

Evelyn M. McFadden-Freeman, PhD
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SECRET CLEARANCE

Summary

Hands on, highly motivated and goal oriented professional with experience in teaching and learning, leading teams to success in contract negotiation, financial management and accounting. Manager, Trainer, Leader and excellent statistician with exceptional modeling design, relationship-building skills, and resource optimization skills. Committed to increasing revenue, maximizing performance and providing the highest levels of service and training. Valued communicator with innovative ideas and strategies, dedicated to meeting goals and exceeding expectations. Extensive experience in performing independent research and analysis using advanced statistical techniques such as hypothesis testing, descriptive statistics, correlation or regression analysis as it relates to applicant flow workforce analysis and Utilized statistical applications to generate reports Equal Employment related matters.

Education:

PhD- Doctor of Philosophy Management and Technology Leadership and Organizational Change -2011, (Walden University, 100 S. Exeter St, Baltimore, MD 21202)

MBA, Business Administration & Management -1993 (Morgan State University, 1700 E. Cold Spring Lane, Baltimore MD 21251).

BS, Management-1989 (Coppin State College, 2500 W.N. Ave, Baltimore, MD 21216).

AA, Accounting -1981, (Community College of Baltimore, 2915 Liberty Heights Ave. Baltimore, 21215 Maryland).

MSDE- Advanced Professional Certification –Administrative I (2016-2020)

Fiscal Law Certificate- 2014

School of Advanced Studies Certification- University of Phoenix 2013

Army Protocol Certificate- Army Pentagon- 2013

Equal Opportunity Leader (Certificate) 2012

Instructor Writer Certification- United State Army Reserve, 1999

Dissertation Chair/ Faculty/Facilitator- Certification -University of Phoenix 2013

September 2015-Present

Washington, DC 20002

Education Program Specialist

Serve as the primary data analyst and advisor to the learning measurement team regarding the planning, implementing, and management of a variety of analysis and evaluation efforts across VALU (Veterans Learning University), as well as the assigned program New Supervisor Essentials (NSE). Initiation, formulation, planning, execution and control of major statistical studies and educational research projects, that represents Veterans Affairs

Administration /VALU. Focus and engage in national, regional and/or local education, learning and performance Improvement activities. Development of long range program plans, goals, objectives, and milestones to accomplish and evaluate the outcomes and effectiveness of VALU products, services and programs. Coordinated and designed training program for new supervisors to include, creating design strategy and models, and applying design methods to the improvement of instructional effectiveness. Develop and design training materials, to include identifying learner characteristics, specifying objectives, applying training strategy, validating training materials, and evaluating training. Publish program, product and service educational assessment and evaluation data. Serve as a source of authoritative advice and assistance for VA senior managers, key officials, or other decision-makers on matters related to educational assessment and evaluation, or systems development, particularly as these relate to programs or activities. Participate in high-level meetings and planning sessions, analyze complex proposals, conduct original research, prepare and present special analyses, consult with other experts, and keep abreast of technological or systems research work being done related to educational assessment and evaluation.

September 2014-September 2015

First Army Division East, Ft. Meade, MD

Lead Budget Analyst

Served as the Lead Budget Analyst in the G8 section of First Army Division East-Fort Meade Maryland. Oversaw all Budget activities involving the Army Contingency Force and the Rotational Force Pool – Deploying (RFP-D) mission. Provided and arrange specific administrative and technical training in the G8 section. Served as coach, facilitator and negotiator in coordinating team initiatives and consensus building activities among First Army S8 Brigade team members. Periodically reported to the Deputy G8 on individual work accomplishments, problems, and progress in mastering tasks and work processes and individual and team training needs. Represented the team consensus and conveys the team's findings. Oversaw, establish policy, and manage the Financial Management Certification program for both Finance and Accounting, civilian and military personnel within the agency /G8 office (First Army Div-E). Kept G8 employees informed of available employee benefits, services, and work-related activities.

Work Experience:

May 2013

**University of Phoenix,
Associate Professor/Faculty (On-Line)
1625 W. Fountainhead Pkwy
Tempe, AZ 85282-2371**

Approved to serve as a Dissertation Chair, Dissertation Committee Member and to instruct the following course: Business Research, Ethnomethodology and the study of Culture, Advanced Statistical Research Methods and Design. Provide Consultant and advice to University/college staff and students on a variety of matters regarding/involving education, training and Professional development programs. Highly proficient in developing and implementing strategies and techniques for designing training materials, to include: identifying learner characteristics, specifying learning objectives, applying training strategies, validating training materials, evaluating and re-evaluating training. Extensive knowledge of computers in education and training, including selecting appropriate computer software. Developed computer-based programs.

June 2012-2014

HQDA ARMY G8 Chief of Staff of the Army, Pentagon, Washington DC

Administrative NCO to the Deputy G8 (3-Star) and Assistant Deputy Chief of Staff

(ADCS-G8)/Senior Executive Service Civilian: Served as the senior-Administrative NCO to the Deputy G8 (3-Star) and Assistant Deputy Chief of Staff (ADCS-G8)/Senior Executive Service Civilian, in the Army G8 Front Office. Responsible for providing a variety of executive-level administrative support and function within the G8 Front Office, such as coordinate, review, update, and manage ADSC-G8/SES4 calendar daily. Organized evaluation panel meetings formed to evaluate personnel for developmental and other career advancement programs. Participate in, and interact with work-groups to support programs, such as Army Campaign Plan, Civilian Workforce Transformation or OSD (Office Secretary of Defense) Human Capital Initiatives. Prioritized, track, schedule, and monitor a host of classified and unclassified meetings, committees, speaking engagements and invitations as directed by DOD policy, G8 ADCS and other higher-level echelon and Senior Leaders guidance.

June 2011- June 2012

Walter Reed National Military Medical Center-Warrior Transition Brigade

Financial Analysis/Manager: Served as the Senior Financial Management Advisor and Financial Analyst for a multi-compo Warrior Transition Brigade (WTB) in support of 700 Warriors in Transition (WT), cadre, and Family Members; ensured timely and accurate payment of military and travel entitlements IAW Department of Defense Financial Management Regulation (DoD MR) and Joint Federal Travel Regulation (JFTR); provided technical oversight and training; coordinated access to Finance, Medical, and Personnel system; served as liaison between subordinate units and the Defense Finance and Accounting Services (DFAS); responsible for the health, welfare and development of seven employees. Oversaw, manage and analyze daily operation and activity of the Wounded Warrior pay Management Database.

Led/oversaw budget execution and programming to achieve professional training and development objectives. Fostered and provided technical advice regarding the execution of funding transactions and trends.

Jan 2008- May 2011

8/98 (80th Division Training Division) Detachment 1, Strathmore Road, Richmond, VA

Instructor Writer/Educational Coordinator: Composed and delivered expert advice on professional education, training, development, assignments regarding Military and Civilian Professional Career Occupational Certification programs. Established and justified funds and resource requirements for Career Occupational Certification training and development programs. Developed, executed and updated quarterly program funding obligation plans.

Developed and executed marketing strategies for Career Occupational Certification programs, training opportunities and initiatives. Representative at conferences, meetings, workshops and training seminars. Established agency Career Program training opportunities and workforce. Oversaw training effectiveness through the use of performance evaluations, course completions, grades and other assessment tools and evaluation strategies. Developed functional competencies for integration into the Career Program workforce planning requirements. Recruited and select personnel for training programs.

2000 – 2008

Baltimore City Community College, 2915 Liberty Road, Baltimore, MD

Adjunct Instructor- Taught audit readiness and Instruct students on how to analyzed, process and review accounting and financial data in preparation for audit readiness. Developed and implemented techniques for evaluating and assessing efficiency of instructions of various training and educational programs, to include: developing written and performance tests, survey instruments, and determining reliability and validity of evaluation instruments. Recognized by financial process improvements to increase audit readiness. Analyzed accounting data to develop policies that ensure auditability. Provided financial system support to senior leader professionals to prepare for audit readiness. Query financial data from automated systems to conduct internal reviews.

**Jan 2002- Sep 2005 Ashington University, Metairie Louisiana,
3535 Ridgelake Drive Suite A, Metairie, LA 70002**

MBA- Virtual Adjunct Professor- Responsibilities included, teaching core, upper core and elective courses at the undergraduate and graduate level. Taught Ethics and Negotiation of Contracts, which involved the following tasks: Managed requests for procurement of complex services and equipment. Conveyed and managed recommendations for revisions to statement of objective, Specifications, statement of work, and selected types of contract, milestone and acquisition plan. Developed, designed, evaluated and delivered assessments for Master of business Administration, Bachelor of Science and Associates of Arts curriculums. Fostered a cohesive and learning conducive environment. Employed teaching and learning through the usage of blackboard, and fostered/encouraged consistent motivation and utilization of advanced technology. Extensive knowledgeable in evaluating effectiveness of instructional programs, including developing written and performance tests and survey instruments, and determining reliability and validity of evaluation instruments.

Jan 1999- June 2005

**8/98 (80th Division Training Division) Detachment 1, Strathmore Road, Richmond, VA
Instructor Writer** Composed and delivered expert advice on professional education, training, development, assignments regarding Military and Civilian Professional Career Occupational Certification programs. Developed, executed and updated quarterly program funding obligation plans. Developed and executed marketing strategies for Career Occupational Certification

programs, training opportunities and initiatives. Representative at conferences, meetings, workshops and training seminars. Extensive knowledge of the principles and techniques used in designing training programs. Oversaw training effectiveness through the use of performance evaluations, course completions, grades and other assessment tools and evaluation strategies. Developed functional competencies for integration into the Career Program workforce planning requirements. Recruited and select personnel for training programs

2002 –Present

**Baltimore county Home and Hospital Alternative Education Program (BCPS),
6229 Falls Road, Baltimore, MD 21209**

Home Teaching

Provide one on one and individualized Teaching and Learning instruction to Middle, and High School students. Teaching Health, Algebra, Business Management and Accounting, English Science and Social Study. Assess and evaluate student progress in each subject.

2000 - 2016

Baltimore City Community College, Baltimore, MD

Adjunct Instructor- Responsibilities includes, teaching core, upper core and electives junior college courses, in Accounting Principles 1 & 2, Auditing, Marketing, Management & Human Resources Management, Business Math, Computer Literacy and

Pre-100 (Orientation). Develop daily, weekly and monthly Lesson Plan and Class Activity Agenda. Employed technical teaching and learning through the usage of blackboard, and foster the utilization of technology. Design and formulate formal and informal assessments for all assigned courses.

2000 – 2011

Baltimore City Public School #370, Eager Street Academy, Baltimore, MD

Business Education and Health Teacher

Taught Business Management, Introduction to Technology, Accounting and Health and Wellness Prep I & II. Utilized and employment of a variety of teaching and learning techniques and skills daily.

Computer Skills: Windows XP, Microsoft Office Suite 2007 and MS Office 2010, Blackboard proficient, Wounded Warrior Data Base System

References:

Mr. Don Assistant Deputy Chief of Staff (Army G8) Army
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Dr. Dawn Downing- Baltimore City Public Schools
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Baltimore, Md 21202
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Dean Reginald Smith- Chair
Department of Student Affairs
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