

# ANDRENA D. CROCKETT

## SUMMARY OF QUALIFICATIONS

Senior management and supervisory skills; excellent research and analytical capability; ability to conduct budgetary and financial reviews; good written and communication skills honed through years as an administrator, educator, freelance writer, activist, public speaker and community volunteer.

Company added value: Microsoft Office, QuickBooks, SPSS and SAS software packages; team player; consensus builder; excellent work ethic.

## EDUCATION

**Syracuse University** **Syracuse, New York**  
Bachelor of Science: Education 1976  
Honors: Graduated - Cum Laude

**Georgetown University** **Washington, DC**  
International Executive MBA 1996  
Management/Finance

## CONSULTANT: ADCrockett & Associates Consultant to government, non-profit, and private sector 1986 - Current

- **Sole Proprietor** **Washington, DC**  
Georgetown African American Historic Landmark Project  
Responsibilities: Research, fund raising, application submission for Georgetown Waterfront UNESCO Site designation and government construction permitting: logo designing; government construction permitting
- **Sole Proprietor** **Washington DC**  
Responsibility: Performed Real Estate Asset Management
- **REMAX Real Estate** **Rockville, MD**  
Responsibility: Conducted real estate market comparative analyses.
- **US Department of Housing and Urban Development** **Washington, DC**  
Conducted analysis of apartment designs for senior citizens' assisted living guidelines to include housing designs evaluations and standards' recommendations.
- **US Department for State** **Washington, DC**  
Coordinated international visitors' itinerary while official quests of the State.
- **TELEMEX** **Mexico City, Mexico**  
Responsibilities: Analysis of Mexico's government telecommunication industry for asset valuation and privatization efforts. Developed project scope and tasks; Coordinated project assignments to completion.
- **Congressional Black Caucus Foundation, Inc.** **Washington, DC**  
Conducted domestic and international business research: briefed congressional members; developed business opportunity portfolio on emerging global markets.
- **Liebert EU (Subsidiary of Emerson Electronics)** **Swinden UK**  
Responsibilities: Conducted European computer industry analysis for business expansion consideration.
- **The Bing Group** **Detroit, MI**  
Responsibilities: Conducted researched for feasibility study to advise company seeking penetration into Japanese auto parts' market.
- **British Broadcasting Corporation** **The Hague, Netherlands**  
Served as guest on BBC's broadcast of European countries' discussions on the Euro Monetary System formation; Responsibilities: analysis and feedback.
- **US Summer Olympics Marketing** **Atlanta, Georgia**  
Responsibilities: Conducted research for marketing official Olympic merchandise.

## EMPLOYMENT

**District of Columbia Dept. of Housing and Community Development** **Washington DC**  
**Strategic Program Specialist – Mayoral Political Appointee** 2000-2002

- Responsibilities: Research and analysis conducted for agency's strategic plan to include budgetary appropriations and expenditure reconciliations; incorporated

community feedback into citywide strategic plan.

- Responsibilities: Managed US Department of Commerce revolving loan fund: brought fund into federal compliance, wrote loan guidelines and criteria, collected defaulted loan.
- Responsibilities: Wrote annual federal reports, and solicitation (Request For Proposal) writing.
- Responsibilities: Project Manager for Georgia Avenue Revitalization Project which included coordinated city agencies for the completion of economic development along a 4.0 mile stretch of Georgia Avenue; facilitated signage, streetscape, store façade improvement in partnership with Silver Spring, Maryland.
- Responsibilities: Served as liaison between the District of Columbia and Howard University's economic development partnership to eliminate blight in the Ledroit Park area of Washington DC.
- Conducted legislative research for the Housing Production Trust Fund: \$500 million federal, city and private fund utilized for the production of affordable housing in the District. Responsibilities: wrote Trust Fund guideline criteria.

#### **US House of Representative Legislative Aide**

Responsibilities: Researched and advised congressional member on educational issues and policy. Assisted the Congressman in organizing brain trusts. Analyzed Congressional line item discretionary and nondiscretionary federal funds to advise Congressional members. Assisted in founding a national education non-profit congressional liaison; conducted researched for legislation requiring the wiring of all public schools for internet access.

**Washington DC**  
1989-1996

#### **Educator-Administrator**

Taught middle school English, math, science and history; served as Master Teacher; taught basic integrated computer technology skills; served as Special Education Assessment Coordinator coordinating testing, evaluating, and Placement of special needs children.

**Syracuse Public Schools,  
PG Country PS, DC Public  
Schools, Arlington  
County P S**  
1976-1989

#### **AFFILIATIONS**

##### **Georgetown University Wall Street Alliance**

Networking with Wall Street Personnel to keep abreast of the current financial markets' trends.

**Washington, DC and NYC**  
2012 – Current

##### **American Council on International Education**

Served as host for Japanese Exchange Students.

**Washington, DC**  
2016-2018

##### **Exchange Student**

Completed a semester of Student Teacher practicum in England.

**United Kingdom**  
1975-1976

##### **Fulbright Grant**

Responsibilities: Developed educational curriculum on Kenya.

**Kenya West Africa**  
1987

##### **Georgetown University**

Recruit and mentor perspective MBA recruits; Participate in alumni activities.

**Washington, DC**  
1996 - Current

##### **Presidential Inauguration Committee**

Responsibilities: Assisted in organizing and conducting volunteer training for the Presidential Inauguration Ceremonies, official balls, parade, drivers, concierge, traffic/crowd controllers.

**Washington, DC**  
2008

##### **Presidential and First Lady Correspondence Unit**

Responsibilities: Read, code, and respond to mail.

**Washington, DC**  
2008-2012

##### **White House Visitors Center**

Responsibilities: Host guests of State at the White House Events Arrival Ceremony; host for lighting of the Christmas Tree, Easter Egg Roll, White House Christmas Events, White House Concerts and special events, conducted White House Tours.

**Washington, DC**  
2012-2016

##### **Friends of Syracuse University**

Served on Governing Board for Alumni Association.

**Washington, DC**  
1983 - 2000

##### **Georgetown African American Historic Landmark Project and Tour**

Founder, CEO and President of a non-profit

**Washington, DC**  
2017 - Current