Beatrice Patton Dixon

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Wilmington, Delaware 19805
(302) 655-5306

Objective

To secure public or non-profit sector administrative position that will utilize extensive administrative and community leadership experience to develop and implement public policy initiatives that address challenging public issues and problems.

Summary

Public Administrator with twenty plus years of responsible leadership and participation in numerous governmental, private sector, non-profit and community service agencies, organizations, and programs in Wilmington, New Castle County, the State of Delaware, and Nation.

Experience

School Matters Program, Wilmington, Delaware.
Executive Director
1997-Present

Advocate on behalf of Wilmington students in disciplinary proceedings with school districts' personnel. Represent and articulate the concerns of parents and students before school boards, state, county, and local governmental bodies and agencies. Compile, analyze, and review statistical data and reports on disciplinary issues, academic achievement, and educational performance of students in the City of Wilmington. Recommend educational programs, practices, and policies that enhance the educational achievement and academic performance of students. Develop, implement, and recommend educational programs, practices, and policies that enhanced the performance and educational achievement of students.

DHSS State of Delaware
Social Service Administrator
2010-2011
Managed and oversaw the State Division's Food Supplement Program which served 50,000 low income families. My responsibilities included reviewing, interpreting, and developing food benefit policies based on the federal Farm Bill regulations laws, rules, regulations, standards, policies, and procedures which govern the Supplemental Nutrition Assistance Program (SNAP). I responded to inquiries and questions from field staff throughout the state who implement the policy and authorize the benefits. Applied the federal SNAP laws and practices to assist with and improve the quality of life for Delawareans. I used narrative reportwriting to develop statewide policies and procedures to implement the federal SNAP laws.

Peoples Settlement Association, Wilmington, Delaware.
Youth Services Director
1990-1997
Developed and directed educational, recreational, cultural, and social programming for youth ages 5 to 18. Directed, developed policies and procedures and secured state licensing for a nine month Afterschool Care Program servicing 50 youth. Directed and operated a full day Day Camp for 80 - 120 youth annually. Initiated the operation of a full-service Youth Center and recreational facility for youth and families on the Eastside of Wilmington. Developed and implemented year round Prevention Programming for youth and families residing on the Eastside of Wilmington and throughout New Castle County. Served on the Board of Directors and several operating committees of the Delaware Prevention Network to design and implement socially constructive programming aimed at strengthening youth and families throughout the State of Delaware. Supervised and directed department staff and volunteers. Devised, prepared monthly and annual reporting instruments and reports.

New Attitudes Unlimited, Wilmington, Delaware.
President and Business Manager
1988-Present

Operated New Attitudes Unlimited Management Consultants, the firm researches, prepares, and delivers speeches, lectures, workshops, and conferences for business, community, educational, church and governmental agencies and bodies on diverse topics of interest to the groups. Serve as business manager to the firm. Confer with clients to design programs/course materials to meet needs and prepare course materials, select aids that address client needs.

New Castle County Coalition to Save Our Children, Wilmington, Delaware.
Vice Chairperson and Officer
1980-1995

Federal District Court designated legal representatives and advocates for the Plaintiff Class in the four integrated school districts in New Castle County, DE. Compiled, analyzed, and reviewed statistical data and reports on the achievement and performance of the affected students and recommended educational programs, practices and policies which enhanced the educational achievement and performance of students. Recommended educational programs, practices, and policies that enhanced the performance and educational achievement of students. Advocated on behalf of thousands of parents and students with school district personnel. Represented and articulated the concerns of parents and students before school boards, state, county, and local governmental bodies and agencies.

YWCA of New Castle County, Wilmington, Delaware.
First Step Program Coordinator Instructor and Counselor
1986-1990

Interviewed, tested, assessed, evaluated and enrolled AFDC clients into First Step Program. Developed individualized and group curriculum and teaching aids to assist clients in achieving academic, life skills, and employment readiness. Served as an advocate and liaison to training groups, prospective employers, and social service agencies on behalf of clientele. Hired and supervised activities of Instructional Aides. Counseled clients. Prepared and analyzed statistical reports.

State of Delaware - Adult Entertainment Establishments, Dover, Delaware.
Chairperson of Board
1982-1984
Directed Commission staff in preparation of licensing applications for all Adult Entertainment Establishments in state. Conducted bi-monthly license/renewal qualification hearings. Developed assessment system and procedures for licensees. Conducted public hearings to allow licensee and public input into the licensing process. Prepared annual reports for Governor on status of licensees. Served as Commission's Registered Agent for receipt of service of legal documents and suits. Worked with Attorney General's Office to execute legal processes.

Michelfelders, Inc., Wilmington, Delaware.
Owner, Operator and Manage
1977-1982

Owned, operated, and managed retail delicatessen. Hired, trained, supervised, and evaluated sales, maintenance, and clerical staff. Prepared and implemented marketing strategies and promotional activities. Introduced measures to improve customer relations and satisfaction. Increased profit margins using cost analysis ratios. Prepared and maintained financial records, payroll and tax accountings, accounts receivable and payable and merchandise inventories.

New Castle County Government, New Castle County, Delaware.
Administrative Assistant to President of New Castle County Government
1974-1977

Personally responsible for supervision of Council staff. Prepared Council's annual budget. Facilitated and served as Council's liaison with County Executive, Department Heads and other County personnel during annual Operating and Capital Budget Deliberations. Conducted numerous and extensive administrative and fiscal impact studies on diverse issues requiring Council consideration. Wrote and revised provisions of New Castle County Code. Investigated, researched, and assisted Council in resolution of complex administrative issues and problems. Served as Council's liaison and representative with other branches of government, public officials, agencies, public representatives and the public.

Leonard L. Williams, Esq. & Associates, Wilmington, Delaware.
Law Clerk
1972-1974

Analyzed legal issues and problems and prepared legal research. Conducted client interviews. Prepared legal documents, complaints, petitions, motions and various legal responsive pleadings for civil litigation. Personally responsible for processing accountings of all decedents' estate accounts in Law Firm. Examined real estate titles and prepared title searches.

Wilmington Business Opportunities and Economic Development Corp., Wilmington, Delaware.
Minority Contractors' Assistance Program
1970 Summer

Wrote in-depth reports on status of minority contractors in Wilmington. Researched employer contract compliance regulations. Conducted site inspections. Assisted clients in preparation of loan and surety documentation. Interviewed, counseled, selected, and placed applicants with primary contractors. Served as contractor-employer liaison. Compiled statistical data on program performance. Created job development/placement program for minority contractors seeking contracts with federally funded contractors.

Education

1970-1972: **University of Pennsylvania School of Law, Philadelphia, Pennsylvania.**
Major area of emphasis Constitutional Law.
June 1970: Howard University, Washington, D.C.
Major area of emphasis Marketing and Economic.
Numerous Continuing Education Courses

Honors/Awards

Community Service Award	*-Martin Luther King, Jr. Memorial Foundation*
Woman of the Year Award	*-National Association of University Women*
Community Service Award	*-NAACP Education Committee*
Community Service Award	*-Phi Beta Sigma Fraternity*
Outstanding Black Delawarean	*-Delaware State University*
Chairman's Award	*-YMCA of Delaware*
World Class Service Award	*-Zeta Phi Beta Sorority, Inc.*
Life Achievement Award	*-Delaware State Conference NAACP*

Interests

Knowledge of Spanish and French…Enjoy Art, Music, Chess, Public Speaking, and Travel.

References furnished upon request.