

# ALTHEA A. HARRIS



U.S. Small Business Administration  
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**U.S. Small Business Administration**  
**Multiple Positions, 1999-Present**

**Miami, FL**

## **Assistant District Director for Marketing & Outreach, Area 1, June 2009-Present**

- Develop and implement marketing strategies to improve and increase small business participation in agency programs and services
- Serve and manage a service area spanning 6 counties including 500,000+ small business owners
- Recruit new stakeholder collaborations and strengthen existing partnerships benefitting entrepreneurs
- Serve as District Liaison to SBA's network of Resource Partners updating them of Agency programs, policies, and priorities; collect and share best practices; troubleshoot issues and challenges
- Support entrepreneurship growth through training, counseling, and technical assistance
- Drive business formation, job growth and economic expansion throughout territory with special emphasis on underserved markets
- Serve as the District's Faith-Based Initiative Coordinator and Women's Business Outreach Representative

## **Public Affairs Officer, 2004-June 2009**

- Coordinated and managed Agency message in major media market; served as Agency subject matter expert and spokesman in South Florida; researched, wrote and promoted small business success stories; managed South Florida's National Small Business Week Awards program.

## **Manager, Small Business Resource Center, 1999-2001**

- Managed \$250,000 annual budget, managed daily operations and employees, liaison to Board of Directors
- Provided business planning, management, and finance training and counseling to clients
- Increased Center's contribution to SBA's lending activity by 500%

## **U.S. General Services Administration**

**Washington, DC**

### **Business Development Advisor, 1996-1998**

- Advocated for and implemented first-ever effort to increase participation of small Architect/Engineer firms in agency design projects resulting in 3 design awards for major construction to small firms and increasing number of reliable small firms in database from 5 to 200+
- Increased contract dollars to minority and women owned companies by \$276M in FY 98
- Provided procurement training and counseling to business owners

## **U.S. Department of Commerce**

**Washington, DC**

### **Director of Scheduling, Office of Deputy Secretary, 1993-1996**

- Developed Principal's strategic long-term schedule to support Administration/Agency policies
- Managed/maximized senior official's time and resources; conducted travel logistics
- Successfully planned/executed 7 international missions; managed embassy resources

## **EDUCATION**

***Juris Doctor, University of Miami School of Law, Coral Gables, FL, August 2003***

Class Rank: Top 25%

President, Christian Legal Society

***Bachelor of Arts, Howard University, Washington, DC, May 1993***

## **AFFILIATIONS**

- Neighborhood Housing Services of South Florida, , Board Member (April 2018-Present)
- Miami Youth for Christ, Board Member (July 2017-Present)
- Member & Chairman, Florida Memorial University School of Business Advisory Council, (2014-2018)
- Christ Journey Church, Member (2006-Present); Missions Committee Member (2017-Present)
- Girl Scouts Council of Tropical Florida, Board Member (2011-2016); Girl Scouts Troops #941 & 943 Leader (2009-2011)
- Miami-Dade Economic Advocacy Trust, Board Member (2016)
- Coconut Grove Collaborative, Inc., Board Vice Chairman (2002-2016)
- Florida Bar Grievance Committee, Member (2009-2012)
- Womens Business Development Council of Florida, Board Member (2002-2009)