**SHAMIMA AMIN**

**Senior Vice President**

# Sunrise International, Inc.

## Tel. :( 770) 864-6034

**Email: shamimamethu@gmail.com**

Shamima Amin has extensive executive level experience covering all aspects of administration. She served in administrative leadership positions in academic and business including Chief of Staff, Vice President, and Director Positions at the Tuskegee University, Sunrise International, and Savannah State University. She attended University of Dhaka, University of Florida, Clark Atlanta University and Harvard University and received MLIS, undergraduate, and educational and leadership training. She was one of the pioneers in developing Georgia’s statewide premier and nationally recognized digital library, Georgia Library Learning Online (GALILEO). She was the chief coordinator of the Opportunity Funding Corporation’s Innovation and Entrepreneurship conference. This nationally renowned higher education event has served as a catalyst to spur entrepreneurship programs at HBCU across America. Shamima served on numerous national committees and nonprofit boards as members and chairs. She traveled extensively in 45 countries in five different continents. She has been included in Who’s Who in America (Millennium edition), Who’s Who in the South and South West, and International Who’s Who of Professional Management.

# EDUCATION & TRAINING:

## CLARK ATLANTA UNIVERSITY (MLIS)-1988

School of Library and Information Studies, Atlanta, GA 30314

## UNIVERSITY OF DHAKA M.A. (CWC)-1986

Department of English, Dhaka University, Dhaka

## UNIVERSITY OF DHAKA B.A. (HON.)-1985

Department of English, Dhaka University, Dhaka

## UNIVERSITY OF FLORIDA,

One year of course work in French language **1991-1992**

Department of Roman Languages, Gainesville, FL 32611

## UNIVERSITY OF FLORIDA,

Two years of course work in German language & literature 1990**-1991**

Department of Germanic and Slavic Languages, Gainesville, FL 32611

## HARVARD UNIVERSITY

Harvard/ACRL Leadership Institute **August 2005**

School of Education, Cambridge, MA 02138

# EXPERIENCE:

# July 2016-

**Sunrise International, Inc. – (A Library Services Company) Atlanta, GA 30339**

Headquartered in Atlanta, GA, Sunrise International, Inc. is a global information material- supplier to academic & public libraries. It has satellite offices in 14 countries covering four continents. The company specializes in locating book and non-book materials for the libraries in a very short time that are not available through traditional sources. In addition, company provides consulting services to academic libraries on accreditation, collection development, and digitization.

# Position: Senior Vice President & Partner

## Duties & Responsibilities:

Lead in the management of customer and vendor relations

Administer budget

Develop and maintain collaborative working relationships with the academic library directors

Supervise all matters related to the technology, internal operation and administration of the organization

Set organizational objectives; design workflows, and maintain internal controls

Establish relationship with foreign & domestic publishers/vendors

Develop policies and procedures for the Organization

Negotiate contracts for licensed resources on behalf of academic libraries.

Provide vision and leadership in strategic planning for the organization

**July 2014-2016**

**Yunus Creative Lab, Inc., Atlanta, GA**

**Chief Operating Officer**, July 2014 to May 2015

**Chief Administrative Officer**, June 2015 to Present.

Worked with 2006 Nobel Peace Laureate Prof. Muhammad Yunus on special projects on world Peace. Responsible for providing leadership in fundraising for special programs; promoting Nobel Laureate’s micro-credit and social business ideas nationwide to eradicate poverty and economic development.

**September 2012 – July 2014 Tuskegee University Tuskegee, AL 36088 Position: Chief of Staff**

The Chief of staff is appointed by the President of Tuskegee University and serves as the integral member of the senior management team, as “the first among equals” and provides advice and counsel to the President on a regular daily basis. The chief of staff, manages and directs special/strategic projects for the President, oversees the proper functioning of all day to day administrative activities, and serves as the primary liaison for the President, facilitates and develops ongoing relationships with the University’s internal and external constituents. The Chief of Staff monitors and insures the effective and harmonious collaborative interaction among the Senior Staff.

## ESSENTIAL DUTIES

* Facilitates the resolution of matters requiring the President's attention
* Chairs the Senior Cabinet Meeting in the absence of the President
* Prepare briefing materials for the President
* Administer budget
* Oversees the Human Resources Department
* Serves as Commissioner to the Chief of Campus Police and University Security
* Supervises the Special Assistant to the Chief of Staff and President’s Office staff
* Acts as Chief Spokesperson in the President’s Absence on Administrative Matters; while the Provost serves in such capacity for all Academic Matters
* Provides general oversight of the President's calendar
* Monitors and supervises the signing of annual employee and faculty contracts
* Serves as signature authority on travel requests, travel claims, attendance reports and other related documents for personnel who report to the President
* Conceptualizes and implements initiatives to advance the President's vision
* Monitors and ensures progress in achieving the President's initiatives and in responding to Office of the President directives and requests
* Represents the President, serves as a liaison and spokesperson to the Office of the President and to other campus units

* Drafts sensitive or high-level correspondence or reports
* Facilitates and participates in key constituent meetings and ensures appropriate and responsive follow-up
* Provides guidance to the President's administrative team (i.e., executive assistant and administrative assistant ensuring optimal and synergistic support of the President
* Performs annual evaluations of executive administrative team members in the Office of the President
* Provides accurate and timely information to other university and campus departments, personnel, students and the public, as necessary
* Understands educational policies, programs and operational functions of the University and appropriately develops and implements University policies, procedures & guidelines by consulting with the University Counsel to ensure that University’s policies and procedures are aligned with Federal and State laws
* Maintains and monitors office expenditures
* Oversees and directs the preparation and assembly of the materials for the quarterly BOT meetings and other special board meetings
* Promotes a positive image of the University and higher education by representing the University in community, state and regional functions, when requested
* Performs related duties as required and deemed appropriate to accomplish assigned responsibilities and functions of the Office of the President
* Supervises Title-IX Coordinator

**OTHER RESPONSIBILITIES**

* Performs other related duties as assigned

## August 2000 – August 2012

**Sunrise International, Inc. – (A Library Services Company) Atlanta, GA 30339**

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# Position: Vice President

## January 2007- 2013

**OFC Innovation & Entrepreneurship National Program Position: Overall Coordinator (Volunteer)**

Worked as the overall coordinator of a national program to help HBCUs to develop a comprehensive entrepreneurship curriculum that would be particularly relevant in preparing young African American men and women to become entrepreneurs. As an overall coordinator I was responsible to:

Participate in program planning and design Participate in fundraising for the program

Recruit, train and manage a pool of large number of HBCU students and other volunteers

Correspondence with VIPs and other participants of the program Manage all aspects of event planning and execution of the program

Manage over fifty different vendors to ensure quality services for the program Manage and moderate special sessions with high-profile speakers

Coordinate the participation of HBCU Presidents, Deans and Faculty Members

## August 2000- September 2001

**Robert W. Woodruff Library, Atlanta, GA**

**Position: Special Assistant to the Interim Director (Interim)**

**Duties & Responsibilities:**

Help Interim Library Director in planning, designing and managing technology to ensure that the library remains on the cutting edge of technological transitions. Study and approve new programs and services for the Library, Plan and conduct in-house workshops and training

## September 1996-August 2000

**SAVANNAH STATE UNIVERSITY LIBRARY,** Savannah, GA 31404

# Position: Director of Library, Distance Learning & Media Centers

## Duties & Responsibilities:

Responsible for formulation and implementation of the plans, goals, and budgets for the operation of the University Library, Media Services & Distance Learning. Provide educational support for students, faculty, administration, staff and the community by the effective administration of the staff and the services and activities of the library.

Supervise all matters related to library technology, internal operation, and administration of the University Library.

Recommend appointment of all needed assistants and library faculty and determine their titles, duties and compensation.

Supervise the growth of the collection.

Administer the operation of electronic information systems within the library, Help faculty & students with research

Develop strategic plans for the Library. Participate in Statewide Library Initiatives

Serve on Statewide Regents Academic Library Committee.

Serve on any committees appointed by the President or VPAA

Insure that all library patrons are adequately served. Attend all appropriate meetings, seminars and workshops. Coordinate Distance Learning.

Supervise University Archives.

## September 1993-September 1996

**SAVANNAH STATE UNIVERSITY**, Savannah, GA 31404

# Position: Head of Technical Services

## Duties & Responsibilities:

Responsible for planning, implementing, evaluating and managing **the**

work performed by the personnel in the Technical Services Department

Responsible for system maintenance tasks; upgrading **VMS**

Operating system; upgrading the Data Research software; setting up System for the site specific operation; planning for the system growth; troubleshooting all system related problems; serve as a liaison with the computer services and automation vendors, **DRA, SOLINET** and **OCLC**

Supervising **Local Area Network**

Responsible for Original cataloging of materials in different formats, subject areas and languages.

Responsible for enhancing **OCLC** Marc records; complicated copy cataloging; retrospective conversion.

Authority control.

Train Library staff on how to use DRA cataloging module, Circulation module; **OPAC** and **GALILEO.**

Maintain Savannah State University Web page

Involve in reference services, which includes answering

reference questions; bibliographic instruction; helping students and faculty members to use **OPAC** and **GALILEO.**

Supervising Acquisition Department, sometimes responsible for ordering books and non-book materials.

## November 1992-September 1993

**UNIVERSITY OF FLORIDA LIBRARIES**, Gainesville, FL 32611

# Position: Instructor University Librarian

## Duties & Responsibilities:

Responsible for original cataloging of materials in the areas of science and social sciences in different languages and in different formats.

Also responsible for enhancing **OCLC** monograph records and complicated shared **OCLC** copy cataloging.

Authority control

Classifying materials according to **LC** classification schedule; and assigning subject headings in accordance with **LCSH** under **NOTIS**, **OCLC**, and **RLIN** environment

**POFESSIONAL TRAINING**

**& CONTINUING EDUCATION:**

Microsoft Excel Beyond the Basics, 2011 Developing Emotional Intelligence, 2011

How to Deliver Exceptional Customer Service, 2011

How to Communicate with Tact and Professionalism, 2011 The Essentials of Human Resources and the Law. 2011 How to Become a More Effective Supervisor, 2011 Conflict Management and Confrontational Skills, 2011

# COMMUNITY LEADERSHIP:

## LEADERSHIP GEORGIA PARTICIPANT, 1996

**Member, Board of Directors**, Better Business Bureau. 1997-1999 **Member, Board of Directors,** Second Harvest Food Bank 1998-2000 **Secretary, Second Harvest Food Bank 1999-2000**

# HONORS AND AWARDS:

Who’s Who in America 54th ed.

International Who’s Who of Professional Management 9th ed. Who’s Who in the South and Southwest 26th ed.

## REFERENCES:

## Major General, Charles E. Williams, US Army Corps of Engineers (Ret.)

## Retired Chair, Board of Trustees

## Tuskegee University

## Tuskegee, AL 36088

## Phone: 703-424-1462

## Dr. Matthew Jenkins

## Former President

## Tuskegee University

## Tuskegee, AL 36088

## Phone: 562-234-1713/ 562-432-2374

## Dr. Kanata Jackson

## Head, Department of Management and Marketing

## Hampton University

## Hampton, VA 23668

## Phone: 757-727-5447