

# Melisa M. Hypolite, MBA

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## OBJECTIVE

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To obtain a leadership position which allows me to use my skills and knowledge to assist in the forward movement of an organization.

## PROFESSIONAL PROFILE

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Experienced professional with more than fifteen years of compounded skills in the educational field, including teaching, coaching, public speaking, team management, project management, grant management, administration and event planning. Strong strategic planning and task management skills. Highly creative, reliable, self-motivated individual who is known for dedication, 110% effort, follow through, attention to detail and team leadership. Proven ability to multi-task while meeting challenging deadlines. Gifted collaborator with the ability to establish and maintain strong working relationships with both internal and external stakeholders. Extraordinary portfolio of measurable accomplishments.

Focused and hardworking; able to troubleshoot complex problems and get the job done. Solid background in leadership, planning, organization, decision making, critical thinking and project execution. Computer skills include Microsoft Office, database management, Adobe, Canva and various other creative software and social media utilization.

### **Administration**

Plan, organize and facilitate workshops, meetings, professional development sessions, overnight employee and stakeholder retreats, field outings, college, career and community fairs, and conferences. Develop and maintain business and community partnerships. Work collaboratively with various school teams to plan and organize community-based events and other initiatives. Facilitate consistent communication and interact positively with school administrators, faculty, students, staff and central office personnel. Compile, analyze and maintain program data, budgets and grants. Coordinate and lead a team in student workshops, scholarship interviews, post-secondary planning, and other college and work readiness skill development tasks. Proven track record of reaching and exceeding organizational goals.

### **Teaching**

Instructed kindergarten to high school, and adult learners (ages 17 - 60) in Math, English, Language Arts, and Introduction to Computers. Monitored and evaluated students' performance, prepared lessons and materials for class activities, and maintained accurate and complete student records as required.

## WORK HISTORY

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Founder & CEO, Ready Educational Enterprises LLC (formerly My Ready Guide), Baltimore, MD 07/16- present

### **Selected Accomplishments:**

- Organized and executed an NCAA workshop in Trinidad, West Indies
- Provided content for a college & career access mobile application
- Authored & published a college access planning guide targeting first generation college families
- Website and social media creation and management
- Conducted various presentations for University of Maryland CURE Scholars, YMCA in Central Maryland, Delta Sigma Theta, Baltimore Alumnae Chapter, Lesson aLive

Founder & CEO, READY Initiative, Inc., Baltimore, MD

01/18- present

### **Selected Accomplishments:**

- Organized and facilitated annual Off to College Care Package drive for graduating high school seniors beginning in 2016

- Distributed care packages to students at 19 high schools around Baltimore City
- Traveled to USVI as keynote speaker for local organization's FAFSA completion project
- Converted annual care package drive to virtual event in 2020
- Solicited & secured sponsorship with six organizations including Johns Hopkins University & Medicine and UTZ Snacks
- Partnered with the Druid Hill YMCA and Weinberg YMCA to execute college-going events
- Wrote and received small grants

Associate Program Director of High Schools, CollegeBound Foundation, Baltimore, MD 08/19- present

**Selected Accomplishments:**

- Assist with managing 19 college advisors in 21 high schools around Baltimore City
- Work with high school principals and staff in creating college access points for students
- Work with board of education's college and career readiness leaders to help facilitate city initiatives
- Work with college admissions staff and other key personnel to improve matriculation amongst students served.
- Work with state and city leaders to facilitate student focused college and career access activities
- Organize and manage high school programming, city, and state budgets and grants.
- Review, analyze, and evaluate high school college access data and provide focused feedback to College Access Program Specialists (CAPS) and other stakeholder.
- Assist with hiring and training new CAPS
- Assist with the coordination of college access events at high schools and other community locations such as community centers and local colleges (college fairs, special speakers and unique tours)
- Plan CAPS trainings, tours, and other professional development and team building activities.
- Plan and secure buses for organization one-day tours (college, trade school, apprenticeship) and overnight spring break college tours
- Managed CAPS' school-based efforts to launch a new college access database (CollegePATH)
- Helped plan and deliver presentations at CollegeBound's annual College Access Retreat for principals.
- Effectively manage HR related issues for CAPS under my supervision to include managing vacation requests, requests for tuition reimbursement, resolving issues between CAPS and high school leadership and yearly evaluations.
- Supported and supervised CAPS working under a Next Generation Scholars Grant funded by the Maryland Higher Education Commission.
- Annual attendance at National Association for College Admissions and Counseling (NACAC) conferences
- Assisted with planning CollegeBound's Public Relations efforts (television, radio, billboards, bus shelters, social media)
- Served as social media co-manager for CollegeBound's Twitter account
- Support CAPS at after school and weekend events.
- Assist with the planning of CollegeBound's "Male Initiative" project.
- Create, implement and manage virtual advising model for team of college advisors
- Train CAPS on tech tools such as Zoom, Teams and Canva.

College Access Program Specialist, CollegeBound Foundation, Baltimore, MD

07/12- 08/19

**Selected Accomplishments:**

- Featured on PBS Documentary, RoadTrip Nation
- Assisted a community non-profit org with the planning and execution of flag football league & summer camp
- Worked with various Baltimore City organization to secure scholarships and employment for students
- Appeared on various local news segments to share information about upcoming educational events
- Attended weeklong educator training workshops hosted by the Navy and Marines respectively
- Presented at various college access conferences both in-person and virtually

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- Annual Scholarship Committee Member for Senator Cory McCray
- Attended PCACAC and NACAC conferences throughout the US

Adjunct Instructor, Baltimore City Community College, Baltimore City, MD 01/13- 12/14

Adjunct Instructor, Community College of Baltimore County, Baltimore, MD 03/15- 12/16

Assistant Director of Admissions, Fortis Institute- Towson, MD 09/08- 06/12

## **Selected Accomplishments:**

- Assisted team with exceeding company admission goals

## **PROFESSIONAL PRESENTATIONS & PUBLICATIONS**

Table Lead (2021)- *Goldman Sachs: One Million Black Women, Baltimore*

Presenter (2020)- PCACAC Leadership Series: *Collaborating with Community Based Organizations and Independent Counselors*

Presenter (2020)- PCACAC's 55th Annual Conference: *Working with Underrepresented Students: What Now?*

Lead Facilitator (2020) – CollegeBound Foundation: *Remote Advising During COVID-19*

Lead Facilitator (2020)- *Supporting Students Through COVID-19*

Presenter (2020)- Maryland Business Roundtable's Financial Aid 101: *Guaranteed Access Grant and Verification Process*

Facilitator (2020)- SWCOS, UM School of Social Work: *Road to College and Career*

Presenter (2019)- PCACAC's 54th Annual Conference: *First Time? Get Connected*

Presenter (2019)- PCACAC's 54th Annual Conference: *Creating a College Going Culture*

Author- Op- Ed: *It Takes a Village to Raise a First-Generation College Grad* (2018) Baltimore Sun.

Presenter (2018)- PCACAC Summer Institute: *Check Outside the Box: Understanding How Best to Support Subpopulations throughout the Application Process*

Keynote Speaker (2018)- VICCA Now, US Virgin Islands: *Ready, Set, FAFSA*

Presenter (2018 & 2019)- CollegeBound Foundation's Transition to College Workshop: *What is Your Learning Style and How Do You Use It in College*

Interviewee (2017) Road Trip Nation, PBS: *Beating the Odds*

Presenter (2017)- PCACAC's 53<sup>rd</sup> Annual Conference: *Advising First Generation College Students*

Author- *I'm Ready*, 2016. *A guide that will help caretakers & youth navigate their journey from kindergarten to high school graduation*

Social Media & Web Management (2016 to Current)- My Ready Guide (Website), Hypolite's CollegeGuide (Facebook), @MyReadyGuide (Twitter), Melisa Hypolite (LinkedIn)

## GRANTS, HONORS AND AWARDS

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NACAC: Imagine Grant Recipient, 2019

Network for Good: Grant Recipient, 2019

PCACAC: Counselor of the Year, 2018

PCACAC: Student Support Grant Recipient, 2018

PCACAC: Marion Flagg Scholarship, 2017

## PROFESSIONAL AFFILIATIONS

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Potomac and Chesapeake Association for College Admission Counseling (PCACAC) 5/17- present

Current Position: Executive Vice President

### **Selected Accomplishments:**

- Overseer of three subcommittees (Communications, College Fair/College Night, Counselors Corner)

National Association for College Admission Counseling (NACAC) 9/18- present

Member

National College Attainment Network (NCAN) 8/21- present

## DEGREES & PROFESSIONAL CERTIFICATIONS

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Social Media for Business, *Certificate of Completion* 2019

Microsoft Office Suite, *Certificate of Completion* 2019

Grant Writing, *Certificate of Completion* 2018

Master of Business Administration, University of Maryland, University College 03/2010

Bachelor of Science in Communication Studies, Morgan State University 05/2004

## LETTERS OF RECOMMENDATION & VERIFICATION (FURNISHED UPON REQUEST)

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Larry Rivitz, Green Street Academy Charter School, Founder

Brianna Murel, Former Student

Cassie Motz, CollegeBound Foundation, Executive Director

Brandon Scott, Mayor, Baltimore City

Alicia Wilson, Vice President for Economic Development, Johns Hopkins Univ & Health Systems

James Torrence, Baltimore City Councilmember