

CARLTON DUBOIS McCLAIN

Kansas City, MO

EDUCATION

UNIVERSITY OF MISSOURI – KANSAS CITY

Bachelor of Arts in Urban Studies, Concentration in Community Development & Housing

Kansas City, MO

December 2014

- Recipient of the “Cum Laude” Medallion (2014)
- Corinthian Ricks Nutter NAACP Scholar (2010)

EXPERIENCE

ENPROVERA CORPORATION

General Clerk I

Lee’s Summit, MO

February 2019 – June 2020

- Created physical and electronic files, and conducted audits for file locations
- Sorted, labeled, routed, received, consolidated, organized, replaced, assembled, and disassembled physical files on shelves

EVCOMAC REALTY GROUP, LLC

Director of Data Analytics, Content Marketing, & Technical Support

Kansas City, MO

September 2016 – December 2018

- Established a set timeframe for hours of operation; and developed, revised, and published fundamental resources for the organization such as PowerPoint presentations, agendas, and brief biographies for the company’s founding members
- Managed the finalization of the company’s official emblem, in addition to formulating press items for the company, including, but not limited to, a website, a brochure, business cards, presence on social mediums, and a promotional video

CERNER CORPORATION

Business Consultant

Kansas City, MO

February 2016 – August 2016

- Matriculated through the four-week Cerner Corporation OpsAcademy program with a passing score, and gained insightful and critical exposure to relevant tools and skills such as Cerner Millennium, Navigator, and My Business Intelligence (BI)
- Maintained and improved data integrity by organizing client mnemonic information in respect to Cerner Corporation’s Quality Reporting records through the utilization of telehealth programs such as Bedrock, CMTCERT, File Share, JIRA, and PowerChart to ensure and oversee that clients (medical centers, clinics, and hospitals) maintain excellence as a standard in regard to reporting, data archiving, and Electronic Health Record (EHR) information

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

Pathways Intern, Office of Field Policy and Management (FPM)

Kansas City, KS

June 2014 – August 2014

- Updated the Customer Service Plan for the Kansas City regional office of HUD by reviewing, contrasting, comparing, and summarizing plans from other regions in relation to Region VII’s Plan
- Reported 10+ examples of housing and/or land trusts for affordable housing and composed a summary of their respective functions enabling leadership to better serve underprivileged communities

LEADERSHIP / VOLUNTEER

NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE (NAACP)

Youth Council President, Johnson County Branch

Johnson County, KS

April 2007 – April 2009

- Led and expanded the youth organization through word-of-mouth dissemination efforts
- Composed the Youth Executive Officer report and prepared multiple agendas for monthly meetings to educate and inform members of the demographic and socio-economic issues affecting minority youth across the United States
- Educated the youth on the importance of the NAACP and eliminated their false perception that the organization is outdated by piquing the interest of members with the use of multimedia presentations, videos, and influential guest speakers

COMMUNITY SERVICE

Volunteer

Kansas City, MO

August 2006 – October 2014

- Earned 75+ hours of community service by distributing meals to food-insecure children, tutoring students ages 6 to 10 in reading comprehension, and picking up roadside litter in an effort to improve the environment

SKILLS

- Author of two books, entitled, “Poetic Ruminations of A Lyricist,” and “Mulattoes in the Postbellum South and Beyond: The Invisible Legacy of an Afro-European People, Custom, and Class in America’s Binary and Three-Tier Societies”
- Languages: Spanish (fluent), French (fluent), and German (conversant)