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Folder Title:

Resumes-Melvin Hardy, Grace Ashford

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GRACE ASHFORD

POST OFFICE BOX 745, RADFORD, VIRGINIA 24141

Telephone: (540) 731-0331

CAREER GOAL

The **GOAL** is to become an administrator of Continuing Education Programs in a governmental agency. The **OBJECTIVE** is to provide administrative leadership in research; and in planning, implementing and evaluating programs that will impact public policies focusing on housing and urban affairs

SKILLS

- **MANAGEMENT:** Broad-based experiences in program planning for community resource development in both rural and urban environments.
- **COMMUNICATION:** Exceptional detail and analytical skills; ability to relate well with people from various backgrounds and ethnicities; excellent oral and writing skills.
- **HOUSING:** Practical experiences in supervising programs for housing professionals; coordinating programs for housing development; and serving as administrator for property management.
- **TRAINING AND DEVELOPMENT:** Broad-based experiences in coordinating program activities for diverse communities, both rural and urban environments; conducting training programs to improve both youth and adult leadership skills; designing, implementing and evaluating different levels of adult and continuing education programs.

PROFESSIONAL EXPERIENCE

- **Consultant and Special Projects:** Decatur, Alabama and Radford Virginia (1994 and 1995).
- **Teacher:** Consumer Home Economics, Lawrence County School System, Courtland, Alabama (1992-1994).
- **Assistant to President:** Multi-Business Enterprises, Madison, Wisconsin and Tallahassee, Florida (1981-1992).
- **Program Manager:** Housing and Community Development, University of Wisconsin-Madison, Madison, Wisconsin (1979-1980).
- **Ph.D. Student:** University of Wisconsin-Madison, Madison, Wisconsin (1976-1979)
- **Teaching Assistant:** University of Wisconsin-Madison, Madison, Wisconsin (1975-1976).
- **Program Specialist:** Community Development, Alabama A&M University, Normal, Alabama (1973-1975).
- **Master Degree Student:** Tuskegee Institute, Tuskegee Institute, Alabama (1972-1973).
- **Teacher:** Continuing and Adult Education, Huntsville City School System, Adult Learning Center, Huntsville, Alabama (1970-1972).
- **Supervisor:** Community Development, Lawrence County School System, Moulton, Alabama (1968-1970).

EDUCATION

Ph.D. Program

Major: Continuing Adult and Vocational Education

Minor: Interdisciplinary - Administration, Interior Design and Urban and Regional Planning

The University of Wisconsin-Madison, Madison, Wisconsin

Coursework and Comprehensive Examinations Completed (A.B.D.)

Master of Education Degree

Major: Adult Education and Community Development

Tuskegee Institute, Tuskegee Institute, Alabama

Graduated: 1973

Bachelor of Science

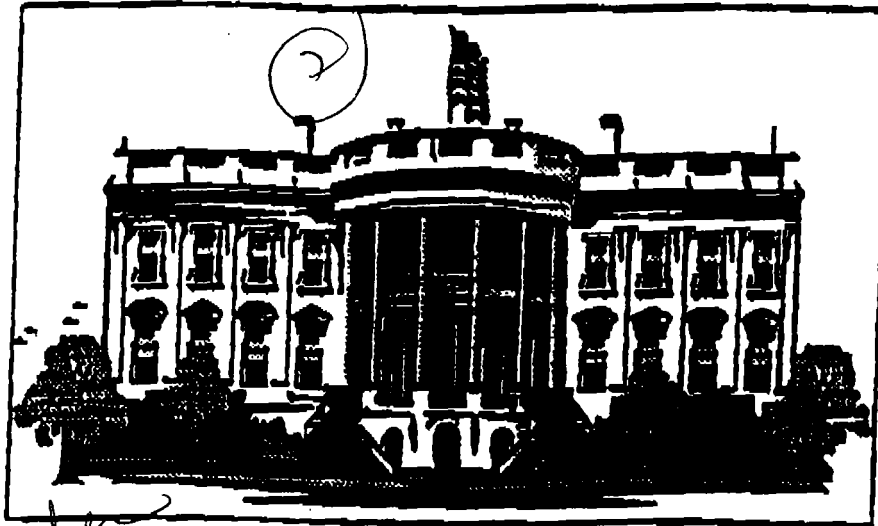
Major: Home Economics Focusing on Family Housing and Related Arts

Minor: Business

Alabama A&M University, Normal, Alabama

Graduated: 1968

REFERENCES-PORTFOLIO AVAILABLE UPON REQUEST



*Told Liz
that Bob
doesn't remember
him nor
does Frank
WMS, who
she asked
me to call*

**THE WHITE HOUSE
OFFICE OF PRESIDENTIAL PERSONNEL**

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Int'l trade/econ - W. J. Frank

MELVIN L. HARDY, JR.

1515 Varnum Street, NW Washington, DC 20011 Tel: (H) 202-723-4923 (O) 202-966-8081

October 28, 1992

Ms. Alexis Herman, Deputy Chair
Democratic National Committee
700 7th Street SW
Suite 626
Washington, DC 20024

Re: Service in the Clinton/Gore Administration

Dear Ms. Herman:

I join with you in anticipating the successful recapture of the reins of government consistent with congressional leadership and the collective will of the American body politic. It is my wish to join you and your associates in service to the new Administration to the mutual benefit of all those whom we would serve in this nation.

Accordingly, I submit the enclosed resumés to you for your review and use.

While I offer myself in whatever capacity there may be need, my initial effectiveness would be most prominently displayed in the areas as follows:

- Banking Policy and Oversight
- International Assistance Policy (USAID matters)
- International Trade Policy

I look forward to our further discussions on these and other matters.

Should you have any questions, please do call.

Wishing you well in your continued successes, I remain

Very truly yours,



Melvin L. Hardy, Jr.

MELVIN L. HARDY, JR.

1515 Varnum Street, NW Washington, DC 20011 Tel: (H) 202-723-4923 (O) 202-966-8081

SUMMARY

Trade and finance executive with 17 years domestic and overseas experience in the management of international financial and consulting organizations. Project management responsibility to \$152 million. Specialist in international banking (foreign banks). Strong capital budgeting and financial modeling skills. Masters in International Management (Columbia). Specific expertise in:

- Corporate Management
- Corporate Finance
- Accounting Information Systems
- U.S. AID Policy
- International Banking and Trade
- Capital Budgeting
- Fiscal Accountability
- International Development Policy

PROFESSIONAL EXPERIENCE

DISCON, INC. Washington, DC, Senior Consultant, 1990-Present. Responsible for management of accounts and technical work products in business forecasting and fiscal accountability.

- Rescued government contractor from \$1.6 million in losses from bankruptcy and fraud. Instituted integrated accounting system and developed formal internal control procedures.
- Co-authored a private placement memorandum to support foreign government agricultural and fisheries development. Authored business and marketing plans for clients successful in raising \$2.6 million in conventional financing.
- Principal financial advisor for an international training company with projects in Zambia and Lesotho.

DAC INTERNATIONAL, INC., Washington, DC, Senior Accountant, 1987-1990. Project manager and staff accountant for various work assignments.

- Authored, negotiated and won Agency for International Development contract award for worldwide financial accountability reviews, increasing contract revenues by \$168,000.
- Project Manager on audit for Agency for International Development \$152 million worldwide procurement portfolio. Wrote internal control review and provided management letter to Agency.
- Managed municipal economic development department. Directed staff of 12 to assist 48 companies in business planning. Increased bank loan funding by 400% based on strength of plans.
- Managed database management system for \$65 million insurance company and provided interface for primary accounting system to audit system.
- Directed accounting office for major regional hospital. Instituted program to reduce 44 payable days and reestablish credit purchases with increase in cash flow of \$68,000 per month.

Alvin Hanna

Melvin L. Hardy, Jr.

THE MARCH GROUP, Philadelphia, PA, Consultant, 1984-1987. Founder and President responsible for client relationship management and technical work products.

- Authored association plan to host major regional conference for municipal; and state officials generating \$35,000 in new income to parent organization at the national level. Conference attended by more than 200 participants and 20 business associations.
- Developed business and financial plan for a new bariatrics specialty medical practice, raising \$60,000 in bank financing.
- Coordinated marketing plan for major non-profit company leading to development of \$7.7 million capital campaign.

FIRST PENNSYLVANIA BANK, Philadelphia, PA, Assistant Vice President-International, 1982-1984. Commercial Loan Officer responsible for management of \$8 million portfolio of international trade transactions.

INA CORPORATION, Philadelphia, PA, Associate, Corporate Finance, 1980-1982. Responsible for capital budgeting and financial management of life insurance subsidiaries. Jointly authored corporate plan for International Banking subsidiary under Export Trading Company Act Legislation.

NATIONAL WESTMINSTER BANK, New York, NY, International Banking Officer, 1976-1980. Loan Officer with domestic and international portfolio (import and export). Financed sale of \$62 million in agricultural, earth moving, and aviation equipment to newly industrializing economies in Europe, Latin America and Africa. Specialist in Country Risk Analysis. Chase Manhattan Bank Credit Training Program.

TEACHING/TRAINING

Adjunct Professor, Finance Department, Drexel University. Taught undergraduate course in Principles of Finance. Visiting Scholar, Columbia University, School of International Affairs. Taught graduate colloquium on International Banking.

EDUCATION

M.I.A., Columbia University Graduate School of International and Public Affairs, New York, NY, 1975. Concentrations in Policy Analysis, Economics and Finance. For graduate thesis, authored agricultural development plan for Ministry of Agriculture, Government of Kenya, assisting 35,000 rural population with access to health care and water resources.

B.A., Villanova University, Philadelphia, PA, 1971. Major: Experimental Psychology

Professional Development: New York University Graduate School of Business (Accounting and Finance); The New School, New York (Anthropology). Continuing education in PC based information systems.

HONORS

International Fellow, Columbia University, 1974-1975

Fellow, Institute of African Studies, Columbia University, 1973

Ralph Bunche Fellow in International Affairs, UN Association of the USA, 1973-1974

DePorres Scholar, Villanova University, 1967-1971