

Brent M. Smith

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Core Competencies

- *Change Agent*
- *Leadership Non-Profit*
- *Management/Administration*
- *Team Building/Recruitment*
- *Customer Focused*
- *Human Resources*
- *Communication*
- *Cross Functional Partnerships*
- *Payroll*
- *Networking*
- *Grant Writing and Oversight*

Summary of Qualifications

Proven track record - for leadership, consulting, and implementing regulations, program management, rules, marketing strategy, training and direction to achieve desired, donor driven funds, grants, payroll, human resources, sales, profits, and revenue.

Adaptable and resourceful - creative problem solving based on experience in multiple disciplines. Research tools and analytics.

Achievement of excellence – Strong motivation, instruction, leadership, and team building.

Solutions oriented - focused on obtaining desired outcomes through analyzing possible solutions to projected problems. Developing a plan of action with my colleagues to fulfill the needed directive.

Community Involvement

- Mission Missouri
• Treasurer of the Board of Directors Sikeston, Missouri-NonProfit
- Student Alumni Association
President and Funding Director
- Political/Philosophy Club
President
- Young Leaders Organization Southeast
• Member
- The Guardian Angel Homeless Shelter Sikeston, Missouri
• Development Director 2000-2009
- Student Government Southeast Missouri State University
• Senator for the Department of Liberal Arts 2011-2013

Skills/Certifications

PC Computer

Word - Tables, design, excel/word connect

Excel – Formulas, spreadsheets, tables, graphs
Presentations/Workshops

Access – Spreadsheets, wizard queries

Power Point – Slides, presentations, animations, fades

Certifications

Serv-Safe Certified

Advanced Skills

Training/Mentoring/Coaching

Human Resources/Payroll

Organizational direction/Consulting

Education

Southeast Missouri State University

Cape Girardeau, Missouri

Master of Public Administration 3.933 GPA

- University of Michigan Institute of Social Research -Internship
- Graduate Assistant- News Bureau and Counseling Education Training Clinic

Bachelor of Science: Political Science 3.754 GPA

Minors: Philosophy

Professional Work History

- **Pearson** Cape Girardeau, MO Test Scorer **April 2022- Present**
- **H&R Block Call Center** Cape Girardeau, MO Human Resources/Payroll **December 2020- Present**
- **Karma Hub** Cape Girardeau, MO Internet Analyst **November 2017- April 2021**
- **University of Michigan ISR** Cape Girardeau, MO Team Lead **Feb 2016- Nov 2017**
- **Southeast Missouri State Univ** Cape Girardeau, MO Journalist **July 2015- July 2017**
- **Sonic Drive-In** Tuscaloosa, Al General Manager **Jan 2014- Feb 2015**
- **Dominos** Cape Girardeau, MO Manager **July 2010- Jan 2014**
- **Hollywood Video** Cape Girardeau, MO General Manager **Jan 2008- July 2010**
- **Huddle House** Cape Girardeau, MO District Manager **Sept 2007- Jan 2008**
- **Sonic Drive-In** Sikeston, MO District Manager **Sept 1998- Sept 2007**