

# City of Memphis



TENNESSEE

A C WHARTON, JR.  
MAYOR

September 3, 2010

The Honorable Jim Strickland, Chairman  
Personnel, Intergovernmental & Annexation Committee  
City Hall - Room 514  
Memphis, TN 38103

Dear Chairman Strickland:

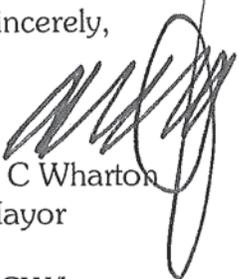
Subject to Council approval, it is my recommendation that:

***Carolyn A. Goodwin-Willett***

be appointed to the Health, Education and Housing Facility Board with a term expiring December 31, 2010.

I have attached biographical information.

Sincerely,

  
A C Wharton  
Mayor

ACW/lar

c: Council Members



# City of Memphis

## BIOGRAPHICAL INFORMATION APPOINTMENT TO BOARD/COMMISSION

Health Educational & Housing Facility Board  
BOARD/COMMISSION

Name: Carolyn M. Goodwin-Willett Race Black M  F

E-Mail Address: geecarolynm@aol.com Fax 775-2815

Profession/Employer: Kiddie Kollege Child Care Center

Business Address: 1981 E. Person Ave zip 38114 Phone: 775-2814

Education: BS-Education (Memphis State) Masters Early Childhood Ed  
Affiliate Real Estate Broker, Certified Playground Inspector (I of M)

Name of Spouse: Eugene Willett Number of Children: 2

Home Address: 1266 Castalia Street Phone: 725-9583

City: Memphis State: TN Zip: 38114

I certify that I am a resident of the City of Memphis (Unincorporated areas and surrounding counties are not considered). Yes  or No  If yes, how long? 61 years

Professional Organization/Associations:

National Association for the Education of Young Children, TN Association  
For the Ed. of Young Children Memphis Association of the Young Child, NAAEP &

Other Organizations/Association:

Trustee - Magnolia Baptist Church National Black Child Development  
Castalia/Parkway Block Club, Glenview Neighborhood Association Institute

Other Interests:

- Community Development
- Inter-city Housing (affordable, top grade)
- Child Safety in Memphis
- Making Memphis a safe place for everyone

Signature Carolyn M. Goodwin-Willett Date 8/16/10

# Carolyn Goodwin Willett

1266 Castalia Street ♦ Memphis, TN 38114 ♦ (901) 725-9583 (H) 775-2814(O) ♦ geecarolynm@aol.com

## Profile

Motivated, personable business professional with multiple college degrees and a successful 30-year track record of profitable small business ownership. Talent for quickly mastering technology. Diplomatic and tactful with professionals and non-professionals at all levels. Accustomed to handling sensitive, confidential records. Demonstrated history of producing accurate, timely reports meeting.

Flexible and versatile – able to maintain a sense of humor under pressure. Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

## Professional Experience

### COMMUNICATION: REPORTS/PRESENTATIONS/TECHNOLOGY

- ♦ Prepare complex reports for federal agency requirements and tight deadlines.
- ♦ Author professional correspondence to customers and vendors.
- ♦ Design and deliver series of classes for childcare professionals.
- ♦ Communicate effectively with parents, students, teachers and other professionals.
- ♦ Rapidly learn and master varied computer programs
- ♦ Manage investment properties
- ♦ Coordinate renovation of properties for sale

### CUSTOMER SERVICE/MARKETING/PROBLEM SOLVING

- ♦ Oversee front-office operations and provide impeccable customer service:
  - ♦ Built a clientele supported by 80% referral business.
- ♦ Develop and implement strategic marketing plan for business:
  - ♦ Launched a thriving private practice, building revenue consistently each year.
  - ♦ Presentations resulted in standing-room-only crowds of 50+.

## Professional Experience, continued

### MASTERY & ORGANIZATION

- ♦ Manage all aspects of day-to-day operations as center Director.
  - ♦ Facility rental/maintenance.
  - ♦ Finances: accounts payable/receivable, invoicing, insurance billing, budgeting.
  - ♦ Supervision of a total of 21 childcare professionals, drivers and cooks.

## Employment History

**KIDDIE KOLLEGE Childcare Center – Memphis, TN - Director – 1993 - Present**

**AFFILIATE REAL ESTATE BROKER , Memphis, TN – 1970 - Present**

**REGIONAL DRUG PREVENTION COORDINATOR – Memphis, TN – 1989 – 1993**

**DIRECTOR of CONSUMER & SOCIAL SERVICES, Memphis Health Center - 1985 – 1989**

**SOCIAL WORKER, JAMES Hayes Health Care, Memphis, TN – 1984**

**JOB DEVELOPER, LeMoyne-Owen College, Memphis, TN – 1980- 1984**

**SENIOR SOCIAL COUNSELOR, TN Dept. of Human Services – 1975 – 1980**

**TAX EXAMINER , Internal Revenue Services, Memphis, TN – 1972 - 1975**

# Carolyn Goodwin Willett

1266 Castalia Street ♦ Memphis, TN 38114 ♦ (901) 725-9583 (H) 775-2814(O) ♦ [geecarolynm@aol.com](mailto:geecarolynm@aol.com)

## EDUCATION

**UNIVERSITY OF MEMPHIS, Memphis, TN**

Masters of Education – Early Childhood - 2006

**MEMPHIS STATE UNIVERSITY – Memphis, TN**

Bachelors of Arts (1973) – Secondary Education

**UNIVERSITY OF TN/UMS , Memphis, TN**

Real Estate Principles, Financing & Law