

# TOMMACINA BELL

---

Houston, TX 77004 • 713-298-8952 • info@tommacinabell.com

## Websites, Portfolios, Profiles

- [www.tommacinabell.com](http://www.tommacinabell.com)

## Professional Summary

Where creative leadership meets organizational excellence. With over four decades of experience in administrative management, I offer a wide range of consulting services designed to help you achieve success. From writing curriculums and programs to team building and customer service, my passion for sharing knowledge drives me to deliver results that exceed expectations every time. As a dynamic leader and coach to artists, women, and students, my focus is on creating customized solutions that work for you. If you're looking for a dedicated consultant who will meet your unique needs, look no further..

## Core Qualifications

- Effective trainer
- Proficiency with Microsoft Office
- Task focused
- Public speaking skills
- Attention to detail
- Staff development and leadership
- Organizational setup
- Curriculum development
- Entrepreneurship training
- Strong verbal/written communication skills

## Experience

**Consultant**, 08/2023 to Current

### Houston Independent School District

- Created and implemented dual curriculum
- Classroom instruction (6 classes daily)
- Strengthening reading skills
- Focus on etiquette and decorum training
- Multicultural instruction for Spanish speaking students

**HR Assistant**, 07/2023 to 08/2023

### Fila Mar Energy Services

- Creating forms, graphs, and quarterly reports
- Governed Q&A
- Promotion & Exit Interviews
- Preparing deductions & garnishments
- Payroll submissions for over 230 employees

**Facility Director**, 01/2023 to 05/2023

**Edison Arts Foundation**

- Developing policy & procedure manual
- Developing department policies & operations
- Developing & creating facility layout
- Scheduling & programming.

**TEA/Empowerment Coach**, 02/2019 to 04/2023

**Independent Contractor**

- Designed and developed operational plan
- Wrote 24-Week MEC Curriculum
- Founder/Director
- Empowerment speaking
- Creating programs and implementation
- Website designs and layouts.

**Director of Programs/COO**, 01/2013 to 02/2019

**PBMT Solutions**

- Designed and developed operational plan
- Creative designer of program planning
- Staffing/Hiring to ensure effective relationships with community and management
- Creating programs and implementation
- Day-to-Day monitoring of programs and budgets.

**Administrative Consultant**, 01/2013 to 01/2014

**Fort Bend Academy of Arts And Dance**

- Created and implemented performing arts curriculums
- Trained teaching staff
- Direct liaison between organization and artistic staff
- Oversee implementation and execution of special projects.

**Interim Artistic Director**, 09/2004 to 09/2008

## **The Ensemble Theatre**

- Supervised and managed all artistic and infrastructure operations
- Liaison and correspondent for the artistic staff
- Draft outline and programs for the Board of Director's approval
- Prepared budgets and production season for Board of Directors approval
- Short and long-term budgetary planning
- Background checks & credentialing
- Implemented new creative writing programs
- Managed \$90K - \$1.2M departmental annual budget
- Provided Administrative support for the overall organization
- Conceptualized and create multiple programs
- Strategically targeted and hired staff
- Created and implemented curriculums
- Scheduling, and student enrollment
- Program development.

**Artistic Associate**, 01/2004 to 01/2008

## **The Ensemble Theatre**

- Overseeing quality control
- Responsible for team of over 60 artists, designers, staff and crew
- Writer/Director
- Compilations and reconciliations of financial data for final grant reports
- Payroll projections and submission
- Interviewing and hiring staff
- Facilitated writing programs
- Direct liaison for parents and administration
- Created curriculum for youth summer program
- Oversee teaching artists in various school districts
- Responsible for all managerial operations
- Community Liaison
- Playwright.

## **Education**

**Education:** Theatre Arts

**Middlebury College** - Middlebury, VT

Minor: Business

**Majored in Theatre Arts**

**CYCC College** - Chicago, Il

Minor: Dance

**Associate of Arts:** Education, 05/2009

**Phoenix University** - Phoenix, Az

## **Skills**

**Effective trainer**

**Proficiency with Microsoft Office**

**Task focused**

**Public speaking skills**

**Attention to detail**

**Staff development and leadership**

**Organizational setup**

**Curriculum development**

**Entrepreneurship training**

**Strong verbal/written communication skills**

## **Accomplishments**

- Published Author
- Who's Who in Black Houston
- Phisher Pharmaceuticals Award Recipient for published work
- Reader's Digest Playwright Award Recipient
- Who's Who Among High School Teachers in America
- Accommodations, Certificates, Recognitions, and Awards spanning over 40 years of service.