

CEDRIC SPRADLEY

682 Millwood Dr. ■ HAVANA A FLORIDA 32333 ■ 850-539-5184

Objective

To apply the management and technology experiences gained through past employment to future employment.

Employment

FLORIDA A & M UNIVERSITY CESTA DEPARTMENT

Business Technology Coordinator 2004 – present

Responsible for the recruiting and training of partners housed in public sites to increase the economic and social capacity of its citizens and to train their staff to use the computer technology developed by the University. To install, train and maintain the ERPNet computers in each of the supported Counties. To inspire citizens and to train them through workshops, seminars and one-to-one mentoring by way of the faith-based communities located within the supported Counties. To share information gained through contacts and developmental projects. Provide training for Program leaders in web development and maintenance of these sites. Repairing and servicing the departments desktop and laptop computers. Evaluate and make recommendations for new software. Presenting at workshops and making presentations to universities, institutions and local community organizations on the subject of technology reporting on the project's progression. Write software for the collection client data for submission to grantor.

FRIENDSHIP RESOURCE IN EDUCATION AND NEIGHBORHOOD DEVELOPMENT SERVICES, INC

CEO 2004 – present

Responsible for providing management, developing programs and the progression of all functions this Non-profit organization. Chair all business meetings as Chairman of the Board of Directors. Provide written media and verbal communication to the board members. Equip the staff with the proper training that will teach them to make good sound business decisions. Serve as a model citizen both spiritually and morally. To lead the organization in developing affordable housing and economic enterprises and introducing new ideas to the board that will improve the community and the citizens it serve.

FRIENDSHIP PRIMITIVE BAPTIST CHURCH

Senior Pastor 1998 – 2010

Responsible for the training of all leadership team members providing them spiritual guidance and insuring they understand the financial well being of the church as Senior Pastor. Chair all business meetings as arbitrator and overseer. To communicate written and verbally in such a way that all ages and educational backgrounds clearly understands. Serve the congregation in such a way as to produce model citizens both spiritually and morally. To counsel and instruct those in need of Spiritual guidance. Introduce new ideas to the board that will improve the community and the congregation.

FLORIDA STATE UNIVERSITY

Computer Support Specialist 1998 – 2003

Responsible for the maintenance and repair of all the departmental computers connected to the University's network. Maintain and evaluate software used in the daily operation. Make recommendations for upgrades as well as making sure these upgrades are compatible with existing systems and instrument training of employees of the new software. Assist managers in designing software that will automate processes and ease workloads. Design and upkeep of the departmental web page. Design and write articles for the departmental quarterly newsletter. Train personnel to use word processors, spreadsheet, and publication software. Search Internet for ideas and new training techniques that will benefit the department. Troubleshoot any computer problems that may occur whether hardware or software.

FLORIDA STATE UNIVERSITY

Senior University Postal Manager 1994 - 1998

Responsible for the management and operation of the Mail Processing Center. Including, but, not limited to the hiring of personnel, setting of wages and promotional advancements. Set guidelines for procedures and operational standards for all of its employees, which includes one program assistant, one clerical supervisor, two USPS employees, and nine full time OPS employees. Securing new business as well as maintaining a good rapport with present customers. Making sure all mail is processed and delivered on time. Greeting customers and handling any problems or concerns that might occur during or after operating hours. Ensuring every supervisor has been trained and equipped to manage daily operations. Set in on the arbitration of disgruntled employees. Submit annual budgets for daily working supplies, maintenance, parts, and cleaning supplies. Adjusting prices and making any other improvements that are needed within the organization while reporting these changes to the director.

Represent Florida State University on the Executive Board of the Big Bend Postal Council acting as it's authorized agent.

FLORIDA STATE UNIVERSITY

Assistant University postal Manager 1993 - 1994

Assist in the managing of the Mail Processing Center. Recommending personnel for hiring after conducting a careful search and screening process. Managing all personnel matters including schedules, rate of pay, workloads training, and arbitration. Set budgets for supplies and other items needed in daily operations.

FLORIDA STATE UNIVERSITY

Clerical Supervisor (Postal Services) 1990 - 1993

Responsibilities include the management of the entire mail processing and metering and charge section of Printing & Postal Services including the management of 4 full time employees, 8 part time OPS employees and 10 work study employees. Coordination of volunteer services provided by the University. Chair all Postal seminars. Responsible for planning, account management in excess of 2 million dollars, scheduling of all maintenance of computer and other postal equipment: Pitney Bowes (7) Station Inserter, Kirk-Rudy Labeling Machine, Baum Folder, Pitney Bowes 6100 Mailing Machine, all software products and Mini-Pac system. Responsible also for stock and supplies. Instrumental in account representation and the implementation of the Pitney Bowes (7) Station Inserter. Supervisor of Customer Services windows and University Copy Center.

FLORIDA STATE UNIVERSITY

Senior Clerk (Postal Services) 1982 - 1990

Responsibilities included the supervision of full-time employees, 4 OPS employees, 6 work-study employees and coordination of volunteer services provided by the University. Cochairperson of all Postal Seminars. Responsible for planning Account Management in excess of 1 ½ million dollars, scheduling of all maintenance of computer and other postal equipment. Training of all new employees to use mailing equipment. Preparing accounting statements of daily business and editing them for the main frame computer. Responsible for the Inventory of all equipment. Handle all complaints and request from Postal Patrons.

FLORIDA STATE UNIVERSITY

Motor Vehicle Operator (F.S.U. Building Services) 1980 - 1982

Responsible for delivering departmental mail to designated areas in a timely and

efficient manner. Drive professors to Panama City campus and to deliver mail.

FLORIDA STATE UNIVERSITY

Laborer (F.S.U. Building Services) 1971 - 1980

Responsible for moving office equipment in and near campus. Collect surplus property, set-up tables and chairs for registration and other events.

Education

JAMES S. RICKARDS HIGH SCHOOL, OBTAINED A HIGH SCHOOL DIPLOMA. 1968 - 1971

FLORIDA A & M UNIVERSITY, 56 QUARTER HOURS, 1971 - 1973

FLORIDA STATE UNIVERSITY, SPECIAL STUDENT, 1973 - 1979

LIVELY VOCATION TECHNICAL SCHOOL, EARNED DEGREE IN PRACTICAL ELECTRICITY 1979 -1981

SEMINARY EXTENSION OF THE FIRST BAPTIST CHURCH, EARNED MASTERY STATUS. 1985 –1987

FLORIDA STATE UNIVERSITY, ACNS, WEB SITE DEVELOPMENT, CERTIFIED WEB DEVELOPER, JANUARY – MARCH 1998

JACKSONVILLE THEOLOGICAL SEMINARY, NORTHWEST FLORIDA CAMPUS, JUNE 1999 - SEPTEMBER 2000

SMITH CHAPEL BIBLE UNIVERSITY – Bachelor of Arts in Ministry & Leadership, May 2007

GULF COAST COLLEGE & SEMINARY – Master of Art in Pastoral Theology, May 2009

GULF COAST COLLEGE & SEMINARY – Doctor of ministry in Pastoral Theology, May 2010

Skills

Affordable Housing Developer
Designer and editor for the Big Bend Postal Customer Council's Newsletter
Pastor Friendship PB Church, Quincy, Florida
CEO FRIENDS Resource Center
Certified Web Site Developer
LAN Network Technician
Technician for LMPTI Multiline OCR Bar Coding Machine
Certified Mail Piece Designer
Program in HTML 4
Knowledgeable of Word Perfect., MS Word, Excel, Access, MS Works,
Publisher 2007, AMS-24P, Windows 95, 98, Windows 2000 & XP, Networking,
UNIX, ftp, Web Development (html), Adobe Acrobat and Dos.
Marriage Counselor certified by Gadsden County Clerk of Court
Webmaster for E107 and Cold fusion web sites

Associations

Youth Pastor for Middle FL – GA Primitive Baptist Association
Youth Retreat Coordinator for Middle Fl – GA Youth Congress
Internal Auditor for Middle Fl-GA PB Association
Executive Board Member, Big Bend Postal Customer Council
Industry Co-Chair, Big Bend Postal Customer Council
Camp Commission Chairman of the Board - FSPBC
Gadsden County Development Council Board Member
Gadsden County Enterprise Zone Board Member
PTSO President, Havana Middle School (3) terms
PTSO President, Havana Northside High School (2) terms
Chairman of the Advisory Council – Havana Elementary School (3) terms

Awards

Davis Productivity Award Winner (4) times at FSU
Employee of the Year – University Wide - FSU
National Businessmen of the Year – 2007
Honorary Community Development Chairmen for the State of Florida 2007