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PATRICIA HOFFMAN-MILLER, PH.D.

OBJECTIVE

Visionary, results-oriented educational leader desires to secure a challenging position as Superintendent of a progressive school district committed to measurable results and sustained academic growth.

QUALIFICATIONS

- Proficient in: data analysis, school improvement, financial management, facility acquisition and maintenance, human resource management and administration, curriculum and instruction, strategic planning, charter school management and administration, new school start up operations, school system turn-around implementation, improving stakeholder communication, contract administration and negotiation and professional development.

WORK HISTORY

JANUARY, 2008 – PRESENT
PRESIDENT AND CEO

EDUSMART, LLC

Founding President and Chief Executive Officer of Educational and Technology contracting and consulting organization dedicated to improving the student, teacher and administrative performance in schools, government agencies and organizations working directly with disadvantaged students.

January, 2005 – December, 2007
Regional Vice President/National Assessment Director

Mosaica Education, Inc.

Responsible for the management, administration and operation of three k-8 elementary schools, inclusive of human resource administration, financial and administrative support, curricular and instructional monitoring and assessment, professional development, facility maintenance and operations, transportation, and compliance with applicable federal, state and local statutes.

Significant Accomplishments:

- All schools made AYP during the 2005-2006 school year despite various geographic locations (Pennsylvania and District of Columbia);
- National Assessment Director for all MEI schools;
- Directed the successful alignment and mapping of curricula in four states (Ohio, Pennsylvania, District of Columbia and Louisiana);
- Successfully opened new school in New Orleans (enrollment-785), including, but not limited to: facility acquisition and renovation; recruitment and selection of all instructional and support staff; selection and acquisition of all equipment, furniture and supplies; and board development and training.
- Developed operational, facility and resource allocation for the procurement and start-up of new schools;
- Awarded prestigious Rising Star Award for outstanding accomplishments.

June, 2001– December 2004

Gary Community School Corp.

Assistant Superintendent Human Resources

- Directed and administered Human resources Policy and processes for 3,100 district employees;
- Chief negotiator with six bargaining units;
- Developed State certified mentor training program (teachers)
- Developed district personnel policies and procedures
- Reduced grievance expense by \$118,000;
- Developed district principal leadership academy (E-PLUS);
- Developed professional development aligned with student assessment results;
- Co-Chairperson-District Career Academy
- Developed wage and salary administrative guidelines;
- Re-organized a learner-centered professional development department;
- Responsible for district-wide professional development initiatives;
- Implemented new substitute management system;
- Reduced emergency permits by 30%;
- Reduced benefit expense by \$140,000.

1996-2001

Harrisburg School District - Harrisburg, PA.

Assistant Principal; Secondary Teacher; Substitute Teacher

Freshman Principal - 1999/2000 school year (851 students);
Developed Secondary schedule for 1856 students;
Developed state mandated graduation project;
Developed and administered administrative procedures for site-based management;
Developed new teacher induction program;
Developed operational guidelines for alternative education school;
Co-Chairperson-District Strategic Planning Committee;
Chairperson of SIP (Secondary) Committee.

1996-2001

Eastern College - St. David's PA.

Primary Professor

Increased Enrollment of cohort membership by 18%;
Primary Professor for three cohort groups ensuring graduation requirements were adhered to;
Developed foundation for Master's Degree in Education;
Curricular focus: management and decision theory; leadership; ethical decision making; financial management; cross-cultural studies.

1990 – 1996

Patrice's

Owner

Montego Bay, Jamaica, West Indies

Owner/manager of multi-faceted entertainment complex located next to Sandal's All-Inclusive Resort.

1981-1990

Butler & Butler - Harrisburg, PA.

Chief Operating Officer

Responsible for all aspects of human resource management
Payroll and Benefits administrator; operational implementation and compliance
Fiscal and compliance liaison with applicable federal, state and local agencies

1978-1981

Rockwell International - Cedar Rapids, IA.

Human Resources Director

Developed and implemented executive and employee management development program;
Implemented on-site MBA program for managerial, sales and executive staff;
Developed employee development program in concert with University of Iowa (Engineering);
Revised Human Resource functions to assure quality of recruitment;
Managed payroll and benefits process;
Developed new employee orientation program;
Administered and designed on-site professional development programs.

1976-1978

Chicago State University-Chicago, IL.

Assistant Professor of Management

Developed experiential learning program for undergraduate students;
Served as co-chairperson of college accreditation committee (College of Business);
Named Outstanding Professor of the Year by President of the University;
Academic proficiency in all core curricula courses.

1973-1976

The Pillsbury Corporation-Chicago, IL.

Regional Personnel Director

Chief contract negotiator for Chicago region;
Developed operations and procedures manual for site supervisors;
Developed and implemented recruitment program for tri-state region;
Responsible for recruitment, selection and training of all site personnel.

1970-1973

**Council for Economic Opportunities in Greater
Cleveland**

Director - Planning

Administered and managed Twelve Million dollar budget
Coordinated city-wide planning efforts
Liaison with all local, state and federal agencies
Founding member of Upward Bound
Coordinated VISTA programs
Utilized PERT and CPM in development of project activities

1968 – 1970

**PRIDE, Inc.
Washington, D.C.**

Director – Recreation

Administered, managed and implemented recreation program for PRIDE, Inc., a youth employment program geared toward assisting disadvantaged and formerly incarcerated residents of the District of Columbia. Developed recreational programs and coordinated employers interested in mentoring PRIDE participants

EDUCATION

1974	BS - Business Administration	Chicago State University Chicago, IL.
1975	MA - Public Administration	Roosevelt University Chicago, IL.
2001	Ph.D. Educational Policy	The Union Institute and University Cincinnati, OH.

CERTIFICATION(S)

Superintendent	Indiana
Superintendent	Illinois (Provisional)

CONSULTANT AND CONTRACTUAL

University of Wisconsin—Madison
Small Business Administration—Philadelphia
Chicago Economic Development Corporation-Chicago
U.S. Department of Commerce –Washington, DC

City of Iowa City—Iowa City, IA.
University of Northern Iowa, Waterloo, IA.
McClay Street Apartments—Harrisburg, PA.
Office of Minority Affairs-Chicago State University
Lighthouse Academies of Indiana

AWARDS

Rising Star Award—Mosaica Education
Who's Who of American Women—Millennium Edition
Outstanding Young Women of America
Outstanding Administrator—Phi Delta Kappa (Gary)
Outstanding Presenter—American Association of School Personnel Administrators
Outstanding Professor—Chicago State University

Publications

“Obsequious Consent: The Relationship between Principal Race and Gender and the Suspension of Students in a Pennsylvania Urban School District” (2001)

Hobbies

Reading, Research, Sewing and Gardening

Volunteer Experience

Hurricane Katrina Relief
Habitat for Humanity
Read and Rise

Computer Skills

SPSS, Word, Excel, Access, Microsoft Project, Excel

References

Dr. Lucian Yates, III
Dean
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Mr. Darren Washington

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