

DONALD KELDER DUNLAP

192 Ashley Drive, McDonough, GA 30252 ♦ Phone: 678 283-7946 ♦ Email: MrDonDunlap@gmail.com

EMPLOYMENT HISTORY

Henry County Board of Education - *Business Education Instructor/Dept. Chair* August 2003 – Present

Facilitate learning for students in Business, Marketing, Entrepreneurship, and Economics; in a self-paced learning environment, emphasizing mastery of subject matter. Pioneered blended instruction at our school – incorporating both online and face-to-face learning and assessment. Chartered DECA and Kiwanis Key Club student leadership organizations. Focused on curricular elements that would eliminate the “skills gap” that employers and post-secondary institutions lament in high school graduates. Developed partnerships with local businesses to make curricular material relevant with real-world applications for our students.

Southern Crescent Technical College - *Business Professor (Adjunct)* August 2008 – December 2016

Teach the four courses in the Entrepreneur Management Certificate program for dually-enrolled (high school and college) students in Henry County. Teach hybrid classes in Leadership, Performance Management, and Small Business Management at the Griffin Campus. Teach pure online classes in Small Business Management.

DKD Enterprises, Inc. (d/b/a Newton BP) - *Owner* March 2002 – December 2002

Manage all facets of planning, opening and operation of retail convenience store. Hire, train and provide direction to employees to ensure excellent customer service to the surrounding community.

The Hertz Corporation June 1990 – March 2002

Yield Manager (August 1998 – March 2002)

Maximize revenue production of the Southeast Region’s 17,000 car fleet through use of computer modeling and optimization tools. Ensure proper positioning of fleet to ensure market share, customer service, and profitability are at optimal levels. Train City Managers to identify optimum utilization of fleet assets.

Pool Fleet Manager (March 1995 – August 1998)

Meet goals for profitability, utilization and customer service through efficient use of average 6,500 car fleet. Direct workforce of 400 employees in all aspects of fleet control: delivery, movement, tracking, storage and disposal. Originate and maintain agreements with various maintenance, storage and transportation vendors.

Station Manager (June 1990 – March 1995)

Assist in management of the Charlotte NC location, with focus on production and customer service areas. Productivity and quality performance analysis, using mainstream personal computer applications as well as proprietary systems.

Rose’s Stores, Inc. - *Senior Assistant/Merchandising Manager* January 1988 – June 1990

Responsible for all facets of store operation, with emphasis on effective merchandising and bottom-line profitability.

Memorial Mission Hospital - *Food Service Supervisor* April 1987 – December 1987

Ensure quality patient meals through efficient supervision of Dietary Aides and effective interaction with other hospital departments.

Wendy’s Old Fashioned Hamburgers - *Co-Manager* November 1985 – April 1987

Maintain standards of quality and efficiency ensure profitability, train and supervise employees.

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AFFILIATIONS

Henry County CARES Act Review Committee - *District Three Commissioner Appointee* **August 2020 – Present**
Evaluate small business and non-profit applications and recommend awards using the \$5.1M of federal CARES Act funding for COVID-19 relief according to guidelines in HCBOC Resolution 20-245.

Our World School Board of Directors – *Chairman* **July 2017 – Present**
Preside over meetings of the Board of Directors of this school that serves students with special needs in our community. Work with other board members to provide strategic direction and resources for the Director and staff of the school.

Henry County Chamber of Commerce Board of Directors **August 2016 – Present**
Work with other board members to provide strategic direction and resources for the President and staff of the Chamber. Serve on various committees of the Chamber for planning, communication, and workforce development.

Youth Leadership Henry Board of Directors - *Chairman* **June 2011 – Present**
Preside over meetings of the Board. Facilitate communications and engage with program participants, parents, school officials, and the community. Represent this committee at Chamber meetings and events. Lead technology-related activities of the board; and assist in marketing the program to a broader audience in our community and beyond.

Henry County Fuller Center for Housing - *Treasurer* **August 2010 – Present**
Receive and disburse funds for the organization. Maintain financial records and present monthly at our Board of Directors meetings. File annual reports and other filings to ensure compliance with IRS 501(c)(3) regulations.

Henry First, Inc. - *Chairman (Board of Commissioners Chair Appointee)* **July 2017 – August 2019**
Preside over board meetings of this non-profit that receives and disburses donations to Henry County Government departments and projects, ensuring fidelity to the donors' intentions.

Stockbridge Business Association - *President* **June 2013 – December 2017**
Preside over meetings of the Board. Work with other board members to develop activities and events that benefit stakeholders in the Stockbridge GA business community. Represent the Association at events, and as liaison with other Stockbridge organizations and City entities.

Shining Light Ministries Board of Directors - *Chairman* **June 2013 – December 2017**
Preside over meetings of the Board. Recruit board members with a skillset beneficial to this residential ministry for women recovering from addiction. Assist in developing policies and procedures for implementation in the ministry. Screen applicants for further review by the Executive Director. Market the ministry to community stakeholders.

Leadership Henry **June 2011 – June 2014**
Board of Directors *Chair, Publicity/Technology and Selections Committees*
Assist the board in identifying and selecting candidates for participation in this leadership development program. Facilitate technology, communication, and marketing efforts for the group. Assist in planning the monthly programs.
Program Member, *Class of 2010*
Attended every class in this excellent community leadership development program. Assisted the volunteer committee for the ***Hands On Henry*** project by developing a Microsoft Access database to manage our volunteers and projects.

Timberidge Presbyterian Church - *Organist* **July 2012 – Present**
Provide appropriate service music, assist with handbells, choir, and other musical needs. Preach in Pastor's absence.

Stockbridge Presbyterian Church **August 1998 – January 2006**
Elder (August 2000 – Present)
Lead this particular church as a member of the "Session" (the church's equivalent of a Board of Directors).
Organist (August 1998 – January 2006)
Assist in leading worship by planning liturgy-appropriate music via consultation with Music Director and Pastor. Accompany Choir and provide other special music as necessary during the year.

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EDUCATION

<i>Master of Business Administration</i> Winthrop University, Rock Hill, SC	December 1994
<i>Bachelor of Music Education</i> Mars Hill College, Mars Hill, NC	May 1985

ACHIEVEMENTS

<i>Paralegal Certificate</i> University of Georgia, Griffin GA	October 2019
<i>Economic Development Extern</i> Henry County GA Development Authority	July 2019
<i>Henry County GA Citizen of the Year</i> Presented by the Henry County GA Chamber of Commerce	February 2017
<i>Six Sigma Black Belt Certificate</i> Clayton State University, Morrow GA	October 2015
<i>Microsoft Office User Specialist Certificate – Office 2013</i> Certiport® certified proficiency in MS Word, Excel, Access	April 2015
<i>Six Sigma Green Belt Certificate</i> Clayton State University, Morrow GA	December 2014
<i>DAR Community Service Award</i> Presented by the Andrew McBride Chapter, Daughters of the American Revolution	November 2013
<i>Georgia Work Ready Certificate</i> Certification at “Gold” level	July 2010
<i>Advanced Placement Microeconomics Certification</i> College Board	July 2008
<i>Teacher of the Year</i> Patrick Henry High School, Stockbridge GA	October 2006
<i>Microsoft Office User Specialist Certificate – Office 2000</i> Certiport® certified proficiency in MS Word, Excel, Access, PowerPoint	April 2005
<i>Microcomputer Applications Certificate</i> York Technical College, Rock Hill, SC	May 1991

REFERENCES

Available upon request