

BRITTANY MELVIN, M.A., PMP

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EDUCATOR + PROJECT MANAGER CAREER SUMMARY

- **Multi-faceted educator and project manager with twelve years of diversified experience** serving a cross-section of students, parents, donors, and customers **within industries of secondary and higher education and software consulting.**
- **Astute counselor, teacher, and fundraiser certified as a PMP project manager,** offering expertise in administration of summer school, standardized testing, disability support, curriculum design, programming, and event planning.
- **Purpose driven leader with objective to pivot back to an educational setting,** motivated by a passion for serving a community rooted in the mission of impacting children's development.
- **Entrepreneurial and visionary innovator** committed to execution of a comprehensive auxiliary strategy for revenue growth; development of mission-aligned summer, after-school, and enrichment programs; recruitment, training, and supervision of staff; management of program budgets; and spearheading of communication and marketing efforts.

MULTI-PRONGED CORE COMPETENCIES AND SKILLS

- Project Management | Fundraising | Strategic Planning | Academic, College, Career Counseling | Teaching and Coaching | Marketing and Communication | Curriculum Design | Summer School Administration | Standardized Testing Administration | Disability Support Administration | Territory and Caseload Management | Program Development | Undergraduate and Graduate Recruitment | Event Planning | Hiring, Training, Supervision | Research and Accreditation | Scheduling, Tracking, Reporting | Budgeting | Contract Writing
- Autotask | Raiser's Edge | Naviance | Slate | PowerSchool | FACTS | Schoology | Canva | Google Classroom | Microsoft Office

SERVICE-BASED LEADERSHIP EXPERIENCE

PROJECT MANAGEMENT

Enable (formerly Flintfox, pre-acquisition) | Chevy Chase, MD | July 2024 – Present

Project Manager, North America Customer Success and Services Division (Remote)

- Manage up to 6 customer projects using waterfall approach to implement FFD (Flintfox for Microsoft Dynamics 365) or FFA (Flintfox for Any ERP) software and performance pricing engine (PPE) for optimizing rebate and margin management on sell and/or buy side, partnering with independent software vendors (ISVs) as part of ERP enhancement ecosystem
- Manage project budget (up to \$270,000-\$300,000 total), schedule (on average, 12-16 months), risks, and resources (1-3 functional consultants and 1-2 technical consultants) and deliver weekly status report to customer
- Write Docusign contracts to launch each project phase, detailing scope, deliverables, and time and material estimate
- Govern project timeline of initiation, analysis and design, convert and build, and implementation phases leading to customer go-live
- Lead project kickoff and present on methodology and communication and reporting plan (*initiation phase*)
- Oversee requirements gathering, test script development, and customer sign-off of fit/gap analysis (*analysis and design phase*)
- Oversee functional and technical activities tied to base product software modification (*convert and build phase*)
- Drive on-time deliverables for configuration, data migration, training, testing, and cutover milestones (*implementation phase*)
- Lead weekly stand-ups with project team to track task completion and budget burn down
- Lead weekly stand-ups with customer and ISV partner to identify dependencies and blockers and align on critical path
- Capture parking lot and action items and spearhead internal and external communication with key stakeholders
- Present weekly on customer health, risk assessment, and issue resolution to internal C-suite and leadership team

- Report monthly on deliverables achieved and upcoming milestones to customer executives as part of Steering Committee meetings
- Facilitate project to support team handover post go-live and lead completion of lessons learned documentation

FUNDRAISING

High Point University | High Point, NC | March 2023 – July 2024

Advancement Officer

- Led as fundraising manager for West Coast territory (all states West of the Mississippi)
- Solicited new members of the university's President's Leadership Cabinet (PLC) at annual giving level of \$10,000+ with a one-time or multi-year investment in annual fund, endowment, or scholarship and pitched tiered benefits of philanthropic Gratitude Program
- Raised \$751,854 total (100% to year end goal) and closed fiscal year ahead at 172% to year end goal of recorded actions, 108% to year end goal of meetings and meaningful actions, and 130% to year end goal of newly solicited or renewed PLC members
- Grew portfolio 58% with 280 prospects (parents of former and current students and alumni) and generated territory expansion by way of strategic travel planning, data-driven prospect identification, focused potential cultivation, and targeted pipeline movement
- Drove major gift closings (\$50,000+) by negotiating investment level and fund in alignment with donors' priorities and timeline
- Managed donor communication and writing of major gift proposals and pledge contracts
- Tracked and reported on constituent qualifications, communication, strategy, and engagement in Blackbaud Raiser's Edge NXT
- Partnered with Offices of Career and Professional Development and Admissions to recruit parent and alumni volunteers and plan and execute 3 regional **Admitted Student Receptions** with oversight of event site research and venue contract, rentals procurement, logistics coordination, volunteer participation, and invitations and communication
- Worked and supported **on-campus events (Homecoming, Family Weekend, Freshman Orientation, Opening Convocation, and Commencement)** and facilitated tiered levels of donor stewardship

COUNSELING, TEACHING, COMMUNICATION, AND PROGRAMMING

Cardinal Newman School | Columbia, SC | August 2021 - March 2023

Director of College Counseling and Summer Academic Programs

- Designed and built a four-year college counseling department with emphasis on holistic curriculum design, program development, and Naviance CCLR (College, Career, and Life Readiness) system integration
- Managed caseload of students in grades 9-12 (375) and led academic, college, and career related bootcamps, workshops, and panels
- Bolstered parent communication and alumni engagement through initiation of department weekly and monthly newsletters, school publication articles, social media features, and website redesign (in partnership with Marketing and Communications), grade-level presentations, and reunions (in partnership with Advancement)
- Achieved first year results of 50% increase in Early Action applications, 10% growth in merit-based scholarship awards, and expansion of Class of 2022 matriculation on national level (33 colleges in 15 states)
- Governed team of 4 faculty in **Summer School** implementation (50 students) and delivery of Project Management Plan, overseeing scope, timeline, faculty resourcing, instructional policy design, logistics coordination, stakeholder communication, and reporting
- Managed standardized testing accommodations, in role of **Student Support Disability Coordinator** and **SAT/ACT Exam Proctor**
- Governed Professional Learning Community of 9 faculty in off-campus AP exam administration (250 students) as **AP Coordinator** and delivery of Project Management Plan, overseeing scope, timeline, faculty/staff resourcing, testing site research and venue contract, logistics coordination, vendor management, rentals procurement, stakeholder communication, and reporting
- Governed school-wide PSAT testing (300 students) as **Testing Coordinator** and delivery of Project Management Plan, overseeing scope, timeline, faculty/staff resourcing, logistics coordination, stakeholder communication, and reporting

Notre Dame Academy | Los Angeles, CA | August 2018 – August 2021

Academic and College Counselor

- Collaborated on department launch of redesigned 4-year, holistic framework of advising, curriculum, and programming
- Managed caseload of students in grades 9-12 (110 total), advised on disciplinary matters, social emotional learning, course registration, and college application and selection process, and led academic, college, and career related bootcamps, workshops, and presentations
- Led **Freshman Orientation** planning of schedule, programming, communication, and faculty/staff/parent volunteer coordination
- Collaborated on development of **Pathway to NCAA** program as guide for advising student athletes on college recruitment process
- Designed and taught freshman **Academic Support** class and experiential Intercession course entitled ***Finding Balance through Overall Wellness*** integrating Understanding by Design (UbD) framework
- Led Student Support Team of 3 faculty, as **Disability Coordinator**, to deliver classroom and standardized testing accommodations
- Governed team of 3 staff in AP exam administration (200 students) as **AP Coordinator** and delivery of Project Management Plan
- Governed school-wide PSAT and PreACT testing (250 students) as **Testing Coordinator** and delivery of Project Management Plan

RECRUITMENT, EVENT PLANNING, AND MARKETING

Loyola Marymount University, School of Education | Los Angeles, CA | July 2017 – August 2018

Assistant Director of Enrollment Management

- Built and led department as **Director of Enrollment Management** in the absence of one
- Governed team of 8 faculty and staff as **CAEP (Council for the Accreditation of Educator Preparation) Taskforce Head** in writing report on admissions operations, data, and outcomes across programs
- Led 3 **New Student Orientations (Fall, Spring, Summer terms)** as project manager, overseeing scope, timeline, faculty/staff resourcing, invitations and printed marketing materials, programming, technology requirements, logistics coordination, vendor management, rentals and catering procurement, RSVP tracking, and expenses and budget (\$5,000)
- Met or exceeded enrollment goals of 40 graduate school programs (Fall 2017, Spring 2018, Summer 2018)
- Hired, trained, and supervised 3 staff in application and data management, established operational infrastructure and communications channels, and collaborated with Graduate Division on Slate CRM build and implementation
- Partnered with Program Directors to facilitate admissions phases, develop marketing materials, and execute strategic recruitment plan

Loyola Marymount University | Los Angeles, CA | October 2016 – July 2017

Admissions Counselor

- Led as territory manager for Northeast and executed strategic undergraduate recruitment plan
- Led **Fall Open House** as project manager, overseeing scope, timeline, faculty/staff resourcing, invitations and printed marketing materials, programming, technology requirements, logistics coordination, vendor management, rentals and catering procurement, RSVP tracking, and expenses and budget (\$10,000)
- Planned and executed **Coffee with Counselor Interest Sessions** and **Junior and Admitted Student Receptions** in New York City

EDUCATION & CERTIFICATION

B.A. Strategic Communication and Spanish | May 2013

High Point University | Summa Cum Laude

M.A. Educational Studies | August 2018

Loyola Marymount University | Summa Cum Laude

Project Management Professional (PMP) Certification | December 2023

Project Management Institute