Sterling Kellis

[redacted]

EDUCATION

University of Phoenix	06/13 – 12/16	Doctor of Education in Educational Leadership with a Specialization in Educational Technology
University of Phoenix	07/11 – 03/13	Masters of Business Administration (MBA)
Brigham Young University	01/00 – 12/03	BA/Philosophy

APPLICABLE WORK EXPERIENCE

Board Chairman **2/13 – Present** **U-Turn Foundation**

Helped develop vision, mission, and core values to provide housing and counseling services to displaced teenagers
Facilitated public board meetings, created board meeting agendas, and updated meeting minutes
Oversaw administrative procedures and monetary practices to ensure alignment with AZ state standards
Communicated with directors and supervisors to carry out vision and mission
Oversaw organizational expansion to 3 group homes, 24 employees, 4 therapists, and 1 outpatient facility
Helped increase revenue from $1.8Million to $2.6Million in 1 year
Actively participated in and voted on matters that would affect organizational stakeholders

Education Specialist **4/12 – Present** **Apollo Education Services**

Worked with colleges, universities, and businesses to improve educational services
Oversaw teams as a project manager and provided accountability reports to executive management
Developed business plans to offer new educational products and services to potential clients
Created and updated a shared-access website to host relevant business content for the department
Participated in an advisory group to develop a new cloud-based learning platform for use by 350,000+ students
Developed scalable training videos for students and faculty resulting in decreased departmental instructional costs
Created presentations, graphics, and video trainings used to train 100s of employees throughout the country
Advised and enrolled degree seeking students for associates, bachelors and masters degrees
Led division in total new-student enrollments for our partner schools
Led division in prospective student conversion percentage for our partner schools

Superintendent, Board Chairman, and CEO **12/09 – 04/13** **Excalibur Charter Schools**

Facilitated public board meetings, created board meeting agendas, and updated meeting minutes
Communicated with principals, district employees, accountants, lawyers, department directors, and auditors
Oversaw the creation of and strategic implementation plan for a district budget
Oversaw administrative procedures, curriculum, and monetary practices
Submitted performance management reports to the AZ Department of Education and AZ Charter School Board
Rebranded district, high school, and elementary school to ensure alignment with organizational vision and mission
Oversaw marketing and recruitment practices including the development of district websites
Oversaw curriculum and administrative procedures for 350+ students and 25+ staff members
Integrated technology-based curriculum that reduced operating costs, increased enrollment, & increased revenue
Reversed a trend of 6 consecutive years of declining revenue and enrollment within 1st year of employment
Improved parent and teacher satisfaction rating by 40% (51% approval to 91% approval)
Implemented values-based teaching philosophy using Steven R. Covey's "Leader in Me" curriculum model

Enrollment Services **4/10 – 4/12** **Apollo Group (Fortune 500)**

Enrolled eligible degree seeking students in associates, bachelors, and master degree programs
Oversaw 12 enrollment representatives as team lead
Managed data and developed performance metrics which tracked and increased team performance

Developed email campaign and deployment strategy which increased student reach & improved student response
Received multiple above and beyond awards for assisting management with managerial duties

Owner/Operator **12/07 – 12/09** **Compass Marketing**
Managed operations for branches in Tempe, AZ; Portland, OR; and Fort Lauderdale, FL
Oversaw hiring, development, and compensation of over 70 employees
Brokered business to business client relationships
Trained employees to sell homes service contracts (DirecTV, Qwest, Century Link, ADT, and Pest Management)
Managed escalated customer service issues (both English and Spanish)
Developed and implemented cross-marketing program for existing customers
Developed and implemented customer-care program to improve customer retention

Office Manager **01/04 – 12/07** **Dishtech, LLC**
Sold Dish Network and DirecTV Satellite television service to homeowners and businesses
Provided Customer Service and technical support to existing customers
Created office sales training manual
Tripled annual sales revenue to over $1.2 million
Developed and managed company web site
Trained phone center sales reps, outdoor sales reps, and technicians
Planned and organized trade shows

ADDITIONAL QUALIFICATIONS, SKILLS, & ABILITITES

- Fluent in conversational Spanish
- Able to read, write, and translate English to Spanish and Spanish to English
- Translated DVD subtitles and provided live speech translation services
- Proven business and administrative experience as an entrepreneur, business manager, board member, CEO, and school administrator
- Proven knowledge of business environments with experience analyzing financial statements, aligning business practices with vision and mission statements, creating flowcharts, and developing organizational hierarchies
- Ability to motivate and work with others to accomplish goals and objectives
- Highly analytical and strategic with an ability to identify opportunities and inefficiencies within a system
- Trained in Emergenetics thinking preferences which identifies relative strengths and weaknesses among individuals in a group
- Experienced in conflict resolution
- Ability to summarize and communicate project and research findings through various formats including Prezi, PowerPoint, infographics, video, written summary, WebEx, and live presentation
- Familiar with a variety of CRMs, databases, educational platforms, and software programs

Results oriented work ethic with an ability to organize and independently manage various projects or processes simultaneously

REFERENCES

Available upon request