

Janine K Rhodes

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Profile

- 18 years management experience in the nonprofit sector.
- Utilize strong verbal, written and management skills to oversee operations of nonprofit management company.
- Acquired an extensive understanding of accounting principles as it applies to real estate management, rent roll, payroll and any other duties necessary to carry out operations.

Education

The University of North Carolina at Greensboro, Greensboro, NC, Bachelor of Arts – Media Studies / Film - December 2016

The University of North Carolina at Pembroke, MBA – projected completion – 2021

Professional Skills and Abilities

Administrative:

- Managed an annual budget of 2 million and controlled disbursement schedule.
- Set up accounting procedures for processing invoices and the disbursement of payments.
- Project Manager for capital improvement expenditures in excess of 2 million dollars.
- Coordinated with State and federal Agencies to insure compliance.
- Prepared annual budget to be submitted to State Agency for approval.

Leadership Skills:

- Hired and trained new employees on company policies and procedures.
- Supervised 11 employees conducted monthly staff meetings and conducted annual performance reviews.
- Taught at risk adults: English, Math, and Language in preparation for the High School Equivalency Diploma test.

Technical Skills:

Cinematography, lighting, sound, editing (Final Cut Pro) -QuickBooks, Microsoft Office, Celtx , Final Draft

Work Experience

Six Foot Kitten Production Co. - PA –feature film “Reggie”

Rhodes Media And Entertainment Group LLC – Present

Davidson County Community College, Lexington, NC

First Montclair Housing Corporation, Montclair, NJ

Riviera Towers, West New York, NJ