

Carolyn Kilpatrick Lloyd

Success driven, highly committed professional equipped with broad background in providing top-notch leadership and services with non-profit and corporate organizations; complemented with expertise in K-12 education, government, public policy, legal, business startup, community outreach and foundation industries. Demonstrated history of successful project and relationship management, while providing high quality administration. Proficient in mobilizing, connecting, building coalitions and partnership development.

SUMMARY OF QUALIFICATIONS

- Problem Analysis
- Program Development
- Board Relations & Engagement
- Conflict Management
- Public Policy & Administration
- Fundraising/Business Development
- Non-Profit Management
- Project Management
- Organizing & Planning
- Partnership Development
- Business Relationship Strategy
- Research, analytical & problem-solving skills
- Vendor Management Ability
- Budget Oversight

EDUCATION

Master of Business Administration - Shorter University – Rome, GA

Bachelor of Business Administration - Shorter University – Rome, GA

EXPERIENCE

DeKalb County School District – Stone Mountain, Georgia

Strategic Partnerships Manager |Community Empowerment, Innovation & Partnerships - November 2021 - present

- Manage day to day operations of new division of Community Empowerment, Innovation & Partnership
- Act as project owner for initiatives related to strategic partners, the Superintendent's office and DCEIP
- Collaborate with over divisions within district on special projects
- Strategic planning for DCSD foundation implementation and build coalitions
- Leverage existing partnerships and develop & manage new stakeholder groups, committees, and councils
- Serve on Superintendent's extended cabinet

Project Manager |Superintendent/CEO's Office – November 2019 – November 2021

- Hand selected by Superintendent to develop Superintendent's project management office
- Coordinate, monitor and manage project activities and resources
- Serve as primary point of contact for communications through Superintendent's Office
- Partner with key stakeholders to set project milestones, timelines, and budget
- Develop, create and maintain project documentation, plans and progress reports
- Coordinate with other departments; provide guidance to team members regarding specific projects

EA |Superintendent/CEO – June 2017 to November 2019

- Provided executive support to the Superintendent & Chief Executive Officer for third largest school district in the state of Georgia operating a billion dollar plus budget
- Master scheduler responsible for managing, setting, and coordinating CEO/Superintendent's calendar, Served as co-chair of DeKalb School District Foundation feasibility committee

Literacy for All Fund – Atlanta, Georgia – October 2016 – June 2017

Independent Contractor

- Conducted extensive research to identify best practices related to adult and multi-generational literacy
- Secured and managed strategic relationships with key stakeholders
- Established several initiatives that increased low literacy awareness
- Managed special projects, grant cycle process, events, awareness campaigns and meetings

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- Developed fundraising strategy and managed strategic partnership development and social media management

International Teaching Solutions – Alpharetta, Georgia – June 2016 – September 2016

Vice President | Marketing, Recruitment & Development (Independent Contractor)

- Managed day-to-day operations for international teacher recruitment company start-up
- Developed strategy for business development, marketing, and teacher recruitment

Metro Atlanta Chamber of Commerce – Atlanta, GA - November 2010 – June 2016

Director | Atlanta Partners for Education – November 2010 – June 2016

Interim Vice President | Education - March 2012 to January 2014

- Responsible for the day-to-day operations of the Atlanta Partners for Education, a 501(C)(3) joint venture between the Metro Atlanta Chamber and Atlanta Public Schools
- Recruited and managed over 400 volunteers and business partners
- Planned, organized, managed, and fundraised for annual events and initiative for Atlanta Public Schools
- Appointed Interim Vice President of Education to manage development of Atlanta business community five-year regional strategic education plan which resulted in regional Atlanta collective impact model Learn4Life

Atlanta Public Schools – Atlanta, GA - February 1999 – November 2010

Project Manager | Atlanta Partners for Education - February 2002 to November 2010

- Led planning and implementation of projects and administrative duties for Atlanta Partners for Education
- Developed full-scale project plans, assembled, and led project staff, managed project budget, planned and scheduled project timelines and project deliverables
- Provided direction and support to project team for quality assurance, monitoring, and reporting progress of the project to all stakeholders
- Set direction for program marketing, collateral design conception to completion, sponsorship grant writing and script writing for events and meetings

Executive Assistant | Chief Financial Officer - June 1999 to February 2002

- Provided comprehensive support in facilitating the day-to-day performance of the CFO's operational and management tasks
- Served as liaison to finance staff, board of education members, and key individuals externally and internally

Administrative Assistant | Office of Internal Resolution - February 1999 to June 1999

- Served as team member of inaugural Office of Internal Resolution (OIR) charged with investigating employee wrongdoing, employee complaints of unfair treatment and discrimination, conducting full and fair investigations, taking remedial action, and responding to government inquiry and legal action

State of Georgia- Atlanta, Georgia – April 1995 – February 1999

Paralegal | Department of Family and Children's Services - October 1998 to February 1999

- Legal support for Legal Services Officer of Georgia Division of Family and Children's Services (DFCS)

Legal Assistant | Child Support Enforcement - April 1996 to October 1998

- Provided legal administrative support for State of Georgia Child Support Enforcement Division, Fulton County Assistant District Attorney and Special Assistant Attorney General for State of Georgia

SKILLS/TRAINING/PROFESSIONAL DEVELOPMENT:

- Paralegal Certification | University of Georgia
- Mediation and Conflict Resolution Certification | Justice Center of Atlanta
- Project Management Certification | Emory University
- Leadership DeKalb – Class of 2017
- Georgia Partnership for Excellence in Education Policy Fellowship Program Graduate
- Pathbuilders Achieva Executive Women's Leadership Development Program Graduate
- National Association of Women MBA's - Member
- Notary Public | State of Georgia