

# SHERRI S MIMS

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463 Dexter Avenue Mobile, AL 36604 | (251) 648-2217 | smims@tuskegee.edu

## ADJUNCT ASSISTANT PROFESSOR

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Accomplished career demonstrating consistent success within government, non-profit, and higher education levels. Seasoned in operating departments effectively and planning projects from beginning to end. Effective communicator with excellent management, organizational, and leadership strengths as well as the ability to budget and provide results.

## EDUCATION

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### Masters of Landscape Architecture, 2005

Auburn University, Auburn, AL

### Bachelor of Architecture, 2003

Tuskegee University, Tuskegee, AL

## ACADEMIC/ TEACHING EXPERIENCE

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- **ADJUNCT ASSISTANT PROFESSOR**, *Tuskegee University*, Tuskegee, AL 2023- Current
- **ASSITANT PROFESSOR**, *Tuskegee University*, Tuskegee, AL 2005- 2009

## COURSES TAUGHT

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- Introduction to Architecture I & II
- Architectural Design Studios
- Architecture Presentations I & II;
- Architecture Histories I & II
- Site Design

## PRESENTATIONS

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- 97th ACSA Annual Meeting - The Value of Design Portland, OR  
Poster/Abstract- *Relics of a Legacy* 2009
- IMCL/ International Making Cities Livable Conference Santa Fe, NM  
Paper Presenter- *The Built Environment & Healthy Communities* 2006

## SKILLS

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- Strong Leadership
- Planning and Coordination
- Grant Writing
- Communication
- Landscape Design
- Facility & Ground Maintenance
- Transportation Maintenance
- Management
- Budgeting
- Customer Service
- Accurate Financial Recording
- Proficient Microsoft Suite

## **PROFESSIONAL EXPERIENCE**

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BOYS & GIRLS CLUBS OF SOUTH ALABAMA

2021-Current

### **CO-LEADER & DIRECTOR OF FACILITIES & SAFETY**

#### **Duties performed:**

As Director of Facilities and Safety, I develop and conduct safety trainings for staff working with youth; conduct safety drills for all emergency purposes; work with first responders for proper training to obtain certifications; conduct and oversee inspections of all facilities (daily and monthly reports) includes HVAC, electrical, plumbing, roofing and structural issues. Work with local vendors to repair large maintenance repairs; oversee security services (cameras, alarm systems, mag locks, etc.); Perform (weekly and monthly) transportation inspections and maintenance servicing of fleet; developed five-year capital improvement budget; assisted club directors with their annual maintenance budgets and compile bids for emergency capital improvement projects. Liaison between BGCSA and insurance provider regarding policies ranging from general liability to employment practices liability.

As an appointed Interim Co-Leader, I handle daily operations and have daily oversight over Branch Operations, Safety & Facilities and Human Resources. I was selected for this role due to the transition and search for the next CEO of the Boys & Girls Clubs of South Alabama.

MOBILE COUNTY PARKS AND RECREATION, Mobile, AL

2016-2021

### **PARKS WILDLIFE MANAGER**

- Agricultural Pavilion
- Bayfront Park
- Chickasabogue Park
- Mobile County River Delta Marina and Campground
- West Mobile County Park
- Escatawpa Hollow Park and Campground
- Oddfellows Park

#### **Duties performed:**

Administrative work in directing the operations of Mobile County Parks; Developed annual and capital budget proposals and monitored expenses; Prepared recommendations for future developments with cost estimates; Collaborated with Environmental Services Department on joint capital projects; Directed, inspected and supervised beautification, maintenance and care of park facilities and properties; Supervised park coordinators, clerical staff and maintenance personnel; Trained, supervised and evaluated park coordinators and clerical staff; Maintained revenue, inventory and budget records; Developed and wrote grant applications for beautification and enhancement of parks; Identified potential park locations; Approved and directed a comprehensive athletic and sports program for all age groups; Developed policies and procedures for general park usage and staff (SOP-standard operating procedures); Kept personnel files current; Approved payroll; Prepared detailed reports; Responded to public and personnel complaints; Promoted park use through marketing and working with public relations staff; Surveyed park visitors and park neighbors; Served as liaison for County Commissioners for various projects throughout the community; Investigated crimes committed in the parks.

#### **Key Accomplishments:**

- Successfully managed multiple County Parks Annual Operational Budgets totaling \$2.7 million;

- Grant 2017 Recreational Trails Program (RTP) Awarded \$182,160: ADECA Alabama Department of Economics and Community Affairs;
- Infrastructure Projects/Capital Improvement Projects: Creating bid packages and assisting architects and landscape architects through design process for projects totaling over \$1.6 million;
- Mobile County Blue Ways Trail: Provided Digital Engineering with concept designs of floating canoe/kayak platforms and launches for sites to serve as historic markers, implement water trails and create water activity site specific to each location.

MOBILE COUNTY PARKS AND RECREATION, Mobile, AL

2009-2016

**PARKS OPERATIONS COORDINATOR**

- Agricultural Pavilion
- Bayfront Park
- Chickasabogue Park
- Mobile County River Delta Marina and Campground

**Duties performed:**

Developed cost estimates for various department repair, maintenance and improvement projects; Collected land use fees, made deposits at the bank, and completed monthly and daily revenue reports; Maintained departmental filing system; Kept track of daily maintenance data completed and filed; Kept time and payroll records; Assisted in compiling operational budget and monitor expenses; Planned, organized and oversaw the daily operational assignments of park beautification, maintenance, subordinate clerical and maintenance personnel, and land use administration; Trained and supervised subordinate clerical and laboring employees; Oversaw the daily land use of the grounds such as landscaping and horticulture; Over daily recreational use of grounds such camping (RV, tent, and cabins) and water activities (fishing, boating, and canoeing); Composed information packages and correspondence according to departmental guidelines; Made oral and written reports; Handle complaints and inquiries from other departments and the public; Have knowledge of landscaping and horticulture work.