

DELTA SIGMA THETA SORORITY, INC.

**FAYETTEVILLE ALUMNAE CHAPTER
ELECTION 2015
CANDIDATE'S PROFILE**

1. NAME: **Rayshonia L. Manuel**
2. OFFICE OR POSITION: **Assistant Treasurer**
3. CHAPTER, LOCATION, AND YEAR OF INITIATION: **Fayetteville Alumnae Chapter, Fayetteville, North Carolina; Initiated Spring 2011**
4. ARE YOU CURRENTLY FINANCIAL (CIRCLE ONE): **Y** or N
5. ARE YOU CURRENTLY SERVING IN THE POSITION YOU HAVE BEEN NOMINATED FOR (CIRCLE ONE): Y or **N**

5a. If you answered yes to #5; have you served in this position two consecutive terms?
(CIRCLE ONE): Y or N **N/A**

*If you answered **NO** to #5a, please complete the remainder of the profile. If you answered **YES**, you are not eligible to run for this same office again at this time.*

LIST CURRENT DELTA ACTIVITIES:

- Fundraising Committee-Fayetteville Alumnae Chapter
- Hospitality Committee –Fayetteville Alumnae Chapter

LOCAL CHAPTER EXPERIENCE: (Please list each chapter you have been affiliated with and how you were involved):

- Member of the Founder's Day 2015 Decoration Committee-Fayetteville Alumnae Chapter
- ADHOC Committee- 501c3- Fayetteville Alumnae Chapter

REGIONAL AND NATIONAL EXPERIENCE: (Please list all current and past assignments and involvement at both levels): N/A

REGIONAL CONFERENCES AND NATIONAL CONVENTIONS ATTENDED (Years 2011 to 2014):

National Convention- attended 2013

COMMUNITY INVOLVEMENT (Past & Present) AND ORGANIZATIONAL AFFILIATIONS:

ORGANIZATIONS (no more than 4):

- CEED-Center for Economic Empowerment & Development
- Vita- Volunteer Tax Preparation, 2004-06 Director Shontae Johnson
- Elite Service Disabled Veterans Network (Elite SDVOB) 2006-Present
- Prostitution Diversion Initiative- with the Fayetteville Police Department

POSITION AND /OR RESPONSIBILITY:

- Serve your City 2015-Volunteer Goods collected for homeless families
- Dancing with the Fayetteville Stars, 2008-2014 Danced with my father in 2010 to raise funds for homeless families.
 - Volunteer Coordinator-for Wal-Mart Volunteers
 - Planned the seating arrangement for the event
 - Processed credit cards & prepared donations receipts for with the finance director after the event.
- South East Region #3- Executive Administrator, Director Marlin W. Millender – Prepared the financial reports for the National Organization annually.
- Volunteered my IT skills to set up the computer network for the volunteer tax preparation initiative in Cumberland County.
- Worked on the food truck to feed the clients and volunteers of the PID program sponsored by the Fayetteville Police Department and Community Volunteers.

STATE YOUR REASON(S) FOR SEEKING THIS SPECIFIC OFFICE: In 250 words or less, cite experiences, either in Delta or in your professional career, that impact directly on the position your are seeking. Include your plan/vision for the Fayetteville Alumnae Chapter in your response.

I have a Bachelor's Degree in Accounting and Business Administration: Methodist University's and Masters in Business Administration: University of Phoenix. I managed micro lending budget of \$1.6M to assist entrepreneurs with small business loans. My responsibilities included loan application reviews, credit report analysis, and underwriting loans, and servicing the loan portfolio for the organization. I have a technical assistance success rate of 60% in approved loans with over \$10M in applications. I prepared, monitored the budgets and prepared the related reports for the various funders to include the City of Fayetteville, Cumberland County, Z. Smith Reynolds Foundation & US Small Business Administration. I wrote and implemented four successful grant programs that funded the microloan program at my former position. I recently accepted a position with Cumberland County Community Development as the Administrative Program Officer where I will be responsible for grant compliance through the County of Cumberland.

My plans if elected for this position include assisting the treasure with implementation of electronic methods that will save the organization time and money for example: credit card processing, electronic receipts system, electronic deposits and electronic file reporting for the chapter members and preparing budgeted versus actual reports for the various committees to help with future project planning. I foresee that if the Chapter chooses to go green and utilize the digital systems we can save the chapter on printing costs, NSF fees(if any) and timely collection of funds. I am seeking this position because I would like to see the financial systems of the chapter become more effective and efficient so that we can continue the business of Delta Sigma Theta Sorority Inc.

Have you ever been suspended and /or placed on probation? YES or **NO**

If yes, please list violation, date(s) of suspension or probation and fine levied.

NOTE: THE CANDIDATE PROFILE SHEET is considered incomplete if not signed.

I have read, understand, and will abide by the guidelines for seeking office in Delta Sigma Theta Sorority, Inc. Fayetteville Alumnae Chapter.

SIGNATURE OF CANDIDATE: *Rayshonia L. Manuel*

MEMBER NUMBER: 288784

DATE: 4/11/2015

(NOTE: for electronic version of application, use a cursive font for your signature.)