

# Pamela S. Karavite

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## Objective

Seeking an opportunity that allows me to dedicate my time to helping children. Whether it is schooling (in the hospital or at home), helping make wishes come true, planning fundraisers, assisting with camps/classes, or peer support for parents having to navigate the emotionally demanding process of coping with a child's life-threatening illness. Anything with the capacity to help children and their families.

## Education



### Michigan State University, East Lansing, MI

May 2016

- *Master of Arts in Education*
- *Special Education Concentration*
- *P-12 School and Postsecondary Leadership Concentration*



### Central Michigan University, Mt. Pleasant, MI

November 1995

- *Bachelor of Science in Administration*



### Oakland Community College, Farmington Hills, MI

June 1992

- *Associate in Business Administration*
- *Associate in General Studies*

## Community Involvement



**Aflac Cancer & Blood Disorders Center** ~ Children's Healthcare of Atlanta ~ Fundraising Volunteer (2018 ~ Present)



**Aplastic Anemia & MDS International Foundation** ~ Peer Support Network Volunteer (2017 ~ Present)



**Delete Blood Cancer, Be the Match, Gift of Life** ~ Bone Marrow Donation Registries ~ Raising Awareness (August 2015 ~ Present)

<http://www.teamkaravite.org/>

<https://youtu.be/lpbgAfd0fQY>

<https://youtu.be/Wb67JFY1M7o>



**Make-A-Wish, Michigan** ~ Volunteer (2010 ~ 2018)



**The Rainbow Connection, Rochester, Michigan** ~ Volunteer Fundraising (2015 ~ 2018)



**Special Olympics, Michigan** ~ Events Volunteer (2012 ~ 2017)



**Central United Methodist Church, Waterford, Michigan** ~ Nursery/Preschool Class Volunteer (2005 ~ 2013)



**March of Dimes, March for Babies, Michigan** ~ Fundraising Volunteer (2004 ~ 2010)



**God's Helping Hands, Rochester Hills, Michigan** ~ Volunteer ~ Help provide free clothing and food for those in need (2003 ~ 2006)



**Waterford Church of Christ, Waterford, Michigan** ~ Nursery/Preschool Class Volunteer (2000 ~ 2004)

## Professional Experience



*Doug Carson & Associates, Inc.*  
*1515 East Pine Street*  
*Cushing, Oklahoma 74023*

*March 1996 - May 1999*

### ***Director of Human Resources***

- ◆ Organized and established a full-time human resources focus for a \$13M software development company. DCA provides digital signal processing systems to the CD and DVD mastering and replication industry with an international customer base and offices in the United States, Japan and Germany.
- ◆ Responsibilities included staff planning and recruiting support, benefits design, development and dissemination of company policies and procedures, payroll administration, management of employee relations and liaison on legal affairs.
- ◆ Established personnel files that ensure all appropriate employment documents are on file and current.
- ◆ Secured payroll records and supported deployment of an electronic payroll transfer system.
- ◆ Administered distribution of company Simplified Employee Pension (SEP) plan contributions and organized investment workshops to help employees setup SEP IRA's and select investment strategies.
- ◆ Evaluated a variety of insurance options and designed new plan recommendations that will improve benefits and strengthen DCA's recruitment position.
- ◆ Completed development and release of a revised company wide policies and procedures manual which included several vital revisions to clarify flex time administration, education assistance and other gaps.
- ◆ Supervise team of two administrative assistants who support front end reception and employee relations activities.

### ***Sales & Marketing Associate***

- ◆ Primary sales contact and administrator of DCA's warranty and after sales support program called DCA Care. Increased DCA Care sales from \$500K to over 800K in 1997, representing a 60% increase over 1996.
- ◆ Organized all aspects of the international tradeshow that DCA used as the principal vehicle for new product introduction. Activities included working with hotels, event organizers and freight forwarders to ensure that all equipment, booth, host rooms and travel arrangement plans were carefully executed.
- ◆ Planning, organizing and implementing hospitality parties for our customers in an effort to build business relationships.
- ◆ Managed deployment of training resources through customer focused workshops both at customer sites and through DCA facilities.
- ◆ Supervised one assistant and mentored her to successfully pickup many of the sales leadership areas upon transition to Human Resources.



*Producers Color Service, Inc.*  
*24242 Northwestern Highway*  
*Southfield, Michigan 48075*

*October 1985 – December 1995*

### ***Business Administration Manager - Video Cassette Division and Technidisc, Inc.***

- ◆ Responsible for the performance of two Business Administration departments. Managed Billing, Accounts Receivable, Accounts Payable, Division Personnel Administration, Inventory Control and Payroll. Completed several modifications and implementations to existing information system to facilitate greater department and division efficiency.

### ***Accounts Receivable Administrator – Video Communications Division***

- ◆ Provided sole management of extensive Receivables, Payroll, Billing, Account Reconciliations and Data Entry. Acted as managing editor of company newspaper.

### ***Business Administrator – Video Communications Division***

- ◆ Supported Customer Service, Billing, Payroll, Accounts Payable and Shipping/Receiving audit activities.

### ***Receptionist – Video Communications Division***

- ◆ Responsibilities included directing phone calls to employees, greeting clients and monitoring their location for phone calls. Provided clerical support for Business Administration department managers and supervisors.