

Melinda B. Powers

Jacksonville, Florida | 904.357.0557 | melindabpowers@outlook.com | [linkedin.com/in/melindabpowers](https://www.linkedin.com/in/melindabpowers)

AREAS OF EXPERTISE

- Change Management
- Strategic Planning & Analysis
- Project Management
- Data Analysis
- Team Building & Leadership
- Cross-Functional Collaboration
- Stakeholder Engagement
- Relationship Management
- Process Improvement
- Database Management
- Problem-Solving
- Research Skills

PROFESSIONAL EXPERIENCE

Adjunct Professor

University of North Florida, Coggin College of Business

August 2023 – Present

Jacksonville, Florida

- Devoting a total of 8 hours per week to curriculum planning, content delivery, and coordinating office hours for students.
- Managing a group of 14 students, guiding them in the interactive analysis of S&P 100 corporate financial data to enhance their understanding of business concepts.
- Developing and nurturing soft skills in a group of 14 students, preparing them for future professional roles.
- Collaborating with Management Department Chair, Associate Professors and Office Manager to achieve course curriculum goals, enhance student engagement and effectively report outcomes.

Founder/Manager

Intentional Professionals, LLC

December 2022 – Present

Jacksonville, Florida

- Prepared a comprehensive company audit, strategic planning analysis, and coaching plan, positioning a client to achieve a revenue increase of \$150,000 and expand their team within 3 months.
- Spearheaded the growth and success of three individual clients by providing leadership training, enabling them to secure more lucrative employment and start side businesses within a three-month period.
- Supported a nonprofit startup client in developing a program operations budget that included best and worst-case scenario projections, fostering a practical understanding of potential outcomes.
- Successfully executed an online marketing strategy that converted nearly 2,000 personal connections on LinkedIn into organic business growth, resulting in a growth from 0 to 450 in less than six months.

Business Attorney

The Legal Department for Service Professionals, PA

May 2022 – November 2022

Jacksonville, Florida

- Identified and executed legal strategies to ensure compliance with contract, business, and trademark laws, safeguarding each client from potential liabilities of up to \$150,000.
- Established policy, procedure, and process handbook for firm in collaboration with entire team to eliminate bottlenecks, redundancy, and outdated practices, resulting in overall operational efficiency.
- Developed innovative growth strategies by analyzing data and trends, resulting in a 10% increase in open rates for the firm's newsletter, enhanced client engagement and strengthened stakeholder relationships.
- Assumed primary responsibility of firm operations and supervised staff during the owner's extended absence within the first 90 days of employment, creating continuity in the team environment.
- Dedicated 120 hours to earning Continuing Learning Education (CLE) credits, enhancing knowledge, skills, and abilities, the client experience and quality of work product.

Business Consultant

Florida Small Business Development Center

July 2019 – May 2022

Jacksonville, Florida

- Increased business revenue of 500+ client teams by \$58M through execution of strategic planning, analytical business process improvements, and accountability coaching.

- Provided practical and applicable problem-solving resources and tools to client teams, identified through interviews and in-depth analysis to address root causes.
 - Developed straightforward and actionable strategic plans for client teams by guiding SWOT analyses and SMART goal sessions in collaboration with the teams.
 - Crafted and presented curated content on business development, financial analysis, and nonprofit management to educate and train staff, community partners and stakeholders both in-person and online.
 - Surpassed individual compliance goals by 16% by initiating collaborative process improvement techniques with team, employing time management tools, and cultivating client relationship management.
 - Organized the transformation of the organization's business planning policy, procedure, and strategy handbook, involving design and content revisions and updates through collaboration with an intern team.
-

EDUCATION

Master of Science, Business Management

University of North Florida, Jacksonville, Florida

Graduate Certificate, Nonprofit Management

University of North Florida, Jacksonville, Florida

Juris Doctor, Law

Wayne State University Law School, Detroit, Michigan

Bachelor of Criminal Justice

Florida Agricultural and Mechanical University, Tallahassee, Florida

LICENSES AND CERTIFICATIONS

Florida Bar License – Florida Bar Association

Dale Carnegie Training - Customer Service Essentials

Dale Carnegie Training - Sales Essentials

Nonprofit Ready – Nonprofit Essentials

Nonprofit Ready – Fundraising Essentials

Nonprofit Ready – Financial Management Essentials

Profit Mastery – Certified Facilitator

The Council for Six Sigma Certification - Six Sigma Green Belt Certification

PROFESSIONAL MEMBERSHIPS AND ASSOCIATIONS

Ascension St. Vincent's Foundation, Shircliff Society Board – Board Chair

Fundraising Chair – *raised over \$40k through annual Bowtie Ball*

Ladies Executive Golf Society (LEGS) Board - Founding Member

Fundraising Committee – *raised over \$11k in 2023 annual tournament*

Scenic Jacksonville Board – Committee Chair

Scenic Vision Series Chair, Nominating Committee, Governance Committee Chair

Leadership Jacksonville, Inc. Alumni

Bold City Education, Inc. Board

Jax Chamber - Downtown Council Board

Junior League of Jacksonville Board

Jacksonville Bar Association