

# CHARDRA CARTER, D.MGT.

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## —SUMMARY—

Experienced Fleet Services and Financial Management professional with over two decades of expertise in leadership, budget management, operations, auditing, and strategic planning. Proven ability to streamline operations, enhance efficiency, and implement cost-saving measures within fleet services and financial departments. Strong background in managing cross-functional teams, ensuring regulatory compliance, and driving process improvements.

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## —PROFESSIONAL EXPERIENCE—

**DEKALB COUNTY SCHOOL DISTRICT, Tucker, GA** **2024 – Present**  
**Assistant Director, Fleet Services**

- Provide leadership, mentoring, and training to the fleet maintenance team.
- Oversee and analyze Fleet Management System data to identify trends and performance improvement opportunities.
- Participate in the preparation and administration of the Fleet Services budget.
- Assist in short- and long-range planning for Fleet Services.
- Ensure personnel compliance with policies and procedures through training and evaluation.
- Communicate with external stakeholders on fleet initiatives and requirements.
- Supervise administrative staff and coordinate professional development training.
- Maintain Board Agenda Items and facilitate monthly safety committee meetings.
- Conduct safety inspections for five Fleet Services locations.

**DEKALB COUNTY SCHOOL DISTRICT, Tucker, GA** **2022 – 2024**  
**Operations Manager I, Fleet Services**

- Directed day-to-day fleet operations to optimize efficiency and productivity.
- Ensured compliance with licensing, permits, and certifications for fleet technicians.
- Managed budgeting, procurement, and financial oversight for fleet operations.
- Developed strategic initiatives to improve fleet services and reduce costs.
- Supervise Fleet Services Administrative Staff.
- Maintain, oversee, and establish departments' Board Agenda Items.
- Facilitate monthly safety committee meetings.
- Conduct monthly safety inspections for FIVE Fleet Services locations.

**KIKSTART INCORPORATED, Bessemer, AL** **2020 – 2022**  
**Chief of Staff**

- Ensured the achievement of company's mission and administration.
- Supervised warehouse employees on daily deliveries.
- Created new policies and procedures mitigating risks.
- Maintained acquaintance with company's pressing priorities.
- Supported the CEO's effectiveness to ensure activities aligned with priorities.
- Coordinated various community engagement projects.
- Gathered information from across functional teams and offices.

**LEGACY PREP CHARTER SCHOOL, Birmingham, AL** **2018 – 2020**  
**Chief Finance Officer**

- Analyzed budgeting and accounting reports daily to ensure financial controls.
- Developed, monitored, and maintained proper payroll procedures.
- Properly documented and reported any infractions to the state.
- Delivered the highest level of quality reports to each employee, stakeholders, and the board.
- Offered expertise on financial setup to charter commission.
- Participated in budget development, to include monitoring expenditures.
- Executed \$1M dollar budget for the district.

**CHARLOTTE-MECKLENBURG SCHOOLS, Charlotte, NC****2015 – 2018****Budget Specialist / Payroll and Workforce Management**

- Analyzed budgeting and accounting reports daily to maintain internal financial controls.
- Processed system-wide supplemental pay sheets to payroll.
- Properly documenting and reporting any issues that may impact operations within the system / finance department.
- Produced recommendations for State Audit Exceptions through research.
- Delivered the highest level of quality service to each employee and stakeholder.
- Reviewed and reconcile hourly and salary supplemental payroll.
- Participated in budget development, to include monitoring expenditures.
- Examined budget estimates for completeness, accuracy, and conformance with procedures and regulations.
- Orchestrated strategic planning and initiatives within the departments.

**DEKALB COUNTY SCHOOL DISTRICT, Tucker, GA****2014 – 2015****Budget Specialist / Special Projects / Fleet Services**

- Assisted Director with short- and long-term goals for Fleet Services Department.
- Assisted employees / department in creating SMART Goals.
- Assisted Fleet Services Director with the management of activities for 4 operating fleet locations, including but not limited to: maintenance, procurement, monthly department budgeting and accounting.
- Led and assisted negotiations in Fleet Services Department with vendors and supplies to generate savings on services provided.
- Instituted a comprehensive fleet services mobile fueling management project that focused on performance improvements, quantifying results through consistent measurement of bus drivers overtime pay, which resulted in 21% savings.
- Communicated and delivered answers to stakeholders regarding fleet services concerns/questions.
- Attended monthly fleet services/ transportation meetings to get and give information, take feedback, provide updates and training.
- Facilitated Open Records Request

**DEKALB COUNTY SCHOOL DISTRICT, Stone Mountain, GA****2001 - 2014****Senior Auditor/ District-wide**

- Oversee and planned work of staff auditors, providing mentoring and coaching.
  - Supervised internal audit outsourcing engagements with KPMG, District Attorney's Office, etc.
  - Evaluated the effectiveness of internal control policies and recommended areas of improvement for 66 schools.
  - Initiated audits that may detect demonstrable and quantifiable fraud.
  - Analyzed financial statements to identify trends of anomalies.
  - Prepared audit reports for presentations to management and court.
  - Tested internal controls and operational procedures county-wide to ensure compliance.
  - Served as a catalytic agent between the schools' district and the county DA's Office
  - Planned and executed operational audits of various areas using risk-based audit methodology.
  - Monitored audit transactions monthly to ensure proper use of the p-card according to State policy.
  - Created and delivered cardholder training programs.
  - Analyzed financial information and prepared financial reports to determine and maintain records of assets, liabilities, P&L, and other financial activities for the DeKalb County school district.
  - Collected, interpreted, and safeguarded all pertinent financial transactions within the local schools.
  - Thoroughly reconciled general ledger accounts and presented monthly reports to upper management; also closely monitored quarterly budgets and expense reports.
  - Developed and implemented record keeping and accounting systems, while closely analyzing budgets, expenses, business operations, trends, costs, financial commitments, and obligations.
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—EDUCATION—

D.Mgt. – Doctorate Degree – Management  
M.Ed. – Master of Education – Instructional Technology  
Bachelor of Arts Degree – Communications / English  
Lean Six Sigma Certification (6sigma)  
Occupational Health and Safety Administration Certified (OSHA)  
Project Management Institute Training (PMI)  
The Georgia Ethics Assessment for Educational Leadership Certificate (GACE)

—ACCOMPLISHMENTS—

Selected to serve on special assignments and manage multiple projects for the DeKalb County District Attorney's Office.  
Assigned to assist with Criterion-Reference Competency Test (CRCT) investigation for DeKalb County School District.  
Successfully discovered district fraud of more than \$350,000 by identifying errors in bookkeeping.  
Improved internal control efficiency and risk reduction by presenting quantifiable and valuable findings.  
Discovered various county-wide over-payments to employees and vendors, which resulted in process improvements.  
Successfully established The DeKalb County School District, Fleet Services Mobile Fueling Project, saving more than \$100,000 in bus drivers overtime.

—AFFILIATIONS—

Alpha Kappa Alpha Sorority Incorporated  
The Institute of Internal Auditors (IIA)  
Association of Certified Fraud Examiners (ACFE)  
Southeastern Associate of School Business Officials (SASBO)  
Project Management Institute (PMI)