NIEMA GANTT-BROWN

503 Cherokee Drive - Summerville, SC 29483 - Cell: 843.568.0129 - Email: ngrw07@gmail.com
Innovative - Professional - Resourceful

EDUCATION

Master of Science-Public Administration; Strayer University GPA 3.69; Cum Laude Bachelor of Science-Management; Southern Wesleyan University GPA 3.38

June '10 November '07

TRAINING

Government Finance Officers Association: Practical Guidance on How to Report Fund Balance and Net Assets

Equity Revisited: Practical Guidance on How to Report Fund Balance & Net Position

Municipal Association of South Carolina: Municipal Finance Officer, Clerk and Treasurer * Local Government Planning and Zoning * Business License * Human Resource

South Carolina State Accident Fund: Worker's Compensation

South Carolina Public Employee Benefit Authority: Benefits Administrator

SOFTWARE LITERACY

Proficient utilizing: QuickBooks * Power Point * Publisher * Word * Excel * Outlook

WORK HISTORY

Town Clerk-Treasurer

Hollywood Town Hall

2007 - present

- Town Hall Administrator
- Coordinate annual audit review
- Evaluate and enhance operational policies
- Implement financial control practices and procurement procedures
- Ensure organizational compliance is met as sub-recipient of federal grant funds
- Analyze and verify quarterly financial transactions
- Prepare annual municipal budget
- Serve as Business License Official for Town; issue, deny, revoke licenses
- Perform HR functions managing payroll, benefits, recruitment and retirement accounts
- Manage Municipal Election process
- Maintain Town website

Division Secretary

City of Charleston, SC

2006 - 2007

- Responsible for office management procedures and preparation of departmental payroll
- Research grants and models of best practice for children and youth programs
- Interview, select and supervise interns
- Devise volunteer database and marketing plan for Mentoring Initiative
- Manage local criminal background check records of volunteers
- Create and update Lowcountry's Promise website

Office Manager/Accountant Jani-King of Charleston

2006

- Perform all accounts receivable functions
- Prepare payroll for office staff and franchise owners
- Assist in the recruitment of and supervise office staff
- Maintain franchise database
- Investigate accounts to remedy delinquency
- Coordinate annual banquet

Town Clerk-Treasurer

Town of Hollywood

2003 - 2005

- Assist Mayor/Town Council with annual budget administration
- Perform as Business License Official for Town
- Prepare presentations
- Assist in coordination of Municipal Election
- Analyze and develop financial reports and procedures
- Evaluate and implement enhancements to operational policies
- Assign work for and supervise administrative staff
- Perform all HR functions to include management of benefits, payroll, A/P, A/R
- Maintain town website, departmental inventory and project databases
- Supervise office staff

DialAmerica Marketing, Inc. Administrative Specialist

2001 - 2003

- Perform all HR functions managing customer service representatives schedules, payroll and benefits
- Conduct orientations and attend job fairs
- Assist in interview and selection of front office employees
- Train and supervise office temps
- Coordinate company luncheons

Professional References for Niema Gantt-Brown

Doc. Neil Matthews Fire Chief St. Paul's Parish Fire Department (843) 514-9636

Patty Ravenel Real Estate Professional Edwards and Associates (843) 670-5911

John Dunmyer, III JROTC Department Head Charleston County School District (843) 906-1414

Edna Nesbitt Election Commission Chairperson Town of Hollywood (843) 860-2107

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