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Ayanna ShellPROGRAM MANAGEMENT &
OPERATIONS**CONTACT****PHONE**

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LINKEDIN

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LOCATION

Newark, NJ

EDUCATION**MSc, Technology Management**

National University

Master of Business Administration

Northcentral University

BA, Sociology

Kean University

CORE SKILLS

- Program Management
- Executive & C-Suite Support
- Grant Compliance & Reporting
- Budget Development & Oversight
- Accounts Payable / Receivable
- Audit Prep & Internal Controls
- Vendor Procurement & Contracts
- WIOA & Workforce Development
- Stakeholder & Board Relations
- Curriculum Design & Facilitation
- Staff Supervision & Training
- Payroll & Benefits Administration
- Process Improvement

TECHNICAL

- Microsoft Office / Excel
- Google Workspace
- Canvas LMS · Zoom
- Payroll & HRIS Platforms
- Grant & Financial Reporting Systems

Ayanna Shell

PROGRAM MANAGEMENT & EXECUTIVE OPERATIONS

Results-driven program management and executive operations professional with 8+ years across government, nonprofit, and higher education. Proven record administering \$1M+ in public and grant funding, leading program operations serving 3,000+ participants, and supporting Executive Directors and senior leadership. Skilled in program design and curriculum development, grant compliance, budget administration, audit preparation, and staff supervision.

PROFESSIONAL EXPERIENCE**Seasonal Program Director**

2026 – Present

LADYi Got Skills — Newark, NJ

- Direct a two-year athletic development and mentorship program for 15–20 female student-athletes, owning program design, scheduling, and daily operations; achieved a 100% cohort completion rate.
- Supervise a staff of 4, managing hiring, training, scheduling, and performance across each program season.
- Administer a \$20K program budget, tracking expenditures and maintaining documentation for funders and organizational leadership.
- Built the program curriculum from the ground up, guiding athletes in developing identity beyond sport and delivering 5+ career sessions introducing pathways across the sports industry.

Adjunct Professor — Social Science

2025 – Present

Kean University — Union, NJ

- Design and deliver undergraduate sociology coursework; administer instruction, grading, and student records via Canvas.

Financial Compliance Specialist (Consultant)

2023 – 2025

Daraja of Love Inc. — Newark, NJ

- Monitored program expenditures against grant and funder guidelines, flagging allowability issues and resolving discrepancies before the reporting stage.
- Prepared and submitted reimbursement requests with complete supporting documentation, keeping finances audit-ready throughout the engagement.

Program Monitor / Manager (Seasonal)

2023 & 2025

Newark Youth One Stop Center — Newark, NJ

- Oversaw operations of workforce programs serving 3,000+ youth, coordinating staff, community partners, and city agencies.
- Assisted in managing a \$500K+ seasonal budget, tracking expenditures and processing reimbursements.
- Led participant onboarding, staff interviews, and eligibility monitoring, ensuring intake met WIOA compliance standards.

Executive Administrative Coordinator / Office Manager

2023 – 2024

Newark Workforce Development Board — Newark, NJ

- Served as operational anchor for the Executive Director and senior leadership, managing executive calendars, board correspondence, and regulatory filings for a center employing 80+ staff.
- Directed AP/AR cycles and financial reporting across \$1M+ in public funding; coordinated compliance reviews, internal audits, and regulatory reporting ahead of deadlines.
- Led vendor procurement and performance management, negotiating contracts and evaluating service delivery.

Director of Finance & Grant Compliance (Consultant)

2019 – 2024

TianaGHelpingHandz Inc. — Murrieta, CA

- Built and managed multi-year program budgets aligned to grant award requirements, tracking expenditures to prevent overages and ensure allowability.
- Produced financial reports and audit-support packages for funder review, supporting successful grant renewals across a five-year engagement.
- Implemented internal fiscal controls that measurably reduced compliance risk.

Payroll & Benefits Administrative Coordinator

2014 – 2017

City of Newark, Finance Department — Newark, NJ

- Processed payroll and pension data for 3,000+ municipal employees, managing deductions, benefits enrollment, and pension records; supported audits and regulatory reporting.