

Shay Gresham Howard, JD, EdD, MBA

A committed professional with years of professional experience as a business owner, practicing attorney, leader, and higher education administrator. Skilled at managing processes and interpersonal interactions, communication, public speaking, and strategic planning. Driven by an attitude of excellence and exceeding expectations. Academically talented with a desire to create and direct programs aimed at postsecondary retention.

Skills & Competencies

Maxient (Level 5) | Public speaking | Writing | Organization and Strategic Planning | Leadership | Process Planning | Program Management | Microsoft Office | SPSS Research Databases | Accounting Software | Event and Meeting Planning | Compliance | Process Improvement | Client Engagement | Negotiations | Contract Management | Client Confidentiality | Real Estate | Complex Issue Analysis

Professional Volunteer Involvement

Appointed May 2023

**Co-Chair, Historically Underrepresented Institutions
Community of Practice**

Association for Student Conduct Administration (ASCA)

Appointed October 2023

Member, Steering Committee, SACSCOC 5th Year Review
Tennessee State University

Professional Experience

Tennessee State University, Nashville, Tennessee

2022 – Present

Interim Dean of Students and Assistant Dean of Student Conduct

Office of Student Conduct and Judicial Affairs

- Provide coordination, guidance and implementation of the Student Code of Conduct to interpret university policy and application of sanctions when violations are determined.
- Advocate for students to communicate policy for the purpose of preventing student conduct issues.

- Serve as a resource and liaison for students and parents. Assess at-risk students for additional intervention by appropriate personnel such as Counseling, academic support, the Men's Initiative, and the Women's Initiative.
- Counsel students in academic, personal, and disciplinary matters.
- Evaluate the effectiveness of key programs and systems using research methodology, design assessment tools and protocols.
- Develop interventions to reduce inappropriate behaviors and increase positive behaviors.
- Collect data, prepares and distributes statistical reports regarding key programmatic areas, and analyzes trends.
- Develop departmental reports regarding case statistics and other information.
- Build proficient using the Maxient system to receive, process, and archive student conduct cases.
- Direct the maintenance of the Office of Student Conduct webpage.

Zeitlin Sotheby's International, Nashville, Tennessee

2007 – 2022

Broker – Residential Real Estate Sales

- Managed a real estate business for over 15 years as a Broker with multi-million dollars in sales and referrals.
- Successfully represented buyers and sellers of residential real estate, including investors and luxury market clients, in Middle Tennessee.
- Utilized strong negotiating and contract skills to ensure my clients received the best deals possible.
- Served as an advisor to my clients and achieved a better than 97% client conversion rate of successful closings for selling and buying clients within one year.
- Earned multiple designations, including the Graduate Realtor® Institute (GRI) and Accredited Buyers Representative (ABR®).
- Was chosen by local industry leaders to participate in Leadership Greater Nashville Association of Realtors (GNAR) and Tennessee Association of Realtors (TAR).
- Selected among my peers to serve as the GNAR Chair of the Membership Committee.
- Elevated my skill level by completing the requirements to become a Broker days after eligibility.
- Was recognized by GNAR with the Education Award for multiple years.
- Incorporated efficiencies into my business by leveraging tools and technology to serve my clients better.

Cuyahoga County Prosecutor's Office, Cleveland, Ohio

2002 – 2005

Assistant Prosecuting Attorney – Adult Felony Unit

- Developed trial skills as a litigator by prosecuting criminal cases including drug, gang, domestic violence, sex crimes, and other misdemeanors and felonies.
- Used compassion and knowledge of the law to evaluate cases for presentation of plea bargain consideration.
- Promoted from the Juvenile Division Child Support Establishment Unit to the Juvenile Prosecution Unit within two years.
- Promoted from the Juvenile Prosecution Unit to the Adult Felony Unit within one year.
- Used negotiation, advocacy, writing, research, and communication skills.
- Managed a daily docket that included cases set for pretrial, preliminary, and suppression hearings and trials.
- Successfully argued before the Supreme Court of the State of Ohio.
- Drafted pleadings, motions, and briefs as part of the state's trial and appellate representation.
- Worked with opposing counsel on plea bargains, discovery, and trial preparation.
- Engaged with victims and witnesses to prepare them for hearings and trials.

Case Western Reserve University, Cleveland, Ohio

2000 – 2002

IRB Compliance Specialist for Auditing – Office of Research Compliance

- Practiced independent judgment to interpret and apply federal guidelines and university policy meant to ensure the ethical research involving human subjects, animals, and recombinant DNA (rDNA) while conducting audits of research protocols.
- Reviewed IRB applications to ensure principal researchers followed government, funding agency, and federal research protocol and guidelines.
- Conducted extensive audits of principal investigator/researcher protocols, including a review of data collection instruments, research procedures, and IRB reporting.
- Used practical communication skills to relay IRB audit findings to principal research investigators and university personnel.
- Conducted university-based training sessions aimed at research personnel about IRB procedures.
- Conducted university-based training sessions about the ethics of human subject research.

Education

2020 – 2022 **Trevecca Nazarene University, EdD – Professional Practice and Leadership**

2021 **Cornell University, Certificate**

- Women's Entrepreneurship

2018 – 2019 **Tennessee State University, Executive MBA**

- Honor Society of Phi Kappa Phi
- Beta Gamma Sigma Honor Society
- Alpha Kappa Mu Honor Society

1996 – 1999 **University of Kentucky College of Law, JD**

- Moot Court Board, Member
- Student Bar Association, Representative At Large
- Black Law Students' Association (BLSA), President
- Honor Council, Investigator
- CALI Award Winner for Litigation Skills

1993 – 1995 **University of Louisville, BA English**

- Dean's List
- Golden Key Honor Society

1989 – 1992 **Tuskegee University, Major: Electrical Engineering**

- Student Ombudsperson

Professional & Civic Presentations

2/2024 **2024 Annual ASCA Conference**
"The Invisible Institution: Hidden Challenges Experienced by
HBCU Administrators While Navigating the Student Conduct
Profession"
Portland, OR

2/2024 **2024 Annual ASCA Conference**
"Restorative Justice: The HBCU Way"
Portland, OR

5/5/2022 **Central Area, The Links, Incorporated**
"Legislative Issues and Public Affairs"
Panelist: Webinar

04/09/2022

The Links, Incorporated

"National HEAL Symposium: Our Health ... Our Power"

Panelist: Webinar

05/29 – 06/04/2019

Columbia University

"The Economic, Embodied and Ethical Implications of Black Culture as Global Capital"

Panelist: Paris, France

Professional Licenses Held

2008	The Supreme Court of Tennessee, Law (<i>Active</i>)
2007	Tennessee Real Estate Commission (TREC), Broker (<i>Retired</i>)
2001	The Ohio Supreme Court, Law (<i>Inactive</i>)

Professional Memberships

- Association of Student Conduct Administration (ASCA)
- National Association of Student Personnel Administrators (NASPA)
- The Honor Society of Phi Kappa Phi

Civic Memberships

- Nashville Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated – *Member*
- Nashville Chapter of Jack and Jill of America, Incorporated – *Life Member*
- Nashville (TN) Chapter of The Links, Incorporated – *Past President*
- Nashville Chapter of Charms, Incorporated – *Charter Member and Chapter Immediate Past President*
- Nashville Chapter of Les Gemmes, Incorporated – *Member*
- Memphis Chapter of The Moles, Incorporated – *Member*
- Nashville Chapter of The Chums, Incorporated – *Charter Member and Chapter President*

Board Service

- B.E. Academy for Girls
- Music City Children's Museum
- CABLE – 2024 ATHENA Traditional Award Nominee
- The Minerva Foundation
- Nashville Public Radio (WPLN)
- Renewal House
- Young Leaders Council