



## CONTACT

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📍 Atlanta GA

## EDUCATION

**University of Dayton, Dayton, OH**  
Jan. 2024 – Present

Doctor of Education in Leadership

**Clark Atlanta University, Atlanta, GA**  
Aug. 2016 – May 2021

Master of Business Administration  
Concentration: Marketing & Finance

## EXPERTISE AND SKILL

- Leadership
- Process Improvement
- Conflict Resolution
- Effective Communication
- Time Management
- Supply Chain/ Logistics
- Change Management
- Cost Control
- Budget Variance Analysis
- Risk Management
- Event Planning
- Office Management
- Contract Negotiation
- Expense Reconciliation
- Team Building
- Quality Control
- Stakeholder Management
- Problem Solving
- Adaptability
- Technical Skills

## MEDIA PROFILE

- [www.linkedin.com/in/new777](https://www.linkedin.com/in/new777)

## JUSTIN J VELEZ

### Project & Programs Manager

Justin is an experienced Project Manager in his third term as a doctoral candidate at the University of Dayton. He is well versed in developing and executing projects that enhance performance and productivity. Velez is also Credible in establishing strong business partnerships across multi-functional stakeholders, both internally and externally. His past projects have exemplified his ability to facilitate change management that contributes to operating consistency throughout a project's lifecycle. Current and former colleagues regard him as Solutions driven with a proven history of brokering change and retaining key talent.

## WORK EXPERIENCE

### CASEY FAMILY PROGRAMS

Aug. 2023 – Present

#### *Project Manager*

- Created and led all planning efforts and programming for the inaugural Southern Hub initiative including the approval of one-Million-dollars of internal funding.
- Developed comprehensive project plans including timeline, stakeholder engagement and resource allocation.
- Identified potential risks and developed mitigation strategies to ensure project success and excellence in quality control.
- Monitored project involvement, tracked expenditures, and ensured financial efficiency executing the first year's cohort retreat, \$200,000 under budget.
- Implemented the OODA loop, conducting continuous methodology evaluation to identify successful elements and areas for improvement.
- Negotiated the projects year two renewal securing an additional \$800,000 in external funds.

### EMORY UNIVERSITY

Sept. 2020 – Aug. 2023

#### *Project Manager*

- Founded and managed the Office of Research Developments first ever boilerplate library serving all schools within the University.
- provided project management and proposal development support to faculty research teams who engaged the Office of Research Development (ORD) on mega grant proposal submissions.
- Managed grant submission process for over \$985 Million in research awards from 2022 to mid-2023.
- Delivered comprehensive proposal and iterative budget development support for mega grant proposals.
- Gave crucial advisement and proposal development support to faculty research teams who engaged ORD on mega proposal submissions, also supported a plethora of the office's strategic initiatives.

### CITY OF ATLANTA

Jan. 2017 – Sept. 2020

#### *Programs Manager*

- Ensured programmatic compliance in accordance with HUD regulation and the federal Office of Management and Budget for over Fifty nonprofit agencies (subrecipients) within the Atlanta metropolis.
- Assisted in the inception of Atlanta's Department of Grants and Community Development (DGCD) born out of the Department of City Planning (DCP).
- Directly assisted in managing compliance for over \$75 Million in grant funding.
- Monitored and advised project sponsors administering programs under the HOPWA (Housing Opportunities for Persons with Aids) program, providing technical assistance in all areas of noncompliance.
- Improved fiscal and performance activities regarding grant compliance, securing the largest HUD Section 8 funding increase in the department's history.
- Managed and compiled all DGCD compliance reports for direct submission to HUD and the mayor's executive office.