

Cheryl Hudson Clemons

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PROFESSIONAL WORK EXPERIENCE

Chief Production Officer | Project Manager | Executive Assistant to CEO

The Saunders PR Group, Columbus, OH • 07-2019 – 10-2021

- Curated shorts for social media and digital advertising, resulting in increased engagement for clients
- Provided strategic direction and vision for the company and clients resulting in enhanced content for clients
- Fundraised, outlined marketing strategies, and acted as a liaison between the city's public and private community groups, resulting in increased community awareness of client services

Destination Service Consultant

**IOR Global Services, Columbus, OH • 2021 – 2022*

**Cultural Awareness International, Columbus, OH and Los Angeles, CA • 06-2015 – 09-2019*

- Aid clients to obtain essential assets (ex: social security, bank account & driver's license), allowing them a successful transition to life in the USA
- Negotiate and provide non-legal lease reviews for clients, providing settling-in services-
- Connect clients and their families with local resources, including libraries, healthcare facilities, and park districts so they can become familiar and establish bonds in their new communities

Multimedia Producer | Project Professional

El Camino College, Torrance, CA • 11-2007 – 10-2019

- Created content for multiple audiences & college staff and faculty
- Aligned programs as key member of the Library Learning Resources team, which met the college's mission to promote a productive learning environment and provide resources to students, faculty & staff
- Developed new department policies and procedures for the college's TV station and programming resulting in an updated distance education program
- Managed all aspects broadcasts and video production, including concept development, scriptwriting, interviewing guests, graphics development and editing

Finance Trader

BMO/Nesbitt Burns/Harris Bank, Chicago, IL • 01-1985 – 07-1994

Government Securities Series 7 License – General Securities Sales Rep.

- Managed financing of the Banks overnight treasury long/short-term government bond and T-bill positions
- Recommended investment buy/sell transactions for banks traders and brokerage houses
- Conducted performance reviews

EDUCATION | PROFESSIONAL DEVELOPMENT

Certificate – Digital Video Production

Certificate – Private Investigator

Master's Degree – Journalism & Public Affairs

Bachelor's Degree – Business Administration

Columbus State Community College | Columbus, OH May 2023

California State University, Fullerton | Fullerton CA June 2018

American University | Washington, DC August 1995

California State University, Fullerton | Fullerton CA August 1985

SKILLS

Logistics and live events

Oral and written communications

Communications and storytelling, scriptwriting

Video production and editing

Community engagement and outreach

Languages: Spanish and French (Elementary)

Fiscal management – 15+ years banking and financial planning

Proficiencies:

Microsoft Office, Word, Outlook, PowerPoint, Adobe Premiere, Adobe Audition, Final Cut Pro, Apple applications

VOLUNTEER EXPERIENCE / COMMUNITY SERVICE



Homemaker | Manager NBA Coach Jim Clemons & family, 9-1995 – Present

- I manage my husband's professional schedule and our household as a principal occupation.



Board of Director Member – Hometown Fair 2017-2019, Manhattan Beach, CA

- Serve as board member, responsible for the administration T-shirt merchandising



Commissioner – Manhattan Beach Library 2014-2015, Manhattan Beach, CA

- Serve in an advisory commission appointed by the Manhattan Beach City Council regarding library services and act as liaison between the city and public/private community groups



Leadership Manhattan Beach Class of 2009, Manhattan Beach, CA

- Graduate and member of program, which is a non-profit organization that develops community leaders, the emphasis is on results and teamwork