

Pa-Lamin Sarr

507 South Cherry Street

Murray, KY 42071

(270) 978-1403

villapalamin@yahoo.com

EDUCATION

Murray State University, Murray, Kentucky

Masters in Organizational Communication (December 2006)

University of the Gambia, Gambia

Bachelor of Science in Business Management with a minor in Marketing (January 2004)

SPECIAL SKILLS

- Recruitment, hiring and retention
- Motivation and advisory skills
- Excellent communication, interpersonal and public relations skills
- Highly innovative
- Ability to remain calm in difficult situations
- Dedication and commitment
- Good team player
- Development of marketing campaigns, customer care training manuals, course outline and teaching materials, health campaigns, business plans
- Excellent persuasion, argumentation and conflict resolution skills
- Market research skills

EXPERIENCE

Womack & Carter Options, LLC (April 2007 – Present)

SCL Provider (Services for Community Living)

Case Manager

Budgeting (Development of, authority to, and accountability to)

Develop company budget based on income and expenditures for the fiscal year.

Implement, monitor and control expenditures to make sure limits of the budget are maintained.

Review budget bi-annually and take corrective measures if necessary.

Disperse/Allocate funds for various activities of the organization.

Policies and Procedures (development, review and implementation)

Develop policies and procedures manual.

Review/ Evaluate policies and procedures to ensure they are working well for the company.

Revise policies and procedures yearly by conducting interviews with employees to see which ones work and which ones don't.

Train employees on policies and procedures.

Implement/Enforce policies and procedures.

Supervision (including evaluation of employees)

Monitor the jobs of the Direct Service Providers (DSPs) and Residential Managers (RMs).

Conduct monthly meetings with DSPs and RMs on job processes.

Hold quarterly evaluations for DSPs and RMs.

Supervise the activities of DSPs and RMs.

Personnel Administration (benefit management, hiring and termination)

Screen potential employees to make sure they are competent and compatible with the current office staff.

Interview potential DSPs and RMs.

Hire DSPs and RMs.

Train new DSPs and RMs.

Promote and provide incentives/ benefits packages for DSPs and RMs.

Apply disciplinary measures on DSPs and RMs including suspension and termination.

Western Kentucky Football Club (WKYFC) (July 2007 to July 2008)**Murray Calloway County Soccer Association (MCCSA) (July 2008 to Present)****Assistant Coach**

- Provided leadership and motivation appropriate for each occasion.
- Created opportunities for players to learn and to develop soccer skills, sportsmanship, and the values of athletic competition.
- Provided, in writing, practice information and game schedules to players and parents.
- Involved parents of players in the management of the soccer team.
- Managed the care and use of team equipment provided and return all equipment to the equipment chairman at the end of the season.
- Ensured that each player plays at least one half of the game before any player plays the entire game.
- Encouraged players and parents to notify the coach when a player must be absent from a practice or a game.
- Had practice and game strategies prepared.
- Reported all injuries requiring medical attention, in writing, to the Association President.
- Ensured the health and safety of the players and assure control of all players at all times.
- Controlled sideline spectators during games.
- Brought to the attention of the Association all situations that may become a problem and attend meetings called by the Association President.
- Took a copy of each player's registration (Emergency Information) form to each practice and game.
- Had an end of the season team party; hand out awards to all players.
- Provided a positive environment that ensures that the players and the parents have fun and enjoy the sport of Soccer.

Murray State University (January 2005 – December 2006)**Special Services for Students with Learning Disabilities (SSLD)****Graduate Assistant**

- Proctored exams for students with learning disabilities.
- Tutored students.
- Mentored students.
- Assisted students with academic and personal issues.

- Kept up-to-date information on students.
- Advised students.
- Assisted students in meeting deadlines.
- Motivated students to stay in school.

Murray State University (Summers 2005, 2006)

Adventures in Math and Science (AIMS)

Head Residential Advisor

- Supervised and coordinated the activities of five residential advisors.
- Ensured the well being and safety of 50 high school students.
- Made sure students' personal needs were met in residence halls.
- Worked as a team leader and mentor for residential advisors.
- Organized activities to keep students engaged.
- Enforced rules and regulations of the program.
- Mediated conflicts.
- Acted as liaison between staff, students and management.

Mandingo Language Instructor

- Developed syllabus and course outline for Mandingo language class.
- Helped students learn Mandingo language and culture.
- Helped students understand the significance of globalization.
- Helped students appreciate other cultures different from their own.
- Gave students a realistic view about Africa.
- Helped students achieve a broader world view.

Physical Education Instructor

- Helped students understand the importance of staying healthy.
- Helped students see the importance of exercising.
- Helped students stay active and stay away from drugs.
- Helped students set and meet goals.
- Helped students to be committed.
- Helped students realize the importance of commitment, hard work, dedication and discipline.

**amRa Consultancy Company (Advertising, Marketing, Research Agency) Gambia
(January 2004 to December 2004)**

Marketing Officer

- Supervised five sales agents.
- Conducted interviews, recruited and hired employees.
- Conducted market research.
- Developed marketing and advertisement campaigns.
- Updated database with new information.
- Served as Sales Agent when necessary.
- Performed other administrative duties required.
- Assisted with accounting functions.
- Interviewed job applicants.

REFERENCES

Enclosed

Pa-Lamin Sarr
507 South Cherry Street
Murray, KY 42071
(270) 978-1403
villapalamin@yahoo.com

REFERENCES

Mr. Mike Smith
Program Director
Womack-Carter Options LLC,
404N 4th Street, Suite D
Murray, KY 42071
(270) 767-1544 (Office)
(270) 293-7825 (Cell)
marbusmiff@hotmail.com

Ms. Cindy Clemson, Coordinator
Special Services for Students with Learning Disabilities (SSLD)
Murray State University
423 Wells Hall
Murray, KY 42071
(270) 809-2018
cindy.clemson@murraystate.edu

Dr. Stephen Cox, Chair and Associate Professor
Department of Organizational Communication
Murray State University
312 Wilson Hall
Murray, KY 42071
(270) 809-4484
steve.cox@murraystate.edu

Mr. Sam Jaiteh, Registrar
University of The Gambia
Administration Building Kanifing
P.O. Box 3530 —Serrekunda
The Gambia
Telephone: (220) 4372213 – 4395065
Fax: (220) 4395064
unigam@quanet.gm