

Ayisha I. Mapp
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I am a dynamic and results-driven leader with a proven track record of managing complex projects, guiding teams to success, and driving meaningful partnerships. With extensive experience overseeing initiatives from concept to execution, I bring strategic vision, fiscal responsibility, and strong operational acumen to every role. My ability to lead with confidence, communicate effectively, and deliver under pressure has allowed me to consistently exceed expectations. I thrive in high-stakes environments, leveraging my expertise in stakeholder engagement, program development, and policy implementation to create lasting impact. I am eager to bring my experience and leadership to an organization that values innovation, collaboration, and community engagement.

WORK EXPERIENCE

Kean University, Union NJ

Assistant Director-Special Projects , Community Partnerships-January 2025- Present

- Organize and manage the university's participation in policy forums, legislative meetings, and government-sponsored events
- Coordinate campus and community programming in collaboration with state and local government offices
- Lead efforts to establish and enhance partnerships that support the university's mission in community outreach and public service
- Identify and develop strategic partnerships with organizations such as United Way of Greater Union County, Community Food Bank of NJ, and other key stakeholders.
- Collaborate with Faith Based Institute of Public Policy (FBIPP) chairs to identify and advocate for policy issues impacting faith-based communities
- Oversee major programs and initiatives, including FBIPP programming, Kean Day on Capitol Hill, and policy-focused community events
- Organize and manage signature events, conferences, and forums that bring together policymakers, faith leaders, and community organizations.

Managing Assistant Director, Community Partnerships & Faith Based Initiatives- July 2023-January 2025

- Facilitate meetings and events with Community Partners
- Engage Community organizations to partner with Kean University: United Way Greater Union County, Community Food Bank, NJ
- Orchestrate programming on behalf of Faith Based Institute of Public Policy(FBIPP)
- Organize community and campus programming with partner offices at State and Local level
- Assist faith leaders in establishing Non-Profit organizations and Community development Corporations
- Research grant funding opportunities for Faith Based organizations
- Lead Faith Based Institute of Public Policy monthly calls and triple call participants
- Develop faith based and community engagement programming
- Work with interns and graduate assistants to organize department programs (Leading Legislative Ladies, The Power of Faith in Policy Making, Voter Registration)
- Work with FBIPP chairs to determine policy that is important to faith leaders
- Manage & reconcile department credit card
- Organize FBIPP Kean Day on Capitol Hill
- Manage weekly FBIPP call with Evergreen Consultants

Special Projects Manager, Conference & Event Services -September 2021-July 2023

- Responsible for assisting students, departments, campus offices and external clients in planning, coordinating, and executing successful conferences and events
- Coordinate events for student organizations, the alumni foundation, Presidential conferences and other special events
- Assists in the production and executions of annual graduate and undergraduate commencement ceremonies
- Office liaison to Student Events Board
- Responsible for internal campus wide summer programming logistics
- Oversees campus wide Events Management System
- Assist campus wide community with EMS troubleshooting
- Orders and maintains all office supplies for Conference and Events Services
- Assist with organizing and maintaining event budgets and procurement information

- Maintain and update University Event Management System
- Developed tracking system for external event inquiries
- Coordinate and manage appropriate building access for vendors and participants on day of events
- Created filing system to begin signing and filing contracts electronically rather than via postal mail
- Work closely with vendors to execute event decor and design
- Determine fiscal requirements of office and prepare budgetary recommendations
- Manage event databases for tracking guest attendance, including daily input of guest information, management of multiple guest lists, and production and distribution of detailed reports.
- Administer web-based customer satisfaction surveys
- Coordinate deliveries and setup with vendors
- Manage bookings and materials for external clients and events

County of Union, Elizabeth, NJ

COVID-19 Task Force Manager - March 2020 - September 2021

- Supported Chief of Staff to County Manager in running Kean University testing and vaccine sites
- Assisted with setup of County's vaccination site since onset of pandemic
- Managed indoor/outdoor registration staff and all registration processes and procedures, including for patients coming to be tested
- Facilitated staff training for vaccine registration systems
- Managed transfer of information between old registration system and new registration system
- Troubleshooted patient vaccination issues
- Oversaw County mobile vaccine sites and work with municipalities to bring testing and vaccines to vulnerable populations
- Trained and supervised testing and vaccine site staff
- Managed scheduling for testing and vaccine site clinicians, administrative staff and other personnel and volunteers
- Coordinated personnel for community outreach opportunities
- Oversaw and processed in-person and virtual testing and vaccine registrations for 100k+ County residents

Purchasing Assistant - April 2018 - September 2021

- Kept records of dispositions of purchase orders and invoices received
- Received and recorded invoices from vendors, confirm whether goods have been delivered and coordinate with accounts/payable section
- Reviewed requisitions for materials not normally kept in inventory for proper distribution code identification and ensuring accuracy
- Performed administrative tasks involved in the preparation of contracts following the awarding of bids

Personnel & Payroll Assistant - July 2017 - April 2018

- Reviewed and checked payroll and personnel records, statements, documents, certificates
- Tracked and maintained time and attendance records
- Prepared regular, supplemental, and overtime payrolls, adding and deleting employees as required
- Made appropriate changes such as union deductions, taxes, charities and pension
- Assisted in the development and implementation of policy and procedural changes
- Initiated and conducted surveys of staffing needs, position classification training, and other personnel matters
- Interviewed employees having complaints and grievances
- Recruited and interviewed prospective employees
- Completed on-boarding process for new employees

Assemblywoman Linda S. Carter, 22nd Legislative District

Deputy Chief of Staff - January 2018 - November 2022

- Work with Assemblywoman and staff to develop and implement strategies to advance legislative, policy, and community priorities (Unions, NJEA)
- Assign and direct work- supervise work product and track long-term projects to completion
- Facilitate effective collaboration with the offices of city, county and state officials
- Develop and maintain relationships with constituents and community leaders, advocacy organizations, and other stakeholders
- Maintain calendar and managed event schedule

- Create quarterly newsletter
- Establish and manage Assemblywoman's non-profit organization "Linda's HOPE"

Plainfield Now, Plainfield, NJ

Executive Director - February 2016 - Present

- Create, develop and manage programs and services to meet communities needs, including annual youth summit
- Develop resources to provide greater access to higher education through scholarship and to support programs that will provide individuals with job opportunities, including via an annual golf outing
- Provide short-term assistance to families and students in crisis
- Donated 30+ Macbooks to Kean University students in need
- Maintain current information regarding community needs
- Collaborate with other providers to facilitate a network of services (e.g. Moms Helping Moms, United Way, Kean University, College Achieve Public Schools, DYFS)
- Develop and implement an ongoing evaluation program to measure outcomes and impact to include new, innovative, mission-driven educational programs for the underserved
- Communicate directly, openly and regularly with all clients and the community
- Manage budget of \$100k

Costco Wholesale, North Plainfield, NJ

Membership & Marketing Assistant/Refund & Vault Clerk - July 2014 - June 2017

- Lead warehouse team of 10 for credit card transition from American Express to Visa and ensured smooth transition of Visa launch
- Trained senior managers and supervisors on new membership system
- Acted as department point of contact for technical issues
- Worked closely with membership managers to ensure all member concerns were immediately addressed
- Assisted in managing membership accounts for 4000+ Costco members
- Traveled to new warehouses to train new membership staff on membership and credit systems
- Processed memberships and renewals in CRM system
- Instructed members and potential members about membership and credit programs
- Processed membership and merchandise returns
- Planned and executed outside marketing ventures
- Organized and prepared onsite visits with local organizations to form partnerships
- Performed end of day cash reconciliation in excess of \$500,000
- Received, counted and recorded cash and check receipts from each register
- Made cash drops for armored truck personnel
- Performed support functions and other duties and responsibilities as assigned

Girl Scouts of Central & Southern NJ, Inc., East Brunswick, NJ

Recruitment & Retention Specialist - October 2011 - August 2014

- Implemented strategies to ensure effective delivery of membership services to 33% of council population
- Determined need for additional unit support by assessing community needs
- Responsible for council-wide recruitment and retention of volunteers
- Planned and orchestrated recruitment events and programs
- Scheduled and facilitated interviews and trainings
- Assisted in the volunteer on-boarding and training processes
- Provided support, supervision and direction to volunteers in 15 Service Units
- Served as liaison to operational functional committees
- Provided staff support to board, volunteer and staff committee chairs
- Managed expense reporting, travel expenses and reimbursement requests
- Recruited, selected, appointed, supervised and coached over 180 adult volunteers on Service Teams
- Provided conflict management when necessary
- Experience in running Personify reports and analyzing data to identify, track and keep record of membership numbers and goals

ADDITIONAL EXPERIENCE

Embassy/Permanent Mission of Barbados, Washington, DC, Intern- June 2010-Dec 2010

- Reported on issues presented in meetings at the Organization of American States and planned cultural programs for high school students and coordinated their visits to the Embassy

Howard University, Washington, DC, Student Advisor- May 2008-May 2011

- Managed and planned events with budgets in excess of \$50,000, including: 1) executing all events and logistics for Mr. and Miss Howard University through the Howard University Office of Student Activities, 2) executing special events pertaining to Student Council, 3) maintaining and analyzing all of the Howard University Community Choir's financial activities, and 4) managing Alternative Spring Break applications and finance documentation

Howard University Office of General Counsel, Washington, DC, Student Clerk- Sept 2008-May 2009

- Assisted with litigation support: compiled documents to respond to subpoena requests, created discovery and trial binders, and updated litigation reports

EDUCATION:

Kean University, Union, NJ, May 2025

Major- Liberal Arts, Minor- Public Health

Howard University, Washington, DC -

Major- Political Science, Minor- African American Studies

2006-2009

CERTIFICATIONS:

Rutgers University, Center for Government Services, New Brunswick, NJ

Registered Public Purchasing Specialist

November, 2020

Union County College, Cranford, NJ

NJ Cannabis Certified

October, 2022

AFFILIATIONS:

- Delta Sigma Theta Sorority, Inc.
- Tau Sigma National Honor Society
- Phi Kappa Phi Honor Society
- TRIBE, Inc.- Volunteer
- National Organization of Women, NJ
- Board of Directors, Barbados American Charitable Organization of New Jersey
- Plainfield Grassroots CDC, SAT Prep Teacher