



TARA COLVIN

Consultant

PROFILE

I am a life-long learner, a leader, an innovator, a relationship builder, and an energetic person. I have formally led people for ten years, honing my ability to coach, set direction, and inspire vision. I have spent most of my career serving in the education industry, managing federal and state grant dollars for at-risk students. Additionally, I began a residential redevelopment business several years ago and have operated Volunteer Income Tax Assistance centers for the previous 16 tax seasons. I am passionate about helping people, learning new things, and supporting people and processes to reach their full potential!

CONTACT

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SKILLS

Driver – Tenacious drive for efficient results with a commitment to quality.

- Developed and oversaw the implementation of efficient processes to manage the budgeting, applying, spending, reporting, and auditing for over 55 million state and federal grant dollars across 89 schools annually.
- Created and implemented processes to ensure compliance to federal and state regulations across 89 schools.

Empathetic – Ability to understand the feelings, thoughts, and experiences of others without explicit communication.

- Led department through two major structural changes.
- Created solutions within the context of grant regulations to meet school needs.
- Manage a Volunteer Income Tax Assistance site for low-income families.

Facilitator – Adept at dealing with problems, determining the causes, and bringing together the right people to solve it.

- Project manage a team of contractors, property managers, virtual assistants, and cleaners to redevelop residential properties for resale, long-term rental, or short-term rental.
- Worked cross-functionally to design and successfully implement the Intensive Learning Program at six pilot schools to better serve academically at-risk students.
- Streamlined grant-funded investments based on principal feedback and evidence-based practices to ensure higher quality academic results.
- Created, trained to, and implemented an internal audit process for the organization to measure consistency and quality across schools.

Innovator – Inventive and resourceful; always finding alternative ways to proceed.

- Collaborated with Information Technology and external partners to create new grants management system, saving time and money long-term.
- Partnered with Information Technology and schools to develop and implement new, customer-friendly solutions for free/reduced lunch form processing and caseload management.

EDUCATION

Masters of Science in Education

Johns Hopkins University
August 2013

- Online Teaching and Learning for Adults Graduate Certificate
- Out-of-School Time Leadership Graduate Certificate

Bachelor's in Accounting

Davenport University
May 2003

Relational – Build trusting relationships quickly.

- Created strong relationships with school leaders across nine states and in 89 schools.
- Built and developed an effective department of 17 people through continuous coaching, process improvement, technology upgrades.
- Mentor new tax site coordinators throughout their first tax season.

Clear Communicator – Breakdown complex ideas, plans, and regulations into clear and easy-to-understand language.

- Trained school principals and deans in federal and state compliance requirements.
- Train volunteers to complete tax returns for the Volunteer Income Tax Assistance program.
- Developed yearlong, independent curriculum for new managers.

Lifelong learner – Desire to learn new things and continuously improve.

- Completed Leading by Design, Dare to Lead, and Dale Carnegie courses.
- Completed ongoing state and federal grant professional development including Brustein & Manasevit bi-annual conferences.
- Continued education to improve in real estate development, long-term rentals, and short-term rentals.

WORK EXPERIENCE

Thought Design – Partner

August 2020–Present

Designs and deliver unique learning experiences for individuals and corporate groups, incorporating neuroscience and adult development theory in content, instructional design, and learning space.

National Heritage Academies – Director of Intervention Services

January 2012–January 2020

Build and development a team of 17 who manage the budgeting, applying, purchasing, reconciliation, and compliance of over \$55 million in state and federal grant funds across 89 schools.

Rock Solid Real Estate Solutions and Rentals – Owner

June 2015–Present

Asset and proactive risk management on multiple properties including evaluation, acquisition, redevelopment, and redeployment.

Volunteer Income Tax Assistance – Program Site Coordinator/Volunteer

January 2003–Present

Managed a site of volunteers and uphold IRS quality guidelines in tax return preparation for low-income families.

National Heritage Academies – Manager

July 2008–December 2012

Oversaw a team of four grants consultants managing federal and state grant dollars for schools throughout Michigan.

National Heritage Academies – Grants Consultant

January 2006–June 2008

Managed federal and state grant dollars for a portfolio of schools.

Chicago Public Schools – Grants Accountant

June 2004–January 2006

Maintained grant expenditures and completes state and federal financial reporting.