

CORLISS RANDALL DAVENPORT

EXECUTIVE SUMMARY

Results-oriented leader, with a proven track record of **Executive Management, Consulting, and Contracting**; a poised manager who can analytically detect and forecast performance trends, while utilizing data to make informed decisions.

CORE COMPETENCIES

- Budget Planning & Cost Control
- Project Leadership and Improvement
- Managing Employee, Staff, & Client Relations
- Marketing Campaigns
- Securing Contracts
- Creation of Business Plans
- Strategic Planning
- Proposal Development

PROFESSIONAL EXPERIENCE

CITY OF ATLANTA, Atlanta, Georgia

Program Manager, Office of Recreation

March 2011 – Present

- Implements city policies, curriculum and programs throughout all COA Recreation Centers and partnering facilities with four core programming elements modeled after the Centers of Hope project (character development, academic preparedness, physical fitness, and technology skills).
- Supervises programming staff and contractors associated with After School Programming, Camp Best Friends, Teen Programming, Technology, Fitness and Health increasing enrollment by 50% in 1 year.
- Develops volunteer efforts to fill 500 steady volunteers in the recreation system (as opposed to episodic volunteers).
- Shares performance evaluations of participants with appropriate parties, including city staff, school personnel, and parents resulting in award of Most Innovative Teen Program by the Georgia Recreation and Parks Association (GRPA).
- Plans and Monitors the programming budget and ensures compliance of expenditures.
- Identifies and tracks project deliverables for 33 recreation centers including assessment of results.
- Monitors and reports on the progress of projects, programs, and partners of all stakeholders as measured by defined metrics (Including Centers of Hope Project).
- Develops and presents reports around defined project progress to achieve project outputs including scope.

CITY OF ATLANTA, Atlanta, Georgia

Special Projects Manager

April 2010 – March 2011

- Responsible for supervising administrative staff, reviewing critical job elements, conducting annual evaluations, assisting staff by implementing Best Practices to improve performance quality.
- Served on the Planning Team for:
 - Fort McPherson Re-development Project
 - Selena Butler Park Capital Improvement Project resulting in a 1.2 million dollar State of the Art Recreation Center devoted to Senior Citizens and Adult programming.
 - Led the staff of Senior Programs programming offering a free course 3 days a week.
- Monitored specific Capital Improvement Projects and grant applications.

CITY OF ATLANTA, Atlanta, Georgia

Chief of Staff, City Council – District 11

January 2010 – April 2010

CORLISS RANDALL DAVENPORT

CITY OF ATLANTA, Atlanta, Georgia

January 2010 – April 2010

Chief of Staff, City Council – District 11

- Responded to requests from constituents of District 11 and organized Town Hall Meetings.
- Supervised the administrative staff, volunteers, and interns.
- Represented Councilmember Bottoms at various community and NPU meetings.
- Surveyed community members via the various NPU's to determine top priorities, critical issues and programming interests to be offered at Ben Hill Recreation Center.
- Organized various community meetings bringing staff from the City of Atlanta to address specific concerns of the constituents quarterly
- Organized Bi-Annual meetings with Mayor Reed and community leaders in District 11 to share concerns and present ideas and solutions to the shared concerns with the mayor and members of his executive team.
- Communicated with all agencies of the City to provide most recent information to the constituents and researched legislation.
- Served as liaison between the schools, churches and the council for District 11.

RANDALL LEGACY CARRIERS INC., Scottdale, Georgia

May 2007 – January 2010

Vice President of Operations

- Hired drivers, administrative assistants, clerical staff, and management staff while handling operations.
- Led training and support of over 15 employees.
- Responsible for Department of Transportation (DOT) training, bid schedules, fleet maintenance, and accident report.

P.L. DUNBAR ELEMENTARY SCHOOL, Atlanta, Georgia

July 2002 – May 2007

Principal

- Interviewed and on boarded employees utilizing behavioral based interviewing techniques resulting in over 80 staff members.
- Maintained and annual general school budget of 600k+.
- Established over 8 Partnerships that resulted in over 100k in resources and in-kind donations.

Assistant Principal

February 2002 – June 2002

- Coached and evaluated all certified and clerical staff on instructional delivery along with written correspondence.
- Modeled various instructional strategies in the classroom to promote professional development illustrating effective methods to differentiate instruction.
- Created school wide discipline plan; and emergency procedure plan, resulting in having the first standard operating procedures to follow regarding instructional delivery for all grade levels.
- Managed the Title I budget over \$200,000, annually.

POLITICAL CAMPAIGN ACTIVITY

CITY COUNCIL REPRESENTATIVE, BEVERLY JONES: *Stone Mountain, Georgia*

Campaign Manager

2006 – 2007

CEO OF DEKALB COUNTY, BURRELL ELLIS: *Georgia*

Volunteer, Meet and Greet Organizer

2008 – 2009

RE-ELECTION FOR STATE REPRESENTATIVE, BILLY MITCHELL, DISTRICT 88: *Georgia*

Volunteer

2008

MAYORAL CAMPAIGN, ATLANTA, SENATOR KASIM REED: *Georgia*

Call Center Operative, Faith Based Coordinator, Meet and Greet Organizer

2009

CORLISS RANDALL DAVENPORT

CAREER HIGHLIGHTS

- Introduced 4 new initiatives which increased the enrollment of Dunbar Elementary from 187 to over 300 students demonstrating 30% growth.
- Secured a partnership with the Brian Jordan Foundation, Coca Cola and The Ludacris Foundation which supported the costs of new programming to address gaps in instructional support by providing resources for After School Programming, Mentoring, Spelling Bees and cultural exposure via field trips all of which were not supported by the general school budget.
- Facilitated the delineation of funds and implementations of programs from a \$12 Million dollar grant [courtesy of the Annenberg Foundation], over a four year period.
- Received "Proclamation" from the Atlanta City Council for Camp Best Friends.
- Implemented a web-based math tutorial in the K-5 OST program; 7% gain achieved in math overall math results.
- Partnered with over 15 organizations to provide special services to 5 Teen Sites constituting over 300k in services and resources.
- Became a Certified Park and Recreation Professional in November 2011
- Received "Innovative Program" Award from the Georgia Recreation and Park Association at the State Conference 2012.

EDUCATION

UNIVERSITY OF WEST GEORGIA , Carrollton, Georgia <i>L6 Leadership Certification</i> : Leadership in Administration and Supervision	1998
TROY STATE UNIVERSITY , Phoenix City, Alabama <i>Education Specialist Degree (Ed.S.)</i> : K-6 Curriculum	1996
CLARK ATLANTA UNIVERSITY , Atlanta, Georgia <i>Master of the Arts (M.A.)</i> : Elementary Curriculum	1994
SPELMAN COLLEGE , Atlanta, Georgia <i>Bachelor of the Arts (B.A.)</i> : Early Childhood Education	1987