

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 June '10
Bachelor of Science- Management; Southern Wesleyan University GPA 3.38 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

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

