

JUSTIN J. VELEZ, M.B.A.

Greater Atlanta, GA

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PROGRAM MANAGER

Experienced in developing and executing projects that enhance performance and productivity. Credible in establishing strong business partnerships across multi-functional stakeholders, both internal and external. Ability to facilitate change management that contributes to operating consistency throughout the project's lifecycle. Solution driven with an emphasis on brokering change and retaining key talent.

- **Process Improvement**
 - **Conflict Resolution**
 - **Effective Communication**
 - **Time Management**
 - **Cost Control**
 - **Risk Management**
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PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

CLARK ATLANTA UNIVERSITY, Atlanta, GA
School of Business

2023- Present

Program Manager

I lead and design programming that brings industry and academia together. Key functions of this role support the Regional Director in all aspects of managing strategic operations of the South Regional Center for Entrepreneurship, a division within the National Center for Entrepreneurship at Howard University. These aspects include but are not limited to organizing partnerships, managing relationships, recruiting potential donors, tracking data, and continuing CAU's unwavering quest to balance the scales for the disenfranchised, and promote an America that is devoid of inequalities.

- Manages day to day program operations, activities, and events
- Facilitates the implementation of the Board of Advisors
- Prepares curricula and presentation materials for university faculty and staff
- Assists Regional Director in utilizing the CRM system to optimize client collaboration efforts
- Manages metrics and reporting for each program element
- Measures, and reports progress on a regular basis to executive leadership
- Maintains a commitment to solving complex issues around inequities related to race, color, social, economic, and political circumstances
- Works closely with various academic departments, Office of Career and Professional Development, and the entire University community to help create a cohort criterion, for participating students, advanced training, and instruction.
- Creates sustainable programming, along with an evolving group of advisors, to employ industry practices for innovative extra-curricular activities

EMORY UNIVERSITY, Atlanta, GA
Office of Research Development

2021- 2023

Project Support Specialist

Developed innovative analytical methods, analyzed data, and made recommendations to enhance the effectiveness and efficiency of projects and/or business processes. Lead and provided project management support for a variety of projects which may have involved financial administration and the upgrading of software systems.

- Tracked and verified procedures
- Coordinated the distribution, tracking, and feedback of metrics
- Developed and manages project timelines
- Worked closely with project team/departments to identify and resolve concerns
- Assumed responsibility for timely delivery of project deliverables, as necessary
- Developed and maintains databases and reports
- Performed various analyses such as developing forecasts, analyzing implications, and presenting data
- Tracked departmental budgets and forecasts future budget needs

CITY OF ATLANTA, Atlanta, GA
Department of Grants and Community Development

2017– 2021

Compliance Officer

Ensured programmatic compliance in accordance with HUD regulation and the federal Office of management and Budget for over Thirty nonprofit agencies (subrecipients). Directly assisted in managing compliance for \$43 Million in grant funding. Monitored and advised project sponsors administering programs under the HOPWA (Housing Opportunities for Persons with Aids) program, providing technical assistance in all areas of noncompliance.

- Assisted in the coordination of HUD monitoring visits related to city programs while aiding in the coordination of responses to HUD monitoring finding(s) and concern(s)
- Improved fiscal and performance activities regarding grant compliance, securing the largest HUD Section 8 funding increase in the department's history
- Created and compiles all Department of Grants and Community Development, compliance reports for direct submission to HUD and the mayor's executive office
- Coordinated the development and review of the Consolidated Annual Performance and Evaluation Report (CAPER), without error
- Worked routinely with the most challenging assignments, serving as a specialized subject matter expert across multiple functionalities

EDUCATION

Master of Business Administration, Concentration: Marketing, Clark Atlanta University, Atlanta, GA

- Graduated, GPA 3.4
- Self-financed all college expenses through full-time employment

Bachelor of Arts, Dramatic Arts, Minor: Business Management, Georgia Southwestern State University, Americus, GA

- Graduated, GPA 3.0
- Self-financed all college expenses through full-time employment

Computer Skills: SharePoint, Microsoft Office, including Word, PowerPoint, Outlook, and Excel

CIVIC AND PROFESSIONAL AFFILIATIONS

100 Black Men of America, National Honor Society of Leadership & Success, Georgia Hispanic Chamber of Commerce