

## Patricia D. Brock

### **EXPERIENCE SUMMARY:**

Department manager, budget manager, distance learning manager, counselor/advisor to adult learners, event planner, community board member, conference and community presenter.

### **EXPERIENCE:**

#### October 2012 – February 2013

Administrator, Homeplace of Columbus Personal Care Home

Responsible for all aspects of facility, including HR tasks for nurses, aides, kitchen, maintenance and housekeeping staff, facility/physical plant upkeep, payroll, accounts payable/receivable, invoicing, marketing, budget management, and public relations.

#### December 2011 – March 2012

Project Manager, Center for Creative Learning

Responsible for managing all activities related to grants at the Center: marketing, web site updates, mail-outs, and visits to recruit participants; developing rubrics for selection of participants; facilitating meetings and activities for events to include ordering materials, facilities and food; arranging for all payments related to the grants; managing the overall budget and ensuring fiscally sound decisions are made. Work with Center colleagues in developing vision and strategic planning for the Center. Additional duties included community outreach and participating in community service endeavors.

#### July 2005 to November 2011

Manager, Continuing Education

Mississippi State University, Starkville, MS

Responsible for visionary leadership, strategic planning, financial management [to include reporting] for six person unit. Recruits and employs staff, works with area business and industry to foster regional economic development, develops and implements new non-credit programming, focusing on quality control and fiscally sound events. Works with division director as part of management team. Supervises operations, marketing, technology, copy center, and business & finance units within division, filling in as needed during staff changes or workload changes.

#### June 1999 to July 2005

Director, Continuing Education and Distance Learning,

Mississippi University for Women, Columbus, MS

Directs university continuing education function in providing educational programs for non-traditional students, evening and off-campus classes, through the Columbus Air Force Base program, and through distance learning technologies. Develops and