

Nicole Smith, MBA

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Education

PhD Business- Accounting 2021
Capella University Minneapolis, MN
Currently 3.85 GPA (course completion expected December 2020)

Master- Project Management 2005
Keller Graduate School of Management Chicago, IL
Degree not completed professional development

MBA- Accounting 2002
Roosevelt University Chicago, IL
Additional studies in business fraud examination, project management, computer forensics, team development, and education 2005 thru 2011

BS- Business Information Systems 2001
Macon State College Macon, GA
Triple major program business administration, accounting, and business information technology.

Professional Licenses

Certification in Blended Learning 2012
DeVry University Tinley Park, IL

Licensed Insurance Agent (16454027) 2011
State of Illinois Chicago, IL

Business/Industry Experience

Director of Finance & Compliance 11/2015 – 03/2020
Hill Foodservice Consulting, Inc. Chicago, IL

- Oversee all financial operations and direct corporate financial planning and structure for a \$3.2 million budget
- Coordinate, analyze and report the financial performance to management and Board of Directors (financial performance, projections and other special projects as required)
- Prepare short and long-term budgets and financial forecasts of financial performance for use with internal management and external parties
- Oversees contract consummation, compliance and performance metrics
- Oversee audit and tax functions, coordinate activities with outside audit firms and review firms performance
- Develop, implement and maintain accounting and administrative policies and procedures for a wide-range of activities including financial accounting and reporting, employee relations (hiring/terminating policies) operations and other corporate policies.
- Proficiency in all aspects of corporate accounting and all pertinent GAAP, SEC rules and regulations including Sarbanes-Oxley compliance
- Responsible for all corporate and human resource activities including employee benefits, retirement plans, corporate insurance and related activities. This includes the coordination of these activities with all satellite offices as well.
- Teach classes in the hospitality service industry and bookkeeping as needed
- Handles fiscal operations for three other sub-entities with government contracts and or grants

President/Executive Director/ Consultant 11/2007- Present
Catherine Smith Foundation, Inc.
DBA Unparalleled Consulting Chicago, IL

Founded and developed this organization to service the community through youth programs and economic development. The Foundation has facilitated a number of programs and events in the community such as career fairs, information workshops on topics such as healthcare, criminal justice, expungement, College 101. Most importantly through this organization pro bono consulting work for non-profit organizations that has:

- Facilitated increases in organizational capacity, the ability to accurately perform grant reporting, and secure a volunteer base.
- Facilitated the acquisition of 96 townhomes for \$1 from HUD and the rental of corporate office space for \$1 from the city of Chicago for DOLL, INC to establish a veteran's village for homeless veterans (\$18 million project).
- In conjunction with Greek organizations to host a BOTGSS (Battle of the Greeks Step Show) that provides scholarships to youth and a weekend of service that services local communities and school districts.
- Services for for-profit organizations include business plan and strategy development, auditing services, and project management.
- Charged with implementing and ensuring overall quality of services, programs, fiscal responsibility, and compliance in conjunction with the Board of Directors.
- Grant writing and reporting.

Teacher 11/2001- 05/2005

Chicago Public Schools Chicago, IL

- Taught Mathematics, English, Spanish, and Technology courses.
- Started before and after school tutoring at two high schools.
- Assisted with professional development for math teachers.
- Coached Pom Pom Team.
- 100% pass rate for exit exam.

General Accountant 08/1999 – 10/2001

Robert Half Macon, GA

- Inventory Accounting including costing, tracking, fulfilling and receiving payment, and creating financial reports.
- Accounts receivable from order to receipt of payment.
- Auditing accounts payable.

Higher Education Experience

Associate Professor 08/2004-Present

Harold Washington College (Tenured, 08/2004-09/2012)

Chicago, IL

DeVry University (Adjunct, 08/2012-12/2013)

Tinley Park, IL

Concordia University (Adjunct 08/2014 -09/2016)

River Forest, IL

Saint Xavier University (08/2018-Present)

Chicago, IL

- Taught adult learners in the areas of business, accounting, hospitality, and continuing education such as GMAT test preparation.
- First professor to fully implement e-learning resources such as optimizing use of Blackboard, Elluminate, and textbook e-learning resources.
- Nominated for employee of the month over ten times.
- Started a PBL (Phi Beta Lambda) chapter that won numerous awards for academic competitions as well as our step team, scholarship fund, and student enterprises, instrumental in the start of student income vehicles for other campus groups such as the SGA store.
- Courses taught include:
 - Introduction to Accounting (College Accounting)
 - Financial and Managerial Accounting
 - Intermediate Accounting I and II
 - Introduction to Business
 - Cost Accounting
 - College Success
 - Professionalism
 - Introduction to Technology
 - GMAT Preparation

- Hospitality Bridge Program (12 week certification based program consisting of Introduction to Hospitality, Hotel and Restaurant Management and Service, Cost Control, Food Service Sanitation, and Customer Service).

Program Coordinator 04/2007-08/2012
Harold Washington College Chicago, IL

Acted as program coordinator for the business, management, and marketing programs as well as the Hospitality Bridge Program (created by myself and a colleague) duties included:

- Program design and updating degree requirements to be more consistent with university requirements and the needs of the business community.
- Charged with hiring, training, mentoring teaching staff, scheduling staff, courses, and conflict resolution for staff and students.
- Reporting program and departmental metrics, and facilitating matriculation agreements with other educational institutions.
- Facilitated textbook selection and syllabi creation.
- Instrumental in streamlining a number of processes such as; reporting for accreditation, scheduling, bringing blended, e-learning, and flex schedules to the department and ultimately the college system as a whole.
- Co-chaired the departmental ACBSP accreditation effort receiving a 10 year accreditation and worked on the college-wide accreditation team as well.

Institutional Service

Mentor 2019- Present
Saint Xavier University

Serve as a mentor to minority students to assist with academic and professional success.

District Faculty Council Member 2009-2012
Harold Washington College Chicago, IL

Served on the local and district councils for Harold Washington College and the City Colleges of Chicago. Key functions were:

- Review of curriculum for approval across City Colleges, interactions with the District Office and Union, rank and lane advancement, academic functions procedures and regulations with the City Colleges of Chicago.
- Assist with search function for a new chancellor.
- Local Faculty Council 2008-2009.

Honors Council 2008-2009
Assistant Chairman

Harold Washington College Chicago, IL

This council facilitated the start of a program that offered higher level courses for honors students with GPAs over 3.5, that also included access to additional scholarships and internship opportunities.

- Developed requirements for honors program and curriculum.

Strategic Planning Committee

2006-2008

Harold Washington College Chicago, IL

This committee facilitated the college budget and selection process primarily for internal grants, research, and other special initiatives. Instrumental in creating a more objective and diplomatic process for the selection of proposals and qualified expenses therein.

Professional Development

Data Analytics	KPMG	2019
E-Learning	Saint Xavier University	2018
Blended/E-Learning	DeVry University	2012
Project Management	Roosevelt University	2011
Computer Forensics	Roosevelt University	2011
Forensic Accounting	Roosevelt University	2011
Business Fraud Examination	Roosevelt University	2006/ 2011
Instructional Methods	Roosevelt University	2006
Business Law	Keller Graduate School of Management	2005
Team Development	Roosevelt University	2002

Awards/Recognition

National Association of Professional Women – Woman of the Year 2013
 Nominated employee of the month numerous times at Harold Washington College
 Cambridge Who’s Who 2010 – 1011.

Professional Memberships

National Association of Professional Women	2012 - Present
<ul style="list-style-type: none"> • Woman of the Year 2013 	
Illinois CPA Society	2012 - Present
<ul style="list-style-type: none"> • Mentor Circle Facilitator- Southwest Suburbs 	2013 - 2016
Institute of Management Consultants	2012 - 2016
Phi Beta Lambda	2005 - 2012
College Advisor – Harold Washington College, Alpha Omega Chapter	
<ul style="list-style-type: none"> • Placed on state and national for student business competitions. • Step Team- started and coached placed 2nd and 3rd on various state and local levels used to mentor to youth about college, careers, and good decision making. • Annual chapter scholarship created. • Started two student economic enterprises Textbook Coop and Presidential Shipping. 	

Community Involvement

Rotary International- Chicago South East (Treasurer)	2017 - Present
Hospitality Scholars Foundation- Founding Member	2018- Present
Hood Hope- (Board Member)	2013-Present
Board Member, Lighthouse, Chicago, IL	2013 – 2015
Volunteer, Ford Heights, IL	2013 - 2015
Assist Mayor's office, school board, and local parents	
Interim Chairman, DOLL, INC, South Holland, IL	2013 – 2014
Volunteer, Teamwork Englewood, Chicago, IL	2011 - 2012
Volunteer, Everlasting Hope Ministry, Chicago, IL	2011 - 2012
Local School Council Member, Higgins Elementary, Chicago, IL	2008 - 2009