

## **Evelyn J. Henville, M.A.**

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### ***Skills Summary:***

- \*\* Over 30 years professional and field experience in Administration and Supervision at the executive level in the field of education and non-profit management.
- \*\* Has demonstrated great effectiveness in increasing revenues/funding and developing strategic partnerships.
- \*\* Excellent interpersonal skills. Strong organizational skills and attention to detail and deadlines. High level of self-starter motivation, self-initiative and resourcefulness. Persuasive communicator with well-developed presentation skills. Visionary.
- \*\* Experienced in report and proposal writing.
- \*\* Over 20 years experience in recruiting and retaining strategies. Experienced in teacher training and other staff development activities.
- \*\* Very high level of professionalism, sensitivity to foreign cultures, and ability to work in diverse settings. Excellent competence in innovative thinking.
- \*\* Over 5 years experience in mortgage servicing and supervision of construction work sites.
- \*\* Over 20 years experience in Non-profit Management.

### ***EXPERIENCE:***

**7/2010 – 7/2016**

***Executive Director, Nevis Historical & Conservation Society, Charlestown, Nevis.***

Responsibilities included the following:

1. All Administrative matters of the NHCS
2. Physical plant
3. Public Relations Programmes
4. Financial Matters
5. External Affairs and Relationships.

Major Achievements:

- Acquired the ‘Trott House and Café des Arts,’ which is the last property on the Alexander Hamilton’s Birth Site, believed to be the actual place of his birth. This purchase was pursued vigorously in order to keep it in the hands of Nevisians.
- Established a stronger relationship with the Nevis Island Administration (NIA).
- Successful with writing and getting legislation passed through the House of Assembly to transform the NGO to a Trust
- Increased the Organization’s financial sustainability by 200%

- Acquired one million EC grant from the EU for the NIA to build reinforcements to hold back the sea at New River Estates to protect the Amerindian archaeological sites and the work of the farmers
- Acquired US150,000 from the GEF to develop a reforestation program to protect the Amerindian archaeological sites and the work of the farmers at New River Estates
- Established the ‘ECO News’ with the Education Department, which is a monthly newsletter going out to children in grades 3-6 which presents one topic monthly on caring for our environment.
- Established the digitization process of the archival materials for the benefit of future generations.
- Partnered with the Commonwealth Association of Museums to provide a two year training to the museum staff, making them the only fully trained museum staff in the OECS.
- Developed strategic partnerships with organizations and individuals connected with the Alexander Hamilton legacy within the international community.
- Collaborated with other Nevisians to develop “Christmases Past” which is an annual cultural concert to honor our old time Christmas with Masquerades, The Bull, Giant de’ Spear and Neagar Business Cultural Groups.
- Created the Employee Duties and Responsibilities Manual.

**1/2005 – Present**

***President/Owner, We Dare To Teach, Florida and Nevis.***

I manage my home-based consulting business where I help school districts find highly qualified international teachers to fill their critical needs, and serve as training consultants to many districts. We hire our teachers on the H-1B Professional Work Visa and the J1 Exchange Visitor Visa.

We conduct training in classroom management and discipline control. We conduct Principals’ Administrative Training. We ensure the effectiveness and long-term success of our teachers placed in international classrooms, and we provide valuable pre and post-placement orientation, training and support services to our candidates.

- We have successfully placed over one hundred and forty (140) highly qualified teachers in the United States Virgin Islands, North Carolina, Arizona, Mississippi and Maryland.
- Worked with Dr. Robert Ross to establish the International Nursing School on St. Kitts and to place some of the nurses in hospitals across the US.

**1/2002 – Present**

***Vice President, Caribbean Foundation for Children, Inc., Florida and Nevis.***

Our Foundation assists families with children with a need. We are a 501 (C) (3) non-profit with tax exempt status. We champion all causes related to children with a specific emphasis on health, education, and community. This corporation operates offices in the United States and on St. Kitts/Nevis.

We believe that many families simply need the assistance of a non-governmental organization to provide them a way out of a temporary depressed situation. We believe that no human being wants to lead a life of depression.

- We have been managing a successful and sustainable Hearing Aid Program since 2009 in partnership with the world renowned Starkey Hearing Foundation out of Minnesota, where we have been giving free hearing aids and repairing broken and damaged ones to every citizen on St. Kitts & Nevis in need since 2009.
  - Nurses and teachers have been trained to perform audiometric hearing tests and make ear molds, and Starkey will give the hearing aids free for years to come.
  - This project along with the training of nurses and teachers to make it sustainable has brought a value to St. Kitts & Nevis of over US\$800,000.
  - *Testimony: The mother of one of the boys who received hearing aids in our program stated that she was so blessed we brought the program to Nevis because each time she had to get her son new hearing aids she had to get a bank loan of ten to twelve thousand EC\$ to travel to Puerto Rico to provide for hotel cost, meals, the medical exams and to purchase the hearing aids.*
- We also provide scholarships and teaching/learning materials to primary schools.
- We also provide financial assistance for sick children on St. Kitts & Nevis to travel abroad for second medical opinions.

**1/2001 –6/2007**

***Director, Office of Recruitment & Retention, Brevard Public Schools, Florida***

Responsible for the overall leadership and coordination of the school district's recruiting and retaining strategies. Represented the district nationwide to interview and hire the best and brightest teachers. Responsible for developing home-grown strategies to grow our own teachers, and for networking with Chamber of Commerce memberships, other civic and community organizations to develop college scholarships for future educators. Developed and hired teachers in the Alternative Certification Program. Designed and developed the Internet Recruiting Program.

- Raised over \$150,000 in scholarship money from the business community.
- Developed the school district's first internet recruiting and retaining strategic plan.
- Developed the school district's first recruitment video/cdrom which won the nationally acclaimed Telly Award.
- Developed the school district's "First In Florida" recruitment program which won the National Award of Merit for Distinguished Achievement in developing Marketing Materials. This Award came from the National School Public Relations Association.
- Recruiting Strategic Plan was selected by the Florida Department of Education as an example of quality to distribute to Recruiters across the State.

**Member:** Cambridge Who Is Who In Business. The Palm Bay/Melbourne Chamber of Commerce; Florida Association of Human Resources Personnel; Florida Association of School Personnel; Southeastern Association for Employment in Education; Women In Construction; Board member for Women Helping Women.

**10/94 – 12/2000**

***Executive Director, Habitat for Humanity-DeKalb, Inc., Atlanta, Georgia.***

Provided overall leadership and coordination of all the organization's strategic planning, fundraising activities which included corporate and church campaigns, estate and gift giving, public relations activities and other development programs. Responsible for the supervision of the construction staff, preparation of the quarterly newsletter, preparation of annual budget, low-income family support program, and managing the coordination of all volunteer activities and services on seven standing committees. Responsible for conducting educational classes for low-income families in their transition from renter to homeowner. Responsible for servicing all mortgages and for filing all matters relating to the organization's 501 (C) (3) status. Responsible for the organization's financial records, audits and reporting to the board of directors.

- Raised over \$2.5 million in sponsorship.
- Increased house construction 200%.
- Created Duties & Responsibilities Manual.
- Developed and staffed seven standing committees with volunteers
- Instituted the first Christmas card fundraiser and Direct mailer.

**5/93 – 10/95**

***Owner/Manager, M.M.J. Services, Marietta, Georgia.***

Extensive information network provided accurate and detailed background information to businesses on employees, clients and business associates. Employers used my service in

their pre-employment screening/background investigation process in an effort to reduce business risks, losses and inefficiency. Information is also provided for Tenant Screening.

**Member:** The Cobb Chamber of Commerce; Georgia Home-Based Business Association; The Decatur Business and Professional Women's Organization; Women In Construction; Scottish Rite Children's Medical Center Candlelighters; Atlanta Committee for the Olympics Volunteer Group.

**9/90 – 1/94**

***Executive Officer, St. Kitts & Nevis United Nations Office, New York.***

Administered, supervised and participated in the daily implementation of the Country's policies on matters related to Tourism, and Economic Development, as well as, direct diplomatic involvement with the United Nations. Represented the Ambassador at meetings of the United Nations General Assembly. Planned and participated in meetings with potential investors, Minister Counsellor and Prime Minister. Responsible for daily correspondence of Minister Counsellor and Charge d'affaires. Wrote reports and proposals to secure funding from United Nations' Agencies. Developed and proposed "The Decade of the Child" to the Government for implementation. This proposal recommended that the child, his family and his society be a primary focus for the next ten years in an effort to instill good social values and eradicate the numerous elements of drugs and crime plaguing today's society.

- Developed "The Decade of the Child" for the Prime Minister to implement in 1992.

- Helped secure \$14 million from UN Agencies and the Government of Kuwait for airport development.
- Secured a 30-day training for the Librarian of the Nevis Public Library in 1991 to travel to St. Augustine, Florida and train with the Flagler College Librarian.

**Member:** American Cancer Society; Bronx Candlelighters; Holy Rosary School PT A.

**Reason for leaving:** Started home-based business to stay at home with my son who had cancer and we relocated to Georgia.

**2/87 – 12/89**

***Senior Education Officer, Education Department, Nevis, West Indies.***

Directly responsible for the management and supervision of the Education Department and all schools.

**Achievements:**

- Proposed, implemented and supervised the University of Miami Bachelor of Arts Degree Program and the Miami Dade Community College Associate Degree Program with classes held on weekends
- Increased the number of teachers with BA degrees and civil servants from other government departments with AA degrees by 300%
- Instrumental in starting the first Teachers' Union
- Instituted the first Annual Professional Development Day for Teachers.
- Instituted computer education in the high schools
- Ended All-Age School Policy
- Instituted end of term reports to parents of all primary school students
- Instituted teacher training for Substitute and Untrained teachers
- Convened the first "Career Day" for high school seniors
- Instituted the Schools In Concert Program

**Member:** Organization of Teaching Professionals; Business and Professional Women's Organization; Mother's Union; Saint Vincent De Paul Society; Toastmistress Club.

**Reason for leaving:** Son was diagnosed with cancer; relocated to New York for medical care.

**12/79 - 2/87**

***Education Officer, Department of Education***

***Tutor, Teachers' Training College, St. Kitts***

***Teacher, Charlestown Secondary School, Nevis***

Supervised all elementary and pre-schools on St. Kitts & Nevis; Responsible for summer training institute of all teachers; Prepared departmental budget; Conducted the duties and responsibilities of the Senior Education Officer during her absence; Responsible for curriculum enhancements.

**Reason for leaving:** Promoted Upstream

***EDUCATION:***

- 2008 Completed one year towards my PHD in Organizational Management with the Argosy University, Sarasota, Florida.
- 1978 M.A. Educational Administration and Supervision, University of North Florida, Jacksonville.  
**Expenses:** Earned 100% **Member:** Student Government Association
- 1976 B.A. Elementary Education, Flagler College, St. Augustine, Florida.  
**Expenses:** Earned 75% **Honors:** Dean's List. Outstanding student Services Award in 1975.  
**Member:** Student Government Association. College Disciplinary Committee. Student Services Advisory Board. Orientation Committee. Resident Advisor 1973-75. Resident Supervisor 1975 - 76.

**References Available upon Request**

**PERCIVAL L. HANLEY** Cert. CIB, MBA

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**Qualifications:** **M.B.A. (Finance)** – University of the West Indies, Cave Hill Campus.  
**Banking Certificate (Cert. CIB)** – Chartered Institute of Bankers, London.

**Work Experience:** **Brimstone Hill Fortress National Park Society (BHFNPS)**  
**General Manager** – May 2016 - Present

**Eastern Caribbean Enterprise Fund Ltd (ECEFF)**  
**Deputy CEO** – March 2012 to April 30, 2016

**St. Kitts-Nevis Trading and Development Company Ltd (TDC)**  
**General Manager** – Credit and Contracts, February 2011 to September 2011

**CDS (2005) Ltd** (a TDC company)  
**General Manager** January 2008 to January 2011  
**Director** January 2008 to September 2011

**St. Kitts-Nevis Finance Company Limited (FINCO)**  
**General Manager** March 1994 to January 2008  
**Director** 1998 to September 2011

**Barclays Bank PLC**, February 1975 – February 1994

**Basseterre Senior High School,**  
**Teacher** September 1974 – January 1975

## **Other Activities and Interests:**

**St. Kitts Rotary Club** – 1994 to 2012.

**2010-2012 – Assistant Governor**

**2003-2004 – Assistant District Governor**

**2002-2003 – President**

**Brimstone Hill Fortress National Park Society**

**Member of Council** - December 2010 to Present

**St. Christopher Heritage Society (now the St. Christopher National Trust)**

**2016 – Present** - Board Member representing Brimstone Hill Society

**2004 – 2007 - President**

**1996 – 2004** - Council Member representing Corporate Member TDC Ltd.

**St. Thomas Church Restoration Committee**

Committee Member representing the St .Christopher Heritage Society.

**St. Kitts Hash House Harriers**

**Founding Member** and **Hash Master** from inception in 1994 to present of this running and hiking group.

**St. Kitts ITU Triathlon Committee**

Triathlon Bike Leg Director during the first 7 years

**Other Interests**

History & Heritage, Nature & Conservation, Photography, Art & Painting, Birding, Running & Fitness, Hiking & Exploring, Astronomy, Stamp Collecting, Coin Collecting, Tropical Aquaria, Music, Model Airplane Technology, Holder of a First Degree Black Belt in Karate.

### **Courses and Seminars etc. undertaken:**

- **UNESCO Symposium on World Heritage and Climate Change** – Kingston Jamaica, May 9-31, 2017
- **UNWTO/CTO Workshop on Sustainable Tourism Destination Management and Marketing** – Castries, St. Lucia, 27 – 31 March, 2017
- **UNESCO Capacity Building Workshop on Conservation and Management of Brimstone Hill Fortress and Other World Heritage Properties on St. Kitts & Nevis** – November 8 – 9, 2016
- **Mobilizing Capital for SME Development in the Commonwealth** – Singapore, May 2013
- **Pension Scheme Governance** – Crown Agents Bank, St. Lucia May 2007
- **Corporate Governance** – ECCB & ICOSA, February 2007
- **Pricing, Issuance, Trading and Valuation of Debt and Equity Securities** – ECSE – March 2004
- **Opportunities in Intermediation** – ECSE – March 2000
- **Managing a Broker Dealer Operation, How Brokers Make Money** – ECSE, November 2000
- **Mortgage Underwriting** - ECHMB

### **Courses and Training facilitated**

- **Personal Financial Management and Budgeting** to the following companies/groups:

Eastern Caribbean Central Bank Staff

Social Security Staff

Cable & Wireless Staff

Delisle Walwyn & Company Ltd Staff

St. Kitts Bottling Company Staff

Teachers, the Department of Education

St. Christopher Air & Seaports Authority Staff

St. Kitts-Nevis-Anguilla Trading and Development Company Limited (TDC)

Eastern Caribbean Institute of Bankers (ECIB) Young Employees Socialization Programme (Y.E.S).

Savings and Investment course by The Eastern Caribbean Central Bank (ECCB).

- The modules “Managing Your Money” and “Financial Risk”