

2150 NW 52ND AVENUE • LAUDERHILL, FL 33313
954-560-7877 • SBYNES6@COMCAST.NET

SHERRY A. BYNES

SUMMARY

I currently serve as the Director of Pre-College Programs at Florida Atlantic University in Boca Raton, Florida. I have held this position a little over 1 year. I joined FAU in July 2012 as the Program Coordinator for Pre-College Programs. I was responsible for the supervision of the Upward Bound program afterschool instruction at each target school; coordinate the delivery of academics, guidance and counseling services for project participants in social, personal, career, and academic areas; and assist in the development of Individualized Action Plan and the monitoring of participants academic progress on a regular basis. I previously worked five years as a high school BRACE Advisor; where I made readily available scholarship, financial aid and postsecondary information to over 800 students. My main focus was to provide students and their parents with a variety of college and career options prior to graduating from high school. Prior to being employed with Broward County Schools, I worked over 13 years for a mid-size pharmaceutical research and clinical development company as a *CDM Processor and Standards Specialist* overseeing over 15 Phase II Studies.

I received my B.A. in Sociology from FAU and my M.A. in Christian Studies with an emphasis in Christian Leadership from Grand Canyon University.

SUMMARY OF QUALIFICATIONS

- Analytical thinking, planning
- Strong verbal and personal communication skills
- Accuracy and attention to details
- Organization and prioritization skills
- Problem analysis, use of judgment and ability to solve problems efficiently
- Proficient in Microsoft Office : Excel, Power Point, Word, Visio, Publisher and Blumen software
- Effective grant writing techniques
- Knowledgeable of principles, techniques, strategies, goals and objectives of public education
- Ability to plan, organize and implement effective programs
- Ability to work with individuals from various demographics and socio-economic backgrounds

WORK OF EXPERIENCE

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|-------------------|--|---|
| 08/2013 - Present | Pre-College Programs, Upward Bound <i>Director</i> | Florida Atlantic University - Boca Raton, Florida |
| | <ul style="list-style-type: none"> • Plan, direct, manage and oversee the daily activities and operations of one target college program. • Prepare, submit, and monitor the annual operating budget for TRIO Programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with Federal Government Department of Education and university policies and procedures. • Select, train, coordinate, supervise and evaluate all program personnel, services and activities. • Write open, competitive and continuous grant proposal, monitor budget, evaluate program and prepare financial and annual performance reports as required by the | |

United States Department of Education and the Office of Management and Budget. Develop, recommend, implement, maintain, and distribute policy, procedures, standards and guidelines for TRIO programs ensuring compliance with federal and state laws and local regulations.

- Participate in the short and long-term planning process for Pre-College Programs; develop strategic planning goals and objectives based on Federal Regulations and grant funding opportunities.
- Communicate with college and District administrators, data processing, fiscal services personnel and other personnel and outside agencies to coordinate activities and programs, resolve issues, and exchange information.
- Develop and maintain a system for the maintenance of confidential student files, which include all documents required by the U.S. Department of Education.
- Develop and maintain program curriculum for the summer academic program, and workshops.
- Establish relationships with area school principals, superintendents, and school district.
- Develop and maintain community partnerships with universities and local non-profit agencies, as well as involvement with various on-campus and off-campus communities related to TRIO programs and student academic achievement. .
- Address student discipline and conduct issues, meet with parents, principles, and counselors.
- Plan and manage college enrollment, selection, advising and evaluate student progress.
- Plan and manage dissemination of information about TRIO Pre-College Programs, Financial Aid and higher education opportunities to high school counselors, teachers, and students, community agencies and the public.

07/2012 – 08/2013

Pre-College Programs, Upward Bound Florida Atlantic University - Boca Raton, Florida
Program Coordinator

- Responsible for the supervision of the afterschool instructors at each target school
- Coordinate the delivery of academic, guidance and counseling services for project participants in social, personal, career, and academic areas
- Assist in the development of a student Individual Educational Plan
- Monitor participant's academic progress throughout the academic school year
- Update and maintain student information using the Blumen software
- Provide parents and students with information on scholarships, financial aid, college application process, college examination preparation and/or registration

10/2011 - 05/2012

Pre-College Programs, Upward Bound Florida Atlantic University - Boca Raton, Florida
Tutor

- Assist students in achieving a better understanding in a specific subject
- Assist students develop confidence in themselves and a positive attitude towards school
- Provide students with the necessary skills to ensure academic success

06/2010 - 07/2010

College Summit Nova Southeastern University - Davie, Florida
College Coach

- Assist mid-tier students from under-resourced communities
- Provide one to one, one hour coaching session
- Provide information about local and national colleges and universities
- Assist students with college admissions requirements

- 08/2007 - 06/2012 Boyd H. Anderson High School Lauderdale Lakes, Florida
BRACE Advisor
- Provide students with postsecondary options
 - Assist students and parents in choosing the right college and/or university
 - Educate and assist students and parents on the financial aid process
 - Coordinate various scholarship and/or mentoring programs (e.g., Take Stock In Children, Bright Futures, Silver Knight)
 - Proctor student assessment exams (e.g., FCAT and PERT)
 - Provide classroom and auditorium style presentations
 - Facilitate onsite career exploration exams and college visits
 - Coordinate upperclassmen and underclassmen awards ceremonies
- 02/2006 - 3/2007 KOS Pharmaceuticals, Inc. Weston, Florida
CDM Processor and Standards Specialist
- Case Report Form (CRF) developer and acting liaison for standards committee
 - Educate study team on CRF use in accordance with protocol
 - Develop and maintain clinical data standards for all Phase I-IV studies
 - Provide data processing objectives and FDA requirements for Phase I-IV clinical trials for therapeutic area of cardiovascular studies
 - Interact with department managers with the sole purpose of expediting CRF design and approval
 - Direct and reconcile discrepancies in company's existing and global standards
 - Design and oversee the clinical data management website
 - Provide a monthly report on project status
- 01/1998 - 02/2006 KOS Pharmaceuticals, Inc. Miami Lakes, Florida
CRF and Graphic Designer
- Develop paper Case Report Forms (CRF)
 - Define and manage standard operating procedures
 - Meet deadlines to produce CRF's and all other supporting documents
 - Provide interdepartmental support
- 10/1993 - 01/1998 KOS Pharmaceuticals, Inc. Hollywood, Florida
Data Entry Operator
- Enter data results for over 15 Phase II studies (Pharmacokinetics and Bioavailability)
 - Research, verify and correct discrepancies
 - Provide interdepartmental support

EDUCATION

2013 Grand Canyon University Phoenix, Arizona
Masters in Arts, Christian Studies with an Emphasis in Leadership

2001 - 2005 Florida Atlantic University Boca Raton, Florida
Bachelors in Arts, Sociology

1998 - 2001 Broward College Davie, Florida
Associates in Arts

EXTRACURRICULAR ACTIVITIES

American Cancer Society's Relay for Life Youth Engagement Chair, Sunday School
Superintendent, Board of Trustees Recording Secretary, Deaconess

REFERENCES

Available Upon Request