

## DEBORAH A. JOHNSON-BLAKE, D.M.

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[www.deborahjohnsonblake.com](http://www.deborahjohnsonblake.com)

### SUMMARY OF QUALIFICATIONS

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A visionary leader with over 25 years of extensive management experience across commercial, nonprofit, and academic sectors. Proficient in community engagement, quality control and assurance, corporate training, and time management expertise. Demonstrated capability in overseeing budgets and capital campaigns exceeding \$120M and effectively managing employee relations in a growth-focused environment. Known for fostering innovation and spearheading the development of adaptable, scalable solutions to address consumer and organizational challenges. Proven history of driving revenue growth, achieving exceptional student outcomes, and cultivating unwavering brand loyalty.

### LEADERSHIP COMPETENCIES

- Budgets/Fiscal Controls
- Community Affairs/Outreach/Engagement
- Contract Negotiations Development
- Consulting
- Corporate Trainer (F2F and Virtually)
- Donor Cultivation
- Event Production
- Foundation Board Development
- Fundraising/Grant Writing
- Institutional Research
- Organizational Effectiveness
- Performance Management
- Professional and personal development training
- Quality Control/Assurance
- Relationship Building
- Time Management Expert
- Writer/Editor

### EDUCATIONAL ATTAINMENT

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UNIVERSITY OF PHOENIX <i>Doctor of Management in Organizational Leadership</i>	Phoenix, AZ 2010
TROY STATE UNIVERSITY <i>Master of Public Administration in Public Management</i>	Atlanta, GA 2001
OLD DOMINION UNIVERSITY <i>Bachelor of Arts in Political Science</i>	Norfolk, VA 1985

### PROFESSIONAL BACKGROUND

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THE WRITING PAD, LLC <b>CEO</b>	Atlanta, GA 2015-present
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The Writing Pad, LLC is a professional writing, editing, training, consulting, and coaching company that provides customized solutions to help clients achieve their goals. We offer various services, including writing, editing, and training. The Writing Pad, LLC's mission is to provide our clients excellent customer service and help them achieve their goals. We believe that clear and concise writing is essential for success in today's world, and we are committed to helping our clients communicate effectively. We are a team of experienced and professional writers, editors, and trainers who are passionate about our work and committed to providing our clients with the best possible service.

LIBERTY UNIVERSITY <i>Associate Professor/Dissertation Chair/Subject Matter Expert</i>	Lynchburg, VA 2010 to Present
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Execute administration functions for and train faculty members in Servant Leadership BUSI 502 instruction nuances. Collaborate with the School of Business' assessment coordinator to augment course and module objectives while enhancing student achievements. Periodically redesign, develop, and modify online/distance education curricula to mirror industry trends. Help students work towards achieving satisfactory academic progress and success. Commendably perform other administrative duties regarding the course as assigned.

- Successfully submit suggestions to the School of Business regarding correction modifications to the course to ensure continuous improvement.
- Serve as a facilitator to help students succeed by incorporating and applying real-world scenarios and personal and professional knowledge to convey instructional material.

CONCORDIA UNIVERSITY

Austin, TX

**Office of Doctoral Studies –Research Committee Chair**

2016 to 2020

Serve on a three-member collaborative research team in various roles, including Chair, Content Reader, and Content Specialist committed to assisting with developing doctoral candidates' research projects, specifically regarding philosophical, paradigmatic, and theoretical issues. Formerly served at Concordia Portland 2016-2020.

WEST GEORGIA TECHNICAL COLLEGE

LaGrange, GA

**Contracted Corporate Trainer, Economic Development**

2017 to 2020

- Conduct and facilitate training classes to teach new skills and knowledge, including soft skills training.
- Deploy the latest teaching techniques to a corporate training environment.
- Ensure that training classes are vibrant and entertaining to engage participants.

ATLANTA TECHNICAL COLLEGE

Atlanta, GA

**Director, Continuing Education**

2010 to 2016

Led day-to-day operations and managed a \$120M budget for specialized short-term, non-credit professional, and workforce development programs at main and satellite campuses. Oversaw salary and wage accounts for a team of 28 adjunct faculty members and college personnel to ensure new business and industry partnerships and fiduciary outcomes were profitable. Reviewed faculty credentials to ensure compliance and the ability to teach. Streamlined and analyzed continuing education training (online/distance education and in-person) needs for local commercial enterprises, municipalities, and individual students. Created and maintained a high-performance environment characterized by positive leadership and a strong team orientation within the administration; maintained knowledge of current trends, developments, and curriculum and instruction by attending staff development training, workshops, seminars, and conferences and reading professional literature in the related vocational field.

- Preserved 85% grant approval percentage. Served as the AARP Foundation BACK TO WORK 50+ Program Director for the \$123M grant. Grant management also spanned to managing \$15M for the American Association of Community Colleges (AACC) plus50 Program focusing on students enrolled in healthcare, education, and social sciences programs.
- Implemented vendor fee-based registration system and acquired sponsors during the annual health wellness expo. The College (SGA) has no longer incurred event production costs for several years.
- Community Outreach efforts included serving as International and Human Resources Liaison to a delegation traveling in Saudi Arabia and as Summer reading enrichment program coordinator for underserved youth.
- Served on the Institution's Southern Association of Colleges and Schools (SACS) Accreditation Review Committee as a Reader to ensure narratives were written in compliance with the standards.

**Conference Coordinator**

2005 to 2010

Full accountability for the \$100M budget, strategic planning, brand marketing, contract negotiation, and vendor oversight. Developed and expanded the Cleveland L. Dennard Conference Center, guiding the start-up and management of a 20,000-square-foot full-service event facility available to personnel, students, and business/

community partners. Aligned with senior stakeholders to create protocols and select customized event management software for the center. Assisted Vice-President in improving economic development opportunities in surrounding communities and increasing revenue through conference center leasing.

- Played a crucial role in ensuring the successful launch of the Cleveland L. Dennard Conference Center—structured and implemented programs and policies in event management, meeting packages, and incentives.
- Fostered positive community and business relationships conducive to increasing revenue by 15% annually.
- Negotiated 36 vendor invoices, saving the institution \$10,000 annually. Reduced operation expenses by 10% annually through meticulous record management. Ensured that the organization did not pay for unnecessary expenditures.

***Institutional Research Specialist***

2003 to 2005

Fulfilled survey development, data collection, and submission of institutional characteristics report to external entities. Assisted the Executive Vice-President in supporting the fiduciary needs of the College's foundation board of trustees by successfully conducting donor and grant research and proposal writing. Insured internal compliance with local, state, federal, and accreditation agency policies and procedures. Analyzed data and prepared comprehensive reports based on the analysis.

- Served as Ambassador in the delegation for the international technical College named Felix Fechenbach Berufskolleg, structured the Halle Exchange program in Detmold, Germany.
- Successfully planned and prepared for fundraisers, board meetings, and other special events.
- Conducted and completed annual assessments and the College's strategic plan updates.

**PUBLICATIONS**

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Johnson-Blake, D. A. (2023). *The time management diva journal*. KDP-Amazon Publishing.

Johnson-Blake, D. A. (2023). *Top ten tips to better productivity*. KDP-Amazon Publishing.

Johnson-Blake, D. A. (2020). *Being the best you: Intentional journaling and planning to take back your time*. KDP-Amazon Publishing.

Johnson-Blake, D. A. (2020). *52 time management H.A.C.K.S: Hacking actions to conquer and kick time setbacks*. KDP-Amazon Publishing. (Best Selling Author)

Johnson-Blake, D. A. (2019). *K.I.S.S. Destiny fears goodbye: A Book on keeping life simple while striving for your destiny*. KDP-Amazon Publishing.

Johnson-Blake, D. A. (2019). *Women everywhere level up and lead: The journal to enhance your opportunity to keep leveling up and leading*. KDP-Amazon Publishing.

Johnson-Blake, D. A. (2019). *Women everywhere level up and lead: Discover leadership insights to catapult your career*. Atlanta, GA: Show Your Success Publishing.

Johnson-Blake, D. A. & Russell, M. (2018, December). Leadership from the Inside Out: Best practices to help you take control of your time and life going into 2019. *South Fulton Lifestyle*.

Johnson-Blake, D. A. (2018, December 18). Time management and organization for the new year. *Douglas County Sentinel*, p. A9.

Johnson-Blake, D. A. (2017, January). Organizational & time management tips for the new year. *South Fulton Lifestyle Magazine*.

Johnson-Blake, D. A. (2017, January/March). It's time to prioritize. *We are Clayton Magazine (now South Atlanta Magazine)*.

Johnson-Blake, D. A. (2015). *Managing time on purpose*. Jonesboro, GA: Asta Publications, LLC.

Johnson-Blake, D. A. (2010). *Nonprofit Administrators' Perceptions of Time Use and Effective Time Management Strategies That Impact Organizational Success*. (Doctoral dissertation). Available from ProQuest Dissertations and Theses database. (UMI No. 3344745).

## PRESENTATIONS

150+ Time Management Workshops 2020 - present

- Johnson-Blake, D. A. (2020, June). Business Women Empowerment Project Inc.'s Leadership Program for Girls 14-18. Strategies for Managing Time Better and Recognizing Your Leadership Style to Achieve Success. B'Mari Events, Jonesboro, Georgia.
- Johnson-Blake, D. A. (2020, May). Woman University (Marvelous Light Empowerment Association). 8 Leadership Styles that Empower Success. Webinar conducted via Zoom.
- Johnson-Blake, D. A. (2020, May). Woman University (Marvelous Light Empowerment Association). Fail-Proof Strategies to Enjoy a More Efficient Work-day. Webinar conducted via Zoom.
- Johnson-Blake, D. A. (2020, February). Advancing Modern Professionals in Douglas (Amp'd). Fail-Proof Strategies to Enjoy a More Efficient Work-day. Lunch and Learn held at the Douglas County Chamber of Commerce, Douglasville, Georgia.
- Johnson-Blake, D. A. (2020, February). Reynolds Realty Partners-Keller Williams Cityside. Getting Your Groove Back: Time Management for Better Efficiency. 2-hour training conducted at Keller Williams Cityside, Douglasville, Georgia.
- Johnson-Blake, D. A. (2019, October). South Fulton Chamber of Commerce. Leadership South Fulton Chamber. Strategies for Effective Time Management and Determining Leadership Styles. All-day training conducted at the Embassy Suites by Hilton Atlanta Airport, Atlanta, Georgia.
- Johnson-Blake, D. A. (2019, August). Avolon Accounting Services. Best practices for effective communication and time management. Training conducted at the Avolon Accounting Services, Atlanta, Georgia.
- Johnson-Blake, D. A. (2019, July). Avolon Accounting Services. Best practices for time management. Training conducted at the Avolon Accounting Services, Atlanta, Georgia.
- Johnson-Blake, D. A. (2019, July). Chamber Small Business Sustainability Program. 7 Tips to Better Efficiency. Workshop conducted at the Douglas County Chamber of Commerce, Douglasville, Georgia.
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- Johnson-Blake, D. A. (2019, May). Chamber Lunch & Learn Series. Strategies for Efficiency. Workshop conducted at the South Fulton County Chamber of Commerce, Union City, Georgia.
- Johnson-Blake, D. A. (2019, February). Chamber Morning Networking Event. Best practices to take control of your time. Workshop conducted at the Paulding County Chamber of Commerce, Austell, Georgia.
- Johnson-Blake, D. A. (2019, February). Legal Shield: One more Customer Featuring Fran Tarkenton. Hosted by Lisa Richardson, Small Business Partner with Legal Shield. Time management workshop conducted at the Meeting Exclusive, Douglasville, Georgia.
- Johnson-Blake, D. A. (2018, February). Douglasville Business 2 Business. True Colors Presentation conducted at the West Georgia Technical College (Community Room), Douglasville, Georgia.
- Johnson-Blake, D. A. (2018, January). Project Management Institute. Managing Time on Purpose. Professional Growth Workshop conducted at The Westin Atlanta North, Atlanta, Georgia.
- Johnson-Blake, D. A. (2018, January). Atlanta Business Women Association-Douglas County Charter Chapter. Managing Time on Purpose. Workshop conducted at Sam & Roscoe's Restaurant, Douglasville, Georgia.
- Johnson-Blake, D. A. (2017, August). Kilpatrick Elementary School. Managing time on purpose with elementary educators. Workshop conducted at Kilpatrick Elementary School, Jonesboro, Georgia.
- Johnson-Blake, D. A. (2017, August). Atlanta Business Women Association-Douglas County Charter Chapter. Conflict Resolution: Strategies for Decision Making & Problem Solving. Workshop conducted at Mirror Lake Golf Club, Villa Rica, Georgia.
- Johnson-Blake, D. A. (2017, April). Center for Continuing Education. Best practices to take control of your time. Workshop conducted at Clayton State University, Morrow, Georgia.

- Johnson-Blake, D. A. (2017, March). Georgia Adult Education Association Annual Conference. Best practices to take control of your time. Workshop conducted at Lake Blackshear Resort & Golf Club, Cordele, Georgia.
- Johnson-Blake, D. A. (2017, January). Chamber Insperity Seminar Series. Best practices to take control of your time. Workshop conducted at the Douglas County Chamber of Commerce, Douglasville, Georgia.
- Johnson-Blake, D. A. (2016, November). Douglasville Business 2 Business. Are you making too much money? Save time and money with The Writing Pad. Presentation conducted at the West Georgia Technical College (Community Room), Douglasville, Georgia. Deborah A. Johnson-Blake.
- Johnson-Blake, D. A. (2015, December). Dialogue on Destiny. In C. Williamson-O'Neal (Chair/Leading Lady), *Managing time on purpose*. Symposium conducted at the Global Impact Christian Ministries, Stockbridge, Georgia.
- Johnson-Blake, D. A. (2015, June). *Managing Time on Purpose*. In C. Williamson-O'Neal (Chair), Women in Business, *Mentoring program quarterly session*. Presentation conducted at the meeting of the Clayton County Chamber of Commerce, Morrow, Georgia.
- Johnson, D. A. (2001, February). *Proceedings of the PA-6674 Conference on Ethics in Public Administration*. Atlanta, GA: Troy State University.

### COURSES TAUGHT

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- Business Communication BUSI 300
- Servant Leadership BUSI 502
- Ethical Leadership BMAL 570
- Executive Leadership & Management BUSI 501
- Leadership Theory BUSI 503
- Advanced Business Research Methods Seminar BUSI 710
- Various Soft Skills, time management, and leadership workshops as a corporate trainer

### CERTIFICATIONS

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<b><i>Diversity, Equity, and Inclusion in the Workplace Certificate</i></b>	2021
<b><i>Certified Time Management Coach</i></b>	2020
<b><i>Certified Life Coach</i></b>	2017

#### THE LEARNING RESOURCES NETWORK

<b><i>Introduction to Project Management (certificate)</i></b>	2015
<b><i>Certified Online Instructor (COI)</i></b>	2014
<b><i>Certified Program Planner (CPP)</i></b>	2013

#### STATE OF GEORGIA JUDICIAL AND COURT SYSTEM

<b><i>40-hour Basic Mediation and Conflict Resolution Theory and Practice Training</i></b>	2009
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#### GEORGIA LEADERSHIP INSTITUTE

<b><i>4 Disciplines of Execution</i></b>	2005
<b><i>The 7 Habits of Highly Effective People, Georgia Leadership Institute</i></b>	2005

#### THE GRANTSMANSHIP CENTER

<b><i>The Grantsmanship Training Program</i></b>	2004
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#### DEPARTMENT OF TECHNICAL & ADULT EDUCATION - THE ADVANCEMENT EXECUTIVE NETWORK

<b><i>Certified Nonprofit Management Course</i></b>	2003
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### AFFILIATIONS AND ASSOCIATIONS

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Partners in Education of Douglas County, Georgia, 2023-2024 Chair, Board Member, 2020-present  
 Georgia Association for Women in Higher Education, Parliamentarian, 2023-2024; Member 2011-present

Leadership Douglas Co-chair, 2020-2021  
 American Business Women’s Association, Parliamentarian, 2022-2023; President, 2019-2020; Vice President, 2018-2019; Board Member  
 Leadership Douglas, 2017-2018  
 Junior League of Douglas County, Nominating Committee, 2018-present  
 Douglas County Chamber of Commerce, Chamber Diplomat, 2017-present  
 Beyond the Front Porch, Board Member, 2017-present  
 Up by the Bootstraps, Board Member, 2017-2019  
 Douglas County Chamber of Commerce, Member, 2015-present  
 Clayton County Chamber of Commerce, Women in Business Council, Executive Committee Member; Chair, Mentoring Committee, 2012-present  
 South Fulton Chamber of Commerce, Member, 2015-2016  
 Leadership Clayton, 2011-2012  
 National Council for Continuing Education and Training – NCCET, 2015  
 Georgia Adult Education Association (GAEA), Board Member, Past Vice President of Programs (2012-2018)  
 Learning Resources Network (LERN), 2012-2016  
 Center for Creative Leadership, 2010-present  
 Civitan International, Atlanta Tech Civitan Club, Past-President; Past Treasurer and Past Board Member (2006-2014)

**AWARDS AND HONORS**

2022-2023 The Marquis Who’s Who Publications Board – Biographical Record: Who’s Who in America  
 2022 CelebrateHer Women’s Award: EncourageHer  
 2021 American Business Woman of the American Business Women’s Association  
 2020 Diplomat of the Year, Douglas County Chamber of Commerce  
 2020 BWEP/Women on the MOVE Collaborator Award  
 Louise McBee Scholarship Recipient, 2020  
 2019 Spirit Award, Douglas County Chamber of Commerce, 2020  
 Woman of the Year, American Business Women’s Association, Douglas County Charter Chapter, 2019  
 2018 Who’s Who in Black Atlanta (18<sup>th</sup> ed.) – Real Time Media  
 Business Associate of the Year, American Business Women’s Association, Douglas County Charter Chapter, 2018  
 Woman of the Year, Woman University/Marvelous Light Empowerment Association, 2018  
 Outstanding Leadership, Marvelous Light Empowerment Association, 2017  
 Distinguished Service to the Georgia Adult Education Association, 2016  
 Faculty Service with Excellence Award, Liberty University, 2013  
 Cool Girls, Inc. Volunteer of the Year Award, 2006  
 Employee of the Year Federation of Southern Cooperatives, 2003

**TECHNOLOGICAL COMPETENCIES**

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ACEWare	Adobe Acrobat	Adobe Connect	Audacity	BANNER
Blackboard	Camtasia Studio 8	EventPro	Google Applications	Microsoft Office Suite
NVivo 8	PeopleSoft	SPSS	OLS	Salesforce (Foundation Connect)
SafeAssign	Turnitin	Teams	Zoom	Canvas

## **Empowerment**

- CEO of The Writing Pad, LLC: Provides customized solutions for writing, editing, and consulting challenges, helping clients achieve their personal and professional goals.
- Time Management Expert: Offers weekly time management tips through video posts, inspiring working women and business owners to achieve better work-life balance and productivity.
- Certified Time Management and Life Coach: Conducted over 150+ time management workshops since 2020, helping individuals improve their efficiency and productivity.
- Author: Wrote several books on time management, leadership, and personal development, including the best-selling "52 Time Management H.A.C.K.S." and "The Time Management Diva Journal".
- Personal and Professional Development Trainer: Empowers individuals to reach their full potential through customized training programs.

## **Leadership**

- Associate Professor at Liberty University: Serves as research chair and subject matter expert for servant leadership.
- Roles at Atlanta Technical College
  - Former Director of Continuing Education at Atlanta Technical College: Managed a \$120M budget and oversaw specialized programs.
  - Conference Center Manager
  - Atlanta Technical College Foundation Institutional Research Specialist
- Junior League of Douglas County Roles:
  - Chair and co-chair of the Publicity Committee
  - Co-chair of the Nominating and Book Brigade committees.
- American Business Women's Association (ABWA) Roles:
  - ABWA-Atlanta Area Council 2024 Woman of the Year
  - 2024-2025 Best Practices Chair
  - 2024-2025 and 2019-2022 Publicity Chair
  - 2021 American Business Woman
  - 2022-2023 Ambassador Steering Committee Vision Award for Outstanding Service (1st Recipient)
  - 2023 Ignite the Spark Award Presented by ABWA District 1 Vice President
  - Immediate Past ABWA 2022-2023 Ambassador Steering Committee District 1 Representative
  - ABWA 2021-2022 Ambassador Steering Committee District 1 Co-Representative
  - 2022 ABWA-Atlanta Area Council Leadership Workshop Co-chair
  - 2021-current Chapter Ambassador
  - 2021 Top Ten Business Woman of ABWA/Forever Ten
  - 2019-2020 ABWA-Douglas County Charter Chapter President
  - 2019 ABWA-Douglas County Charter Chapter Woman of the Year
  - The first recipient of the 2022-2023 Ambassador Steering Committee Vision Award

- Board Parliamentarian: Georgia Association for Women in Higher Education (GAWHE)
- Vice Chair: Hospital Authority Board of Douglas County
- Board Member: WellStar Regional Health Board

### **Community Impact**

- Douglas County Involvement:
  - 2023-2024 Board Chair of Partners in Education of Douglas County
  - Board member of Beyond the Front Porch
  - Member of the Junior League of Douglas County and its nominating committee
  - Douglas County Chamber of Commerce Ambassador and 2020 Ambassador of the Year
  - The first recipient of the Celebrate HER 2022 Encourage Award
- Junior League of Douglas County Involvement:
  - Two-time Spirit Award honoree
  - Chair and co-chair of the Publicity Committee
  - Co-chair of the Nominating and Book Brigade committees.
  - Host and co-host virtual events during COVID-19, including book club, happy hour, and microaggressions training.
- Founding member: National Council of Negro Women Northwest Georgia Section
- Former roles at Atlanta Technical College:
  - International and Human Resources Liaison to a delegation traveling to Saudi Arabia
  - Summer reading enrichment program coordinator for underserved youth
- Board member: Georgia Association for Women in Higher Education (GAWHE)
- Member: Georgia Continuing Education Association

Dr. Johnson-Blake's extensive involvement in professional, educational, and community organizations demonstrates her commitment to empowerment, leadership, and community impact. Her work as a time management expert, author, and educator has positively influenced countless individuals, making her a strong candidate for recognition in these areas.