

Linda C. King

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Proven program manager with demonstrated experience in administration, compliance, leadership, advocacy, and the development of collaborative partnerships.

- Expertise in program planning, development, implementation, management, and evaluation
- Excellent communicator with highly developed sense of empathy, sensitivity, and discretion
- Creative problem solver valuing diversity and differing opinions
- Skilled advocate and public presenter able to adapt themes to varying constituencies

Project Management and Oversight Experience

- Managed program services for many grants including a \$12M federal discretionary grant
- Convened policymakers with business, community, and educational leaders to increase coalition building and develop/advance strategic objectives
- Provided oversight for the integration of multiple outreach services
- Coordinated performance, compliance, and quality assurance for state and federal programs
- Chaired steering committees working to open three Early College High Schools

Administrative/ Management Experience

- Managed federally and locally funded initiatives overseen by community-based boards
- Managed enrollment systems and \$2M revenue/expense budget of for-profit company
- Developed programming, services, product mix, and instructional and marketing materials
- Managed staff and coordinated activities for large team providing services in many locations
- Coordinated large-scale education, information, and strategic planning initiatives

Education

Master of Education, University of Florida

Bachelor of Arts in Education, University of Florida

Paralegal Certificate, University of Georgia

Professional History

Career Source Northeast Florida, Jacksonville, FL

2015-present

Director of Compliance and Grants

Manage the planning, implementation, and evaluation of activities related to organizational compliance, grants, and special projects. Coordinate internal and external, state and federal programmatic monitoring processes. Manage administrative services including the development of regional plans and policies, competitive procurements, application/evaluation processes for Eligible Training Providers, internal controls for access to state management information systems, and the oversight of master contract/grant files, sub-recipient agreements, and audited documentation.

Project Grants Manager

Coordinated planning and oversight for state and federally funded grants and special projects. Engaged contracted partners to ensure appropriate delivery and coordination of client services. Managed contract administration, recruitment, marketing, budgets, planning, evaluation, and reporting.

Richards Law Firm, Bryson City, NC

2013-2014

Legal Assistant

Managed client relationships and administrative support for legal firm specializing in real estate. Responsible for conducting research, title searches, and the preparation of legal documents.

Mountain Discovery Charter School, Bryson City, NC

2012-2013

Educational Assistant

Provided classroom support for a diverse population of students and teachers.

Southwestern Community College, Sylva, NC

2001-2011

Director of College Access Programs

Liaison for all school-based outreach. Collaborated with school administrators and college faculty to facilitate/grow matriculation to higher education. Convened representatives from school districts and higher-education institutions to identify collaborative programming and best practices. Obtained grant funding to open three Early College High Schools targeting under-represented students. Designed/delivered workshops on high school curriculum pathways, school transitions and higher education options. Taught college-credit courses in academic success and study skills.

Concurrent Enrollment Director

Managed dual-credit programs. Worked with school personnel to enroll high school students in college credit coursework and provide necessary support services ensuring success. Created advisement model supporting dual graduation. Coordinated testing and eligibility for enrolling students.

Gear UP/New Century Scholars Director

Managed federally and locally funded initiatives building foundations for academic success and increased college-going. Coordinated project implementation and program compliance. Lead annual tuition-assistance fundraising campaign and coordinated scholarship selection and award processes.

Nantahala Outdoor Center, Bryson City, NC

1996-2001, 1993-1994

Programs Reservations Department Manager

Managed customer service team at industry leading outdoor education/recreation company. Coordinated with support departments to provide complete guest experiences.

Programs Reservations Floor Manager & Call Center Reservationist

Supervised day-to-day workflow for reservation call center. Coordinated support services for guests and staff.

United States Peace Corps, Pilar, Paraguay

1995-1996

Teacher Trainer

Served as consultant working to improve methodology for pre-service and practicing teachers. Worked with elementary, secondary and college level personnel to replicate best practices. Supervised intern teachers. Taught conversational English. Developed a youth leadership curriculum.

Hillsborough and Broward County Schools, FL

1987 - 1993

Classroom Teacher

Planned/delivered differentiated instruction. Served on district-level committees and as a mentor teacher.