

TAMECA A. ULMER, Ed.D.

~1700 Alta Dr. #2033, Las Vegas, NV 89106
~Contact Phone (702) 982-9009 ~ tamecau@gmail.com

EDUCATION

Doctorate of Education (Ed.D.) – Higher Education Administration and Supervision
Tennessee State University (2008)

Education Specialist (Ed.S.) – Higher Education Administration and Supervision
Middle Tennessee State University (2003)

Masters of Science (MS) – Health, Physical Education, Recreation, and Safety
Middle Tennessee State University (2001)

Bachelors of Science (BS) – Community Health Services and Promotion
Ohio University (1999)

RELEVANT EXPERIENCE

2013–Present State of Nevada Office of Minority Health

Las Vegas, NV

Statewide Program Manager

Provide administrative direction for health-related programs specifically targeting ethnic minority populations for the entire state of Nevada; Oversee the collection, analysis, monitoring and reporting of assessment related data to ensure programmatic accountability and compliance with regulations and funding; Prepare and present program information to administration, elected officials, other agencies, advisory boards, and other interested parties; Manage regular reporting activities related to state-based and federal funding and program requirements; Develop and implement operational guidelines and directives; Develop, implement, and evaluate programs and budgets ensuring fiscal accountability and compliance with relevant policies and regulations; Develop program goals, objectives and service delivery procedures; Develop and conduct surveys and assessments; Coordinate program activities with local, state and federal elected officials (City Councils, County Commissions, State Legislators, and United States Congressmen and Senators); Create partnerships and collaborative relationships with other agencies and community-based organizations specifically those who serve minority and under-represented groups; Manage content for the official website and social media outlets such as Twitter and Facebook; Create partnerships and develop events with organizations representing Native American tribes; Supervision and development of professional and support staff; Interpret state and federal laws, regulations, requirements and restrictions related to services provided by program; Research, develop and write grant proposals to acquire funding for program enhancements or expansion; Implement new services or programs according to granting agency requirements and ensure effective integration with existing programs and services; Oversee the State of Nevada Office of Minority Health Advisory Council; Represent the Nevada Office of Minority Health on various committees and work groups; Coordinate and instruct outreach, education and enrollment events focusing on the Affordable Care Act; and Create training materials and provide training opportunities

for medical and healthcare professionals to incorporate CLAS (Culturally and Linguistically Appropriate Services) Standards.

2011-2013

Clark County Parks and Recreation Department

Las Vegas, NV

Program Coordinator

Manage operations and provide oversight of administrative activities for educational support programs; Oversee the administration, compliance, and required reporting of all programs; Manage multiple funding streams and all associated reporting requirements; Coordinate all activities related to researching, identifying, and applying for grant funding; Oversee the collection, analysis, monitoring and reporting of assessment related data to ensure programmatic accountability, compliance with regulations, efficient use of resources and to ensure continued accreditation from the Commission for Accreditation of Parks and Recreation Agencies (CAPRA); Conduct frequent student satisfaction and programmatic evaluations to identify needed changes and improvements; Develop and instruct professional development training sessions for staff members; Develop, implement, instruct, evaluate, and modify programs, projects and budgets for multiple funding streams; Ensure all programs and projects are in accordance with departmental mission and goals; Oversee program information content shared on the website and in brochures; Plan, direct, oversee, train, and evaluate the work of staff and volunteers; Provide reports, presentations, support and guidance to legislative bodies, governmental officials, policy boards, committees and community groups; Create partnerships and collaborations with federal, state, local, and community-based for-profit, non-profit, and governmental agencies.

2009 – 2011

Workforce Connections

Las Vegas, NV

Contracts Manager

Manage all activities pertaining to federal, state and local procurement and contract processes including developing the “Requests for Proposals”, reviewing submissions, and coordinating proposal reviews and evaluation committees; Developed and instructed bidding conferences and training sessions for potential applicants; Evaluate funded programs to ensure contract and funding compliance; Develop and execute contracts, inter-local agreements, and Memorandum of Understanding (MOUs); Negotiate contracts and budgets for service providers and professional services; Oversee the collection, analysis, monitoring and reporting of assessment related data to identify technical assistance needs, ensure organizational accountability, and compliance with established performance goals; Monitor service provider budgets to ensure compliance; Oversee the federal, state, and internal contract closeout process; Provide full supervision of contract specialists and program personnel including performance reviews, improvement plans, professional development initiatives, and disciplinary actions; Serve on a variety of committees and task forces related to department programs and projects; Represent the organization in collaborative grant applications and serve as the liaison for the organization in community partnerships and collaborative grants.

Program Coordinator

Develop, administer, and evaluate Workforce Investment Act programs; Develop, monitor and evaluate programs and budgets for grant and contract compliance; Conduct program gap analysis to identify needed services for youth and pursue community partnerships to fill the identified gaps; Develop and instruct supplemental education courses for at-risk youth; Coordinate youth forums and focus groups to gather input for program development; Make program presentations to government and local officials; Provide training and supplemental instruction geared towards meeting performance measurements and designated outcomes; Facilitate community outreach efforts and initiatives; Coordinate high school

dropout prevention activities and events; Develop partnerships with Clark County School District, Clark County Department of Juvenile Justice, and others to provide employment and training opportunities for youth and young adults; Coordinate the Board of Directors, Executive Committee; Local Elected Officials Consortium, and Youth Council.

2008-2012

Epic Solutions, Inc.

Columbus, OH/Las Vegas, NV

Senior Grant Administrator

Develop and submit grant proposals and applications; Develop funding opportunities through research and locating public and private funding sources to generate revenue; Conduct community and target population assessments to meet contractor and/or grant opportunity needs; Coordinate data collection and proper maintenance of data; Plan, organize, administer, review, and evaluate the work of staff administering discipline when needed; Prepare required reports for government and private organizations illustrating contract and funding compliance.

Program Director

Develop, implement, and evaluate innovative, diverse programs and activities; Coordinate strategic initiatives to accomplish organization goals; Assist in developing comprehensive programs based upon community and/or contractor's needs; Conduct community and target population assessments to meet contractor and/or grant opportunity needs; Review and approve contracts and other agreements; Assist in coordinating the work of the organization with that of other partnering organizations including budget oversight and modification; Prepare, negotiate, review, and administer contracts and other legally binding agreements; Plan, organize, train, and evaluate the work of staff administering discipline when needed; Develop partnerships with businesses and government entities to increase the continuity of programs and services; Monitor and interpret changes to laws and regulations related to grants and programs, implementing changes as necessary.

2006 – 2008

Tennessee Board of Regents

Nashville, TN

Research and Program Development Associate

Compile and analyze data from all universities, colleges, and technical schools in Tennessee; Conduct various research projects and assessments determined by Board of Regents; Provide project management of online education projects; Assist in the development and coordination of online education courses, seminars, and other educational opportunities; Coordinate instructional design and programming with various institutions and departments; Conduct evaluations of online professors and instructors, course efficiency, and student satisfaction; Instruct online student orientation sessions; Serve as the primary technical school liaison for state-wide online education program; Coordinate with job placement and workforce development organizations to develop training and continuing education programs to meet employment needs; Communicate technological needs, recommendations, and concerns to information technology professionals; Work with state and campus officials to promote online education programs and courses; Make presentations to the Board of Regents, local elected officials, college and university representatives, and the public; Work with Information technology, Distance Learning departments to ensure access and compliance.

**2008 – 2009 Clark County, Social Services Department
Southern Nevada Regional Planning Coalition**

Las Vegas, NV

Assistant Coordinator ~ Committee on Youth

Plan and organize administrative, operational, budgetary studies related to the Committee on Youth; Determine analytical techniques and data gathering processes to establish evidence based initiative and projects; Develop and monitor grants and budgets; Complete reports to meet requirements and ensure compliance; Create partnerships with local government and community based organizations to develop programs; and Coordinate outreach events targeting youth and young adults; Review and assess proposed legislation; Ensure compliance with all local, state, and federal laws, codes, and regulations; Organize and convene the Regional Committee on Youth and all corresponding work groups; Represent the Committee on Youth in meetings with other departments, representatives of government, professional and public organizations, and the public; Prepare a variety of technical, statistical, and narrative reports, correspondence, and other written materials.

2000 – 2003 Middle Tennessee State University

Murfreesboro, TN

Graduate Teaching Assistant

Develop and implement course curricula; Lecture undergraduate level courses; Assist in the compilation of data and materials required for accreditation; Evaluate and advise students, including course mapping and career planning; Assist professors with the preparation of course materials and exams; Provide proctor exams and conduct supplemental instruction sessions; Develop recruitment and retention programs for first-generation and at-risk college students; Mentor and support other graduate assistants; and Conduct departmental research.

1998-2000 City of Columbus Health Department

Columbus, OH

Health Project Specialist

Plan, organize, coordinate, and complete multiple projects (project management); Work with staff to implement, evaluate, and report on project activities; Collect and analyze project data; Create and distribute reports, graphs, and charts; Provide comprehensive assistance and support to the Community Health Care Administrative Team and outreach workers; Ensure compliance and attainment of project goals and objectives in a timely manner; Review and implement project assessment tools; Develop culturally-appropriate project materials; Track the status and completion on special projects; Provide support for cross-functional projects across departments and community based organizations.

1996-1998 Ohio University

Athens, OH

Resident Assistant

Enforce university housing and student conduct policies; Work with campus security to ensure resident safety and hall security; Serve as the primary responder to emergencies within assigned residence hall; Create programs and activities designed to meet the needs of residents; Host floor and building meetings; Connect residents to other campus opportunities, resources, and events; Conduct periodic room inventory and safety checks; Complete weekly reports and other required departmental paperwork; Administer surveys; Assist in planning and supporting campus awareness weeks and events; complete check-in and check-out processes for residents.

OTHER PROFESSIONAL EXPERIENCE

2004 – 2008 **T-Mobile USA** **Nashville, TN**

Corporate Customer Service Trainer

Prepares, designs, and delivers specialized new employee and continuing education training programs; Conduct new employee orientation; Coordinate and organize all logistics involved in executing training classes; Inform employee and management of available training opportunities; Evaluate effectiveness of training programs; Create instructional aides and documentation as needed; Create course catalogs and information to be placed on internal resource website; Analyze data from customer feedback; Serve as a liaison to other departments; Prepare a variety of technical, narrative, and statistical reports for company executives; Assist customer service representatives with escalated customers and advanced account management; and Supervise assistant trainers and support staff including conducting professional development sessions, performance reviews, and disciplinary actions as needed.

2003 – 2005 **Baptist Hospital** **Nashville, TN**

Exercise Rehabilitation Specialist

Conduct medical examinations and evaluations of patients after surgery; Assist physicians with designing personalized exercise programs as a part of the overall treatment plan; Conduct quality assurance inspections and assessments; Confer with doctors, nurses, physical therapists, case workers, and other medical professionals regarding the care and progression of patients; Instruct individual and group exercise sessions for high-risk individuals; Respond to medical emergencies; Conduct audits of facilities and supplies; Coordinate public and private service provisions; Work with the legal staff and medical professionals as required in preparation of reports and in the resolution of complaints.

2000 – 2002 **YMCA of Middle Tennessee** **Brentwood, TN**

Certified Personal Trainer and Wellness Coach

Conduct physical health assessments; Develop individualized exercise and nutrition plans; Monitor client success; Instruct group exercise and general nutrition classes; Demonstrate exercise techniques to ensure safety; Motivate clients to achieve specified fitness and overall health goals; Maintain accurate records for clients and sessions; Refer clients to other health resources.

BOARD AND GOVERNING BODY EXPERIENCE

2014-Present **Northern Nevada Faith-Based Coalition for Healthy Families** **Reno, NV**

Leadership Committee Member

Attend meetings; Review assessment data and make programming/outreach recommendations; Advise organization officials of grant, funding, and partnership opportunities; and Promote organization activities and programs.

2011-Present Las Vegas Urban League Young Professionals

Las Vegas, NV

Executive Committee Member

Coordinate and execute the launch of the local chapter; Coordinate community service projects; Recruit new members; Oversee subcommittees and work groups; Develop community partnerships to develop collaborative programs; Develop fundraising events and opportunities; Coordinate the college mentorship program; Conduct college application and financial aid seminars; and Coordinate college and job fairs for youth.

2012-2013 Camp Brotherhood/Camp Sisterhood

Las Vegas, NV

Advisory Board Member

Attend meetings and participate on committees and/or work groups on a regular basis; Alert the CEO of community concerns which may need to be addressed at camp; Promote Camp Brotherhood/Camp Sisterhood programs and mission to the community; Advise organization leadership of grant and funding opportunities; and Provide program suggestions and modifications.

2009 – 2010 Camp Anytown

Las Vegas, NV

Executive Committee, Member

Coordinate weekend diversity and leadership camps for Clark County youth; Consult with Clark County School District officials on curriculum and camp activity development; Conduct training workshops and classes; Oversee the professional development of staff; Coordinate fundraising events; and Develop the policy and procedure manual for staff and delegates.

RESEARCH

Cross-Cultural Motivating Factors in the Pursuit of Higher Education (Dissertation)

The Effectiveness of Early-Intervention Programming on At-Risk Youth

Encouraging Success in Today's Youth*

Nevada and the High School Drop Out Problem: A Minority Youth Perspective*

PROFESSIONAL MEMBERSHIPS & CERTIFICATIONS

- National Contract Management Association
- American Educational Research Association
- American Association of University Women
- American Heart Association First Aid & CPR
- State of Nevada Notary
- National Association of Workforce Development Professionals
- State of Nevada Insurance Commission Certified Application Counselor

REFERENCES

Available Upon Request