

## Application Form

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### Profile

\_\_\_\_\_ Janet \_\_\_\_\_ E \_\_\_\_\_ Harvey \_\_\_\_\_  
Prefix First Name Middle Initial Last Name Suffix

j.elaine.harvey@gmail.com  
Email Address

455 Andergren Drive \_\_\_\_\_  
Home Address Suite or Apt

Harrisonburg \_\_\_\_\_ VA \_\_\_\_\_ 22801  
City State Postal Code

### How many years have you been a resident of Harrisonburg?

5

Mobile: (540) 451-1617 \_\_\_\_\_  
Primary Phone Alternate Phone

Bridgewater College \_\_\_\_\_ Student Accounts Coordinator \_\_\_\_\_  
Employer Job Title

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**Demographics** - *(Submission of this information if voluntary and will not subject you to any adverse treatment should you chose to not complete)*

### Ethnicity

African American

### Gender

Female

### What is your age?

50+ years old

### Are you reapplying for a current position you hold? \*

No

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### Which Boards would you like to apply for?

Harrisonburg Redevelopment and Housing Authority (HRHA): On Agenda

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### Interests & Experiences

Janet E Harvey

Please tell us about yourself and why you want to serve.

**Why are you interested in serving on a board or commission?**

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Serving on the board would provide an opportunity as a citizen to participate, make decisions, and manage change as part of an advisory group to the local government for issues and policies relating to housing regulations and growth/change in community development.

**What other interests or concerns do you have regarding the community?**

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Living Wage barriers that disallow citizens to obtain home ownership for wealth building Affordable Housing (fair access) Safe Housing

**What relevant experience or education do you have to this board or commission?**

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MBA/Technology Management, University of Phoenix, Philadelphia, PA BA, Business Organizational Management, Cabrini University, Radnor, PA Paralegal, Southern Title Company, Virginia Beach, VA

**Please list any past or present community involvement e.g. City Council, Boards and Commissions, Citizen Academy, etc. in Harrisonburg or elsewhere:**

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Harrisonburg Rockingham Living Wage Campaign, Steering Committee Member, Harrisonburg, VA, 2020 Valley Alliance for Education- Augusta County K1-12, Board Member, Fishersville, VA, 2014 Sentara Health Advisory Board Harrisonburg, Board Member, Virginia, 2014 Blue Ridge Community College, Personal Enrichment Committee, 2013 Optima Health Advisory Board, Board Member, Charlottesville, VA, 2013 Woodrow Wilson Rehabilitation Center Foundation, Board Member, Fishersville, Virginia, 2012 Vector Industries, Board Member, Waynesboro, Virginia, 2012 Waynesboro Area Learning &Technology Center (WALT) Founder, Waynesboro, Virginia 2010 Juvenile Diabetes Foundation International, JDF Team Captain, Collegeville, PA We're Strictly Business Investment Group, President, Philadelphia, PA Purchasing Management Association of Philadelphia, Chairperson for Vendor Exhibitions, Philadelphia, PA Legal Purchasing Association, Founder, Philadelphia 1991 Norfolk Democratic Women's Club, President, Norfolk, Virginia

[Janet Harvey -  
Resume\\_01122023.doc](#)

Upload a Resume

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**EPSAC Applicants only**

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**Bike/Pedestrian Subcommittee Applicants only**

# Janet E. Harvey

455 Andergen Drive | Harrisonburg, Virginia | 22801 | [j.elaine.harvey@gmail.com](mailto:j.elaine.harvey@gmail.com) | Phone: 540.451.1617

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## PROFESSIONAL EXPERIENCE

### **The Arc Harrisonburg and Rockingham County** Director of Administration

2019-Present

- Develop and forecast annual budget with Executive Director for long-range plans to support The Arc's mission
- Supervisor providing support to the Executive Director and staff members, maintain regulatory compliance
- QuickBooks administrator including reconciling, auditing, budgeting and financial analysis and reporting
- ADP payroll processor for twenty-nine employees producing payroll, taxes, time scheduling, benefits and audit reporting
- Liaison managing annual audit with Tate Financial and Brown Edwards Accounting Firm
- Project Manager and implementation of SALSA CRM platform, a donor management database- Implemented 2019
- Manage SALSA (CRM) database, including troubleshooting, maintenance, updates and reporting
- Project Manager, The Arc MLK Day of Service, 1st Annual Food Drive City of Harrisonburg, coordinated distributed from three locations: Lucy Simms Educational Center, Open Doors Homeless Shelter and Rockingham Food Pantry; feed a population of 801 individuals. Implemented January 2021
- Manage insurances; executive, health, life, vision, dental and short-term liability- Implemented EASE On-line Insurance Benefit Enrollment Platform 2021
- Develop annual budget and long-range plans with Executive Director to support The Arc's
- Manage all items related to negotiations of equipment purchases, leases and renewals
- Project Manager implemented Cloud 9- VoIP, Implemented November 2022
- Developed new employee training orientation for state and federal regulations
- Execute fundraising efforts to support financial goals

### **Harrisonburg City Public Schools, Harrisonburg, VA** Substitute Teacher

2018-2019

- Assisted with classroom instruction in the absence of a lead teacher
- Administered and comprehend substitution teaching instructions
- Provided students with self-introductions, and engage them in conversation and activities
- Promoted a positive classroom environment in order to maximize the education and learning of students
- Worked with counselors, parents and support staff to promote positive student behavior

### **Waynesboro Area Learning & Technology Center, Waynesboro, VA** Executive Director

2010-2018

- Founder, created and managed two non-profit computer technology training centers (CTTC) for adults and youth; downtown Waynesboro and the Rosenwald Recreational Center
- Developed annual budget with board member for operations
- Supervised and trained staff, trainers and volunteers for community outreach expansions
- Trained and developed adults-youth (disadvantaged) through access to computers and training courses, soft skills development, life skills workshops, job readiness training and health awareness session
- Developed technology skills of individuals for education, employment and job placement
- Supervised program initiative design, delivery and monitored quality to sure services

- Built partnerships with twenty community agencies to extend training programs to narrow digital divide
- Coordinated in-house and off-site training workshops in Microsoft Office Suites, QuickBooks, keyboarding, python coding, Lego robotics and technology for seniors-absolute learners

**Quest Diagnostics, Collegeville, PA**

2010-1998

Systems/Database Specialist

- Central data management for 70 diagnostic laboratory facilities utilized Oracle Business Suites (SCM)
- Co-managed large projects for data conversions and system integration for acquisitions of American Medical Laboratory, Unilab, Cardinal and Fisher Healthcare, Lab One, Focus Diagnostics, Ameripath Anatomic Pathology, Specialty Laboratories, India and Mexico
- Compliance: Provided oversight and training for departmental audits for Sarbanes Oxley, Price Waterhouse Cooper, Ernst and Young. Maintained a 5-year record, no audit findings
- Trained personnel on-line to PeopleSoft and Microsoft applications in-house and off-site locations
- Coordinated project management tasks using Six Sigma methodology and tools
- Co-Managed EDI Interface for electronic transmission of purchase and invoice orders

Business Development Analyst (a promotion 2000-2001)

- Assisted the US Sales and Global Directors of New Product Development/in managing 10-Business Development Executives; coordinated new product launches in diagnostic testing.
- Reduced distribution costs by 57%; managed mailings, sales materials and price increase notifications.
- Developed customer segmentation model based on service costs, demographics and order pattern.
- Developed database to extracted data for service and financial projections.

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**EDUCATION**

University of Phoenix, King of Prussia, PA

- Master of Business Administration-Technology Management

Cabrini College, Radnor, PA

- Bachelor Degree - Business Organizational Management

Notary Public Commonwealth of Virginia – Commission Expires October 31, 2025

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**TECHNICAL SKILLS**

ADP Payroll, SALSA Customer Relationship Management (CRM), QuickBooks On-line 2020, Dial Pad VOIP, Microsoft Office Suites, Database Management, Google Workspace, Oracle Business Suites (SCM), Visio, PeopleSoft 8.8, Social Media Platforms, Hoot Suite, Constant Contact, Google Classroom and Google Docs.

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**RELATED EXPERIENCE**

- Adjunct Professor – Business Department, Blue Ridge Community College, Virginia
- Senior Buyer – J.A. Jones Management Services, Philadelphia, PA
- Purchasing Agent- Wolf, Block, Schorr and Solis, Cohen, Philadelphia, PA
- Executive Assistant- Auxiliary Services, Old Dominion University, Virginia
- Paralegal- Southern Title Company, Virginia Beach, Virginia
- Private Paralegal- Bruce Tyler, Attorney, Afton, Virginia