

# James Andrew Mincy, MPA, NM, CM

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## EXPERIENCE

### **HIV Arkansas, Arkansas (Statewide)— Director of Development, Marketing, & Public Relations**

June 2019 - PRESENT

- Fundraise planning, securing financial support, ensuring the organization meets its annual goals; grant writing
- Developing and implementing marketing and advertising campaigns; tracking sales data; maintaining promotional materials inventory
- Maintaining a social media presence and arranging public appearances.

### **UA Pine Bluff, Pine Bluff, AR — Music Librarian**

Sept. 2007 - PRESENT

- Instruct and explain the use of library facilities and procedures
- Organize archival materials for access by a user
- Scan documents to create databases
- Research, retrieve and disseminate information from reference material databases, in response to requests and searches.
- Create statistical year-end reports for supervisor

### **Seccion Amarilla, Little Rock, AR – Sales Representative**

January 2006-September 2007

- Prepared and delivered sales presentations
- Maintained assigned account bases while developing new accounts
- Drew up contracts for advertising work, and collect payments due

### **Dickerson Law Firm, Pine Bluff, AR – Legal Assistant II**

June 2004 - January 2006

- Prepared legal documents; Gathered and analyzed data
- Created and maintained Excel spreadsheets and document files
- Provided direct clerical support to paralegals

### **Wal~mart, Conway, AR — Customer Service Manager**

January 2000 - May 2002

- Supervised staff; Prepared work schedules; Monitored overtime reports
- Resolved customer complaints; Interviewed and trained new employees
- Coordinated and monitored supply chain operations
- Implemented departmental policies, goals, objectives, and procedures

## EDUCATION

### **UA Little Rock, Little Rock, AR — Masters Public Administration; Nonprofit Management; Conflict Mediation**

January 2017 - December 2019

### **University of Central Arkansas, Conway, AR — BA Music**

September 1996 - May 2004

## PROJECTS

### **Project Manager – University Arkansas Medical Sciences & UA Little Rock — The Arkansas Anti-Stigma Initiative** (January – May 2019)

### **Project Manager – The Confess Project & UA Little Rock –**

*A Feasibility Study Addressing ACEs in the Workplace*  
(August–December 2019)

## SKILLS

Certified Grant Writer; PSPP;  
MS Office Products; ArcGIS;  
Typing (40 WPM); Active  
Listening; Customer Service;  
Strategic Planning; Team  
Building; Conflict  
Resolution; Negotiations;

## AWARDS

Pi Alpha Alpha, the national  
honor society for Public  
Administration  
Sigma Alpha Pi Leadership  
honor society  
The National Society of  
Leadership and Success  
Crisis & Emergency Risk  
Communication  
Certification

## REFERENCES

Bernadette Gunn Rhodes  
Hays Center Director  
(501) 553-7295  
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