

## GUIDING FOUNDERS | GROWING VENTURES | BUILDING COMPANIES

### SUMMARY

<b>Proven</b>	Effective in leadership roles across luxury goods, retail, fashion, training, events, and start-up ventures
<b>Knowledgeable</b>	Research and follow trends related to entrepreneurship. Published dissertation study completed in 2021 on alternative funding sources for small businesses
<b>Researcher</b>	Conduct qualitative and quantitative research (data, online, in-person, and phone)
<b>Analyst</b>	Proficient in distilling data and connecting key points to assess opportunities
<b>People-Person</b>	Establish rapport easily, collaborate on teams, and contribute to achieving goals
<b>Productive</b>	Project management skills including schedules, budgets, and resources
<b>Leader</b>	Take initiative in managing people and projects through all phases

### CAPABILITIES

#### Technical

MS PowerPoint	Business planning	Proposals	Data visualization
MS Excel, MS Word	Market research	Forecasting	Grant applications
QuickBooks	P&L projections	Performance tracking	Contract administration
Financial reports	Donor research / lists	Data Analytics	Financial audits preparation

#### Knowledge / Interpersonal Skills

Project management	Public speaking	Group management	Graphic design
Trend following	Training facilitation	Funds management	Marketing materials
Case study writing	Fundraising presentations	Website content writing	Event management

### EXPERIENCE: START-UP FOUNDER SERVICES

**Inspire Trade Center, LLC, Oakland, 2016–Present**

**Founder, Director**

Provide advisory and next-step services for founders and start-up teams. Offer venture support services including business planning, access to resources, and related services. Manage research and development projects preparatory to launching ventures.

**Follow trends.** Identify emerging trends and game-changing innovations by following media sources, bloggers, and industry influencers. Assess prospects for business viability and advise on access to funding

**Network in venture community.** Participate in many Small Business Administration (SBA) workshops and industry meetings such as a Lendt Fintech event, National Incubator Association Conference and IBM's Big Data Reveal. Collect information on emerging innovations

**Conceptualize business models.** Create business models with emphasis on micro ventures, availability of funding sources, and financial returns. Example: Mini-tradeshows

**Focus on start-up processes.** Advise prospective founders regarding legal/business structure and setup matters. Identify resources, financing options, and commitments to begin business formation

**New business viability research and validation.** Research, conduct due diligence, and screen business concepts. For selected concepts, perform preliminary groundwork and prepare business plans

**Examples:** A multi-purpose event space venture, which required negotiation with space providers, costing equipment and furnishings, planning space layouts, assessing interests of audiences, preparing pricing schedules, projecting revenue and costs, and examining financing options  
A proposed training center for entrepreneurs on topics related to business startups. Training would be provided by professionals in venture-related subjects including finance, marketing, teambuilding, and leadership

**Promote and manage events.** Promoted several concerts by bands, singers, and performing artists including publicity and advertising. Provided venue arrangements, organizing, and day-of coordination

### EXPERIENCE: NONPROFIT STARTUP PLUS 8 YEARS MANAGEMENT

**Jackson Hewitt Tax Service, Oakland, 2015–2018**

**Tax Professional**

Prepared 150 federal and state tax returns for individuals and self-employed business owners as a tax professional at firm with offices nationwide. Marketed financial products and services. Received training and earned certification:

- Jackson Hewitt Basic Tax Preparation course (60 Hours)
- Registered as a Federal Tax Preparer with Tax Identification Number (PTIN)
- California Tax Education Council Certification (CTEC)

**Note: Break from career for family time / child raising**, Oakland, 2011–2014

**Precision Drill Ministries (Non-Profit)**, Oakland, 2001–2010

**Executive Director, Co-Founder**

Founded, launched, and directed a non-profit to help underserved youth (3-18 years) attain their educational goals. Focal activity was a precision drill team and drum corp.

- Assisted more than 400 youth and received \$500,000 in grants cumulatively
- Recruited and coordinated the Board of Directors
- Interacted with members and parents. Organized trips to participate in parades and events. Provided positive role modeling and mentoring. Intervened to assist drill team members as needed
- Directed all functions of the non-profit including funding, operations, marketing, and public relations
- Prepared documentation and led effort to establish 501(c)3 non-profit status
- Identified prospective funding sources. Cultivated foundations as well as federal, state, and local government funding sources
- Prepared and delivered funding request presentations to Oakland City Council, private company Boards, and other funders
- Prepared proposals and grant applications. Administered several grants including funding through the U.S. Department of Housing and Urban Development's Community Development Block Grant program
- Set up accounting system (accrual based). Prepared tax returns. Prepared for financial audits and ensured compliance with contractual terms

## **EXPERIENCE: GEMOLOGY / RETAIL**

**Ophelia Devore Organization / Grace Del Marco Agency** (fashion modeling)

New York City, 1995–2001

**Sales and Marketing Coordinator / Public Relations Specialist**

Moved through multiple roles in the professional develop unit, which was an adjunct to the Grace Del Marco Agency. The firm's training services focused on business etiquette, networking, public speaking, assertiveness, and personal presentation. Worked closely with the Owner who was the first woman of African-American descent to establish a modeling agency in the U.S. Her agency became a stepping stone for Diahann Carroll, Cicely Tyson, and others who transitioned from fashion to theater and film.

- Promoted services by making television appearances and being interviewed on radio shows
- Developed proficiency in public speaking by teaching professional development classes on posture, stage presence, public speaking, asserting points of view, and projecting confidence
- Planned and executed fundraising campaigns for associated charitable fund that gave scholarships
- Judged beauty pageants at masonic lodges and other venues

**Retail**

**Manager, Finlay Fine Jewelry** (Retail Store), New York City, 1999–2000

Sold and serviced customers. Managed operations and supervised Sales Associates.

**Associate Manager, Fine Jewelry Sales, Macy's**, New York City, 1993–1997

Sold fine jewelry. Educated customers on selection criteria for jewelry purchases.

**Gemologist**

**Graduate Gemologist Diamond Grader, Gemological Institute of America, Gem Trade Laboratory**, New York City, 1993–1999

Provided specialist services in evaluating diamonds. Gained insights into luxury jewelry sold to mega-wealthy international individuals and clients of Tiffany, Cartier, and Harry Winston.

## **EDUCATION**

<b>Degrees</b>	<p>Doctor of Business Administration (DBA). Specialization in Entrepreneurship Walden University, Minneapolis, May 2021</p> <p>Master of Business Administration (MBA), Concentrations in Leadership Holy Names University, Oakland, CA</p> <p>Bachelor of Arts (BA), Major in International Business, Holy Names University, Oakland, CA</p> <p>Graduate Gemologist, Gemological Institute of America, New York City</p>
<b>Course</b>	<p>Growth Strategies Powered by the 8 Factors, 8-Week course sponsored by Mills College Lorry I. Lokey School of Business and Public Policy and ICA Fund (Emphasis on small business)</p>

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## **PUBLICATION**

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*Alternative Finance Strategies for Small Business Sustainability and Growth*, Kim R. Hyde  
Dissertation for Doctor of Business Administration degree, Walden University, 2021

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## **MEMBERSHIPS**

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American Economic Association  
National Society of Leadership and Success, Also known as Sigma Alpha Pi Honor Society  
Gemological Institute of America, Graduate Gemologist Alumni Association