

CANDI DUGAS, D. Min. Candidate

Atlanta, Georgia

770.833.8734 – cdugas@candidugas.com

Actively seeking a position as a

SERVANT LEADER

to journey with a community in need of a highly creative, concerned, and compassionate team member able to build coalitions and consensus around a common goal, producing results.

AREAS OF EXCELLENCE

- Creative & Progressive Solutions
- Vision Implementation
- Inspirational & Challenging Messages
- Compassionate Care
- Consensus & Network Building
- Strategic Planning
- Group Facilitation & Program Planning
- Community Connected
- Diversity & Ethical Sensitivity
- Denominational/Interfaith Dexterity
- Communication & Interpersonal Adeptness
- Authentic Advocacy

PROFESSIONAL EXPERIENCE

candi dugas, llc (2007-present)

PRESIDENT

- Facilitate groups and create/distribute publications that inform and empower people to live holistically healthy lives.
- Convene networks of people and organizations to further the mission of candi dugas, llc.
- Consult with small- to mid-sized businesses regarding management issues.

Selected achievements include Christian Post Best-Seller for Bootlicked to Balanced: Healing the Mind, Freeing the Spirit (self-published) and emergence as a valued consultant to SMBs and solopreneurs.

The Center for Working Families, Inc. (2005-2008)

VICE-PRESIDENT, OPERATIONS

- Founding member of senior staff.
- Collaborated with agency stakeholders and vendors to design and implement the full scope of activities related to agency operations including strategic planning, financial management (*multi-million dollar budget*), evaluation, and sustainability.
- Managed staff of up to 10 people, employees and contractors.

Major achievements include \$1.2M office space renovation (10,000 sf), accounting system migration, deft handling of HR issues, and creation of marketing collaborative.

PROFESSIONAL EXPERIENCE

Ben Hill United Methodist Church (2000-2005)

ADMINISTRATIVE/ARTS/COMMUNICATIONS DIRECTOR

With increased responsibility:

- Directed several initiatives (*communications, dance, drama, and overall department*).
- Trained and coordinated assistant pastor's support team of 12 volunteers.
- Managed staff of up to 30 people, employees and volunteers.

Major responsibilities included worship programming design/implementation, long-range planning, ministry visioning, managing administrative duties (*half-million dollar budget*), and writing/publishing weekly/monthly bulletins, newsletters, and other publications.

Fujitsu Business Communications (1993-1997)

BRANCH ADMINISTRATOR

- Directed overall administrative functions of field office.
- Oversaw accounts payable and vendor contracts.
- Planned/executed branch events and facilitated HR issues.
- Managed secretarial staff of up to 2 people.

Highlighted achievement: Proposed creation, wrote, edited, and published branch newsletter.

Rich's Department Store (1991-1992)

DEPARTMENT MANAGER

- Managed \$1M children's clothing business, including managing inventory and merchandising.
- Supervised 10-15 full- and part-time employees.

Highlighted achievement: Most improved inventory.

EDUCATION & PROFESSIONAL QUALIFICATIONS

D. Min., Christian Spirituality — Columbia Theological Seminary (2012 expected)

M. Div., Homiletics & Worship/Hebrew Bible (*Old Testament*) — Gammon Seminary/
Interdenominational Theological Seminary, *with honors* (2000)

B.S., Public Relations/Communication Studies — University of Florida, *with honors* (1991)

IT Proficiency in advanced Publication Design/Layout; in intermediate computer operations including MS Windows, MS Office, QuickBooks, and Social Media; in basic computer operations including Adobe Dreamweaver and Peachtree Accounting.

United Church of Christ, Member in Discernment & CPR Certified Church Developer, *present*

Working Title Playwrights-Affiliate Member, *present*

United Way of Metro Atlanta Volunteer Involvement Program Alumna, *present*

Atlanta Urban League Volunteer, *present*

Society for Human Resource Management (2006-2008)