contract information.
- Prepare small business for Incorporation, 8(a) certifications, MBE, DBE and non-profit for 501 (c) (3) status.
- Developed and prepare document for financing from International Companies
- A Certified Administrative Manager.
- Obtained and manage grants for profit, non-profit and construct proposal that received no less than \$3 million in funding.
- Engage financial institutions in community development lending thru collaborative lending, which demonstrated shared risks, shared staffing and /or mitigated-risk lending programs.

POLITICAL CONSULTANT AND MANAGEMENT

- Offer communication and public relation service/advice to public figures, politicians, CEO, as well as nonprofit groups and private business.
- Work closely with the client to develop and produce the right level of research, voter polling, field strategy and get out the vote efforts.
- Plan election/business campaigns to ensure that the client remains in the public eye.
- Arrange publicity drives (television, radio and appearances at public meeting).
- Prepare schedules for the client so that the client can cover the maximum number of constituencies.
- Handle all aspects of public relation for the client.
- Review all written address notes of the client making sure is apt for the audience.
- Follow the trend of the campaign as it progresses and make changes accordingly.
- Use creativity in developing innovative campaign strategies.

Education:

- Master of Business Administration, from Trinity University and a minor in Psychology
- Bachelor of Arts in Business Development and Administration from San Antonio College
- Associate in Computer Science from University of Arizona (Tucson Campus)

Additional studies: Notary for the State of Louisiana (Commissioned for Life), 8(a)
Contractor with the U. S. Small Business Administration, Personnel & Human Resource,
Political Science

Management from Louisiana State University, Certified Administrative Manager (CAM).
Business Administration -University of Maryland (USAF Campus Okinawa).

CAREER SUMMARY

1997 – Present Chief Executive Officer of E. Williams-Smith & Associates LLC. Providing business/political consulting in the areas of strategic planning for diversity, organization development, and proposal/grant writing financial analysis, feasibility and cost/benefit studies. Delivering an array of services, utilizing both traditional and innovative approaches to proactive training, proposal/grant writing, project management and business development which are applicable to the non-profit corporation as well as for profit corporations including political campaign.

1995 – 1997 National Baptist Convention of America, Inc. Administrative and Confidential Assistant to the President. Worked with all the Churches in the convention, addressing issues of concerns to the August Body.

1983 – 1995 State of Louisiana Legislative Division. Senatorial Administrative Assistant. Review proposed legislation, organize public hearings and meetings. Prepare statement and letters for State Senator. Conduct polling and public opinion research on local, state and federal issues. Conducted campaign-planning, strategy, secondary research for targeting voters and developing fundraising strategies. Handle sensitive constituent contact. Analyzed impact of proposed legislation.

1975 – 1983 Poulan Weed Eater, Inc. Sales and Marketing Specialist. Directed marketing research projects from study design through analysis of data and report-writing. Provide manufacturers/advertising agencies with primary research data developing marketing strategies. Forecasting new product potentials, optimized product growth and identifying sales opportunities. Interacted with international clients on research data and fulfillment.

1969 – 1975 Trinity University, San Antonio, Texas. Public Access Coordinator. Created community programs using community volunteers. Worked with the local government and school systems.

PROFESSIONAL AFFILIATIONS

- Certified Administrative Managers Association
- National Female Executive
- National Political Congress of Black Women
- National Organization of Women
- Equal Employment Opportunity Commission
- National Notary Association

Reference: Upon request