

Carl Campbell, Jr. Ministry & Business Experience Resume

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Biloxi, Mississippi 39532
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EXPERIENCE SUMMARY:

Self-motivated, results-oriented team leader/player with proven and broad-based experience in all aspects of pastoral care and worship services. Background in management, curriculum development, program management, community relations, labor relations, office administration, office automation, personnel administration, medical administration, program administration, data entry, records management, inventory management, sales, marketing, nursing, bookkeeping, negotiations, shipping and receiving, customer service, patient and family relations. Consistently recognized for exceptional organizational and planning abilities, balanced with excellent interpersonal, human relations, analytical, and customer service skills. Computer literate using Microsoft Office 2000 (Word, Power Point, Excel), electronic mail, and Internet. Proficiency in operating microcomputers, electric typewriters, and standard office equipment. Knowledge of COBOL and BASIC programming languages.

Owner, Manager and Operator of **Tele-PCSSm Postal Store at Singing River Mall** for 2 ½ years. From 1999 To 2001-Business offered 19-different services to our customers. *Financial Statements available upon request.

September 2002 To Present

Harrison County School Administration Bldg.

Linda Konscak/Personnel Central Office .

11072 Hwy 49 Gulfport, MS. 39503

Adm.#. (228) 539-6515 Wk. (228) 539-6500 Hm. # (228) 392-5680

School Bus Driver (CDL with Air-Brake), Assistant Teacher,

Job Coach and Care Giver

Effectively conducted classroom instruction for Sp. Ed. students at North Gulfport 7th & 8th Grade in all subject areas. Implemented course curricula, educational and instructional materials, study guides, and lesson plans used in the effective instruction of students. Creat a motivating and stimulating educational environment using excellent communication skills. Maintained classroom discipline through the application of sound classroom management strategies and techniques. Utilized computers, movies, slides, and overhead projectors while teaching. Mighty Grant **Job Coach**. (OJT) On the Job Training Students. Assisting Student with personal need as **Care Giver**.

Owner, Sub-Contractor (Complete Rebuilding Interior) and Property Manager

May 1992 To Present ColdWell Alfonso Realty 388-3800 (Now Manage Property)

ColdWell Alfonso Rental Property Management Office (228) 594-9243

11477 Hwy 49 N. Mrs. Tracy Hurt/Cel-228-234-9243

Gulfport, Ms. 39503

Sub-Contractor-Projects consisted of Complete Rebuilding Interior of Renovated Houses. Coordinated contractor from ceiling to floor, and plumbers to door hangers, Turn-Key operation. **Property Manager**, May 1992 to February 1998. This position involving handling all aspects of property management responsibilities, including administering leasing contracts, rent collections, repairs and maintenance, tenant relations, financial responsibility, etc. Note: As **Owner**, the property is **Managed** by Caldwell Banker, effective February 1998 to Present. Rental Income Update is \$6,600.00 per/yr. Not included in salary history. P/L Statement available upon request.

Jan 2002 to June 2002

Supervisor and School Age Coordinator, GS-07

Boys and Girls Club of America, 386 C-Street, Bldg. 348, Columbus AFB, MS 39710

Supervisor: Terri Graves, 662-434-2503

Serve as Supervisor and School Age Coordinator with responsibility for implementing and managing programs that address today's most pressing youth issues, teaching young people the skills they need to succeed in life. Work and coordinate with other activities. Effectively manage available resources to provide quality services. Provide sound responses to concerns and questions of parents in a courteous and professional manner. Develop and implement a variety of educational and recreational activities. Develop budget input and assist with preparing justification for funding of program resources, requirements, and repairs/maintenance of facilities and equipment. Coordinate school age program food service operations and develop procedures for food preparation/service/storage following Air Force and USDA policies and instructions. Supervise staff of School Age Program Assistants. Serve as a mentor to youth.

May 1999 to Sep 2001

Owner/Manager (60 hours per week)

TELE-PCSsm Postal Store CO., Singing River Mall, Suite 1000, 2800 Hwy. 90 #1, Gautier, MS 39553, Singing River Mall Manager (228) 497-6160-Fax (228)497-6268

Current Address: P.O. BOX 6622 Biloxi, MS. 39540 -11351 Fenton Dr. Biloxi, MS.39532 Wk.# (228)392-5680, Fax (228)392-5680 e-mail chcjr1@cableone.net

Cont'(Annual Business Financial Statements available upon request) \$25,000-personal start-up capital

Tele-PCS is a postal, business and communications center offering a variety of ancillary products and services to customers along the entire Mississippi Gulf Coast. Opened all aspects of store from ground floor level, which included development of operational policies and procedures governing operation of store, systems set-up and operation, staffing and recruitment, hiring, training, scheduling, supervising, and assisting employees.

Provided a variety of quality, competitive services which include, but are not limited to: mailbox rentals, postage, overnight and express mailings; electronic mail; fax transmissions; copy, ticket, wire, answering/message, notary public services; money orders; packaging and shipping; gift wrapping, drop shipping, local shopping pick-up and delivery service, etc... Coordinated and arranged video shots for local shopping, pick-up and delivery service. Prioritize work to maximize personal productivity.

Created, copied, edited, stored, retrieved, and printed a variety of routine correspondence, messages, reports, and forms from handwritten drafts into final copy using various computer software applications.

Entered data into a predefined spreadsheet or database using several software functions and related equipment. Proofread memorandums for correct spelling, grammar, capitalization and punctuation. Transmitted, received, and acknowledged electronic mail and messages. Maintained office files in subjective, geographical, alphabetical, and chronological order. Performed a variety of record keeping, reporting, and informational duties. Answered, screened, and routed incoming phone calls to appropriate personnel and departments. Developed and implemented a well organized filing system allowing for quick and easy retrieval of records. Consolidated, attached and/or cross-referenced materials in multiple categories with previously filed materials so that it is complete and readily available.

May 1990 to Sep 2001(Businessman)

Operator, Retail Sales, Marketing Manager (10 hours per week)

S.M.C. Speciality Merchandise Corporation, 11351 Fenton Drive, Biloxi, MS 39532
(228) 392-5680 or (800) 201-3434. (Corporate office of S.M.C. is located at 9401 DeSoto Avenue, Chatsworth, California 91311-4991 (818) 998-3300 or (800) 201-3434.

Professionally functioned as a Certified Member of the National Speciality Merchandisers Association (NSMA - 3,000 item catalog). Responsible for direct marketing, advertising, and promotion of catalog retail sales, including safe and timely pick-up and delivery of over 3,000 different catalog items, weighing from less than one pound up to seventy pounds. Conducted market analysis, developed and implement marketing and business plans, and sales strategies. Designed flyers and advertising brochures using computer graphic software. Managed accounts payable, accounts receivable, budget administration, bookkeeping, and year-end tax reports.

February 1991 to March 1998

Nursing Assistant, GS-05 (40-hours per week)

U.S. Naval Retirement Home, Gulfport, MS

Helen Donnan, Nursing Director, (228) 897-4221

Performed any combination of nursing duties in providing quality care to patients in hospital nursing home or other medical facilities, under the direction of nursing and medical staff. Provided for activities of daily living to include patient's personal hygiene.

Performed I&O; checked vital signs and weight; performed sugar and acetone urine testing, and specimen collection. Provided for comfort needs of patients. Worked effectively as a team member in the delivery of care and assisted in the orientation of new employees. Maintained a safe and attractive environment for patients and co-workers; transported patients and equipment as appropriate. Promptly answered patients' call lights and requests. Reported observations of a patient to the nurse caring for the patient to ensure professional assessment.

September 1986 to January 1991

Teacher

Mississippi Gulf Coast School District (32-hours per week)

Conducted classroom instruction for grades K-12 in all subject areas. Implemented course curricula, educational and instructional materials, study guides, and lesson plans used in the instruction of students. Created a motivating and stimulating educational environment through effective communication skills. Maintained classroom discipline through the application of sound classroom management strategies and techniques. Use computers, movies, slides, and overhead projectors.

October 1974 to July 1978

Medical Specialist

Sheppard AFB, Wichita Falls, Tx.

United States Air Force (E-4), active duty(x 4yrs.)

Managed Pediatric Clinic as an E-4 for one year. Performed a combination of nursing duties in the Orthopedic Medical Ward, Emergency Room, Primary Care Clinic, and Pediatrics Clinic under direction of the physician to assist in the examination and treatment of patients. Administered the fundamentals of the nursing process that involved, nursing assessment; development of nursing care plans; evaluation of nursing care; and patient/family education. Started/administered IV's; drew blood; catheter insertion; EKG's, EEG's; monitored and recorded vital signs, fetal heart tones, and fluid balance data. Assembled, operated, and maintained monitoring, infusion and therapeutic equipment; obtained a variety of laboratory specimens. Performed/documented ancillary laboratory testing and quality control procedures. Trained, oriented, evaluated, motivated, and developed medical technicians. Coordinated nursing services with other patient care services; planned and implemented in-service training programs.

FORMAL EDUCATION:

Diploma, M.F. Nichols High School, Biloxi, MS; *3.0 GPA.*

Vernor Jr. College, Wichita Falls, TX. and Jeff Davis Jr. College (71-Sem. Hrs.)

Under-Graduate Degree

05/88-Bachelor of Science Degree, Business Administration; William Carey Univ, Gulfport Campus; (68-Sem. Hrs, Total Undergraduate Hrs.151)

Concentration -Bible Study- 30 hrs, With 2- internship 4-hrs credit ea. @VA Medical Hospital in Biloxi MS .and VA Mental Hospital in Gulfport, MS.

***Additional Business related courses, 12-semester hours@ William Carey University in COBOL Programming, Microcomputer Applications, Microsoft Works for Windows, and BASIC Programming**

GRADUATE DEGREE:

1/07 @LIBERTY UNIVERSITY /MASTERS OF ART IN RELIGION (SBC) *2.7 GPA

DR. JERRY FALLWELL, FOUNDER, DLP, LYNCHBURG, VA. 1-800-424-9596.

work(2) Jobs Sch. Bus Driver/Classroom Assistant

SPECIALIZED TRAINING /LICENSE/CERTIFICATES:

Ordain Minister@ First Missionary Baptist Church Hansboro Miss.

Message of Courage Music Ministry @ FBC Biloxi 18-yrs.(Music CD-available upon request) *22*

School of Healthcare Sciences, Sheppard AFB, TX; Certified Medical Technician USAF School of Health Care Sciences, Wichita Falls, TX; Medical Technician (Phase I & Clinical Phase - 849 hours); 03/96

Specially Trained as a Private Duty Nursing Assistant in Private homes & Long Term Care Unit at U.S. Naval Retirement Home for 13-years.

Commercial Drivers License (Air Brakes) Charter Bus & School Bus Experience.

AWARDS:

Letter of Appreciation and Notable Achievement Award (\$100.00); 1/18/98

Performance Award (\$200.00); 7/21/97

Promotion - Grade Increase (added duties and increased responsibility); 4/28/96

Notable Achievement Award (\$50.00); 1/25/95

Special Act/Service Award (\$100.00); 2/1/94

EVENTS OF MUSIC MINISTRY OF CARL CAMPBELL, JR.:
Currently Expanding Preaching & Music Ministry as (Music Missionary)

2002- Present: Recorded demo CD and Video at Recording Studio

2002- Present: Preach, Teach and Sing @ Miss. Gulf Rescue Mission

*1989-Present: Choir member and Soloist @First Baptist Church Biloxi in TV Ministry (~~27~~³²-yrs), Soloist in many Christmas & Easter Musicals @FBC Biloxi, MS.

1989-Present: Active member, Promise Keepers & Sunday School class

1989-Present: Choir Singer & Soloist/Musical Concerts at coast wide churches

1998-**Backup singer in Larnelle Harris Musical Concert**

1995-**Sang with Babbie Mason at Coast Wide Christmas Concert**

1987-88: L & M Christian Gift Shop 1st & 2nd Annual Gospel Extravaganza

1987-88: Gospel Tour with V R U Recording Studio, Ocean Springs, MS

1987-Organized, Programmed, Stage Managed, Lead Soloist And Performer in Musical Concert at **Jeff Davis Junior College Auditorium** sponsored by Masonic Lodge, Several guest include Keesler Soul Choir from Keesler AFB, MS.

1986: Master Mason Blue Lodge; held office as Secretary (1-year)

1986: 1st Place, The Original Summer Talent Showcase at Sanger Theater Biloxi, MS.

1977: **1st PLACE, IN NATION ATC AIR FORCE TOPS AND BLUES TALENT CONTEST BASE COMPLETION @ SHEPPARD AFB, TX.**

1977: **2ND PLACE IN REGIONAL AIR FORCE ATC TOPS AND BLUES TALENT CONTEST, SAN ANTONIO AFB, TEXAS**

"Demo CD, Video & Musical Portfolio available upon request".