

**Keith Ridgeway**  
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## STATEMENT OF PURPOSE

To serve in a challenging position, where my proven experience, leadership, and administrative skills can be effectively utilized in meeting operational objectives.

## PROFESSIONAL PROFILE

**Results-driven professional** with a record of accomplishments in many facets of business administration, management, sales, marketing, and customer service. Excel in managing multiple projects concurrently with strong detail, problem solving and follow-through capabilities.

### Core Competencies:

**Information Management**  
**Program Development**  
**Financial Management**  
**Analytical Skills**

**Equal Employment Opportunity (EEO)**  
**Management Consultation**  
**Fiscal Planning & Budgeting**  
**Vendor Sourcing & Negotiating**

### Computer Skills:

Office Suites (Microsoft Office, SharePoint, G Suite), Google Docs, Presentation Software, QuickBooks, Communication and Collaboration (Go to Webinar, Zoom, Microsoft Teams)

## EDUCATION

University of West Alabama	Business Administration	BBA	2000
South Jones High School	High School Diploma		1994

## PROFESSIONAL EXPERIENCE

<b>Ridgeway Real Estate--Laurel, MS</b> <b>Broker Owner</b>	<b>04/16-Present</b>
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- Manage staff of 6 employees
- Sale & List homes in over ten counties in Mississippi
- Develop niche marketing/branding & sales lead generation.
- Provide Net Worth building classes & Home equity workshops.
- Provide buyer education workshops & financial planning.

- Provide REO Services for over twenty REO companies.
- Multi-million-dollar producer agent & office.
- Work directly with lenders to acquire adequate financing and terms.
- Develop and rehab properties for resale.
- Manage and maintain residential and commercial leases.
- Largest REO inventory provider in Jones County
- Provide property preservation services for REO Companies.
- Leader in tasking for REO companies from initial services to close of sale.
- 2021 Laurel Board Realtor of the Year
- MAR Communications & Information Technology Committee member 2020-2021
- MAR Engagement & Diversity Task Force Committee member 2020-2021
- MAR Member Services Committee member 2022-2023
- East Mississippi Realtors MLS member
- Hattiesburg Area Association of Realtors MLS member
- United MLS member
- AHWD (At home with Diversity) designation
- VRM Reo certification
- Dawson Reo certification

**Ridgeway Tax Service-Laurel, MS**  
**Owner**

**01/02-Present**

- Prepare Individual Federal & State Income taxes.
- Prepare Small Business & Farm Income Tax Returns
- Managing staff of five employees.
- Develop & market advertising.
- Develop and manage client database of over 400 clients.
- Worked directly with the IRS to resolve issues.
- Work directly with Mississippi & Alabama Department of Revenue
- Grew a home-based business to a store front business in 3 years.
- Ranked in top 15 of tax firms in county last 6 years.
- Ranked in top 5 of tax firms in county with lowest rejection rates last 6 years.
- Manage payroll and sales tax revenue for multiple companies.

**New Hope Baptist Church-Ellisville, MS**  
**Chief Financial Officer**

**08/04-Present**

- Responsible for the financial and business matters of the Church, manages the Assistant Finance Manager and Facilities team.
- Works closely with the Executive Leadership Team, Advisor Team, Board of Directors and oversees corporate issues as required. The Chief Financial Officer is the primary staff liaison to the church's vendors

including contract management and approvals plus events contractual issues.

- Responsible for updating the Policy and Procedure Handbook.
- Responsible for financial and facility operations, including but not limited to accounting operations, preparation of financial statements, facilitating the annual financial review process, meeting internal reporting requirements, conducting accounts reconciliation, and ensuring timely and accurate payroll and accounts payable processing, annual giving statements to donors.
- Oversee church accounting dataset in QuickBooks.
- Prepare timely, accurate financial statements and reports for the Advisor and Executive Leadership Teams as requested.
- Oversee reconciliation of bank accounts, credit card statements, and all internal accounts monthly.
- Oversee the preparation and reconciliation of monthly payroll activity, including employee and church benefit plan contributions, generate year-end reports, and complete federal and state tax related requirements.
- Analyze church cash flows and prepare reports for the Advisor Team.
- Provide recommendations to the Executive Leadership Team based on analysis and status of reserves, assets, and expenditures.
- Direct, coordinate, and manage internal and external financial reviews to ensure compliance policies.
- Develop and maintain church accounting policies and procedures.
- Oversee weekly counting activities, deposits of offerings.
- Create and manage the annual budget preparation and planning process with the Lead Pastor, Executive Leadership Team, and Advisors Team.
- Ensures the maintenance and security of records, including compliance with relevant records system requirements and records retention policies.
- Work with Executive Leadership Team to create strategic plans related to finances of the church to maximize ministry goals.
- Ensures facility equipment is kept in good working condition.

**Laurel School District- Laurel, MS**  
**Transportation Director**

**07/07-08/20**

- Plan, organize, and schedule the daily operational efficiency and effectiveness of transportation operations and activities to achieve school district needs.
- Manage a transportation department of 23 bus drivers, 10 licensed coaches and staff, two service technicians with 20 double routes within the school district.
- Communicate effectively with parents, students, and school inquiries concerning routes, times, problems, and scheduling.
- Manage the service and schedule maintenance work of all buses and school vehicles.

- Work effectively with local government to ensure safe and effective pupil transportation within the district.
- Provide annual budget for products & services and set fiscal year budget & goals for district school district.
- Work directly with vendors to ensure the best possible goods and services for the school district at the best value.
- Provide staff and student safety training within the school district.

**Gray Real Estate-Laurel, MS**  
**Associate Broker**

**09/07-03/16**

- Sold homes in the Jones County Area
- Developed marketing and sales strategies for homes.
- Provided first-time buyer workshops for new homeowners.
- Provided buyer education workshops.
- Provided REO Services for VA, HSBC, M&T Bank & GRC
- Multi-million-dollar producer
- Developed credit restoration program for clients.
- Developed a database system for client retention and follow up.

**Laurel Ford Lincoln Mercury KIA- Laurel, MS**  
**Automotive Parts/Inventory Director**

**11/-00-06/07**

- Assisted staff of parts specialists, service writers, technicians, delivery drivers, support staff and car detail specialists
- Administered payroll, safety orientation, staffing, recruiting screening, interviewing, certification classes, performance reviews and departmental budgeting.
- Managed individual performances, provided coaching and development.
- Utilized a consultative sales approach, oversaw the attainment of budgeted sales and profit goals through business development and growth of the current customer base.
- Submitted warranties to automakers for processing and payment.
- Successfully increased department profit by reducing expenses and maintain superior customer satisfaction.
- Planned and marketed sales events for automakers promotions
- Developed service clinics for customers and services tailored towards women.
- Worked directly with insurance companies and adjuster.
- Built multi-million-dollar wholesale part business through relationship building.

**Laurel Ford Lincoln Mercury KIA- Laurel, MS**  
**Salesperson**

**01/95-11/00**

- Sold new and used cars and trucks.
- Leased new and used cars and trucks.
- Sold warranties, service plans and other financial products.

**Sears Roebuck and Company-Meridian, MS**  
**Salesperson**

**07/98-05/00**

- Sold major appliances.
- Sold service maintenance agreement.
- Open and service Sears credit cards and services.

## **PROFESSIONAL ORGANIZATIONS**

### **National Association of Realtors NAR**

The National Association of Realtors (NAR) is a national organization of real estate brokers, known as realtors, created to promote the real estate profession and foster professional behavior in its members. The association has its own code of ethics to which it requires its members to adhere.

### **Laurel Board of Realtors 2007-2023 (President 2022-2023)**

The Laurel Board of REALTORS® promotes the success of its members through a cooperative environment of professionalism and serves as an advocate in the community to promote Economic development and property investment in real estate.

### **Leadership MAR Graduate Class of 2022**

Recognizing that leadership development is an essential element in the process of improving our Association and profession, the Mississippi Association of REALTORS® administers its *Leadership*MAR Program. Through this program, MAR attempts to identify emerging REALTOR® leaders in the state, encourage them with substantive instruction and activities, and assist in sharpening their leadership skills in the hope they will exert a strong positive influence on the future of the Association and profession. The participants work together in a training course which combines individual study, group sessions, and actual project experience in using leadership skills. Training sessions include identification of leadership skills, team-building exercises, procedures for goal setting, personal profile analysis, network building, and improving communications skills.

**Jones County Chamber of Commerce Board of Directors 2016-2023 (Chairman 2022- 2023)**

The Jones County Chamber of Commerce is an entity of the Economic Development Authority of Jones County. The Chamber advocates for the entire Jones County business community and serves as the county's official tourism office under the newly developed Visit Laurel-Jones County brand. As a 501(c)6 membership association of 325 local businesses and counting, the Chamber is led by a 12-person Board of Directors elected by the membership annually. Eight of the board members represent the membership at large, and the remaining four positions are held by the executive officers of the EDA of Jones County.

**Pine Belt Solid Waste Commissioner 2021-2023 (Finance Committee member 2023)**

The Pine Belt Regional Solid Waste Management Authority was organized and exists under Sections 17-70-301 et seq of the Mississippi Code of 1972. The Board of Commissioners is a politically appointed body that has executive powers and responsibilities to oversee budgeting, financing, and contract administration, planning, grant administration, and coordination and synchronization of legal and construction engineering related to the operation of the regional landfill of approximately 342 acres near Runnelstown, Mississippi, and three transfer stations, one in Laurel, one Hattiesburg, and one in Collins. The Pine Belt Regional Solid Waste Management Authority is funded through tipping or weight-based fees charged to solid waste haulers from the Pine Belt area.

Commissioners for the Pine Belt Regional Solid Waste Management Authority must be bonded and hold regular meetings in the administration building at the Runnelstown Landfill Site at 9:00am on the second Wednesday of each month.

**Salvation Army of Laurel Advisory Board/ 2018-2023 (2021-2023 Chairman)**

Advisory organization members are concerned men and women who voluntarily use their professional skills and knowledge of the community to make a practical difference for their neighbors, strengthening The Salvation Army's ability to serve. With commitment to excellence, they dedicate themselves to increasing public awareness of The Salvation Army's purpose and work; recruiting other volunteers and giving hands-on assistance for specific activities such as holiday dinners, hospital visitation and disaster relief. They provide advice and guidance in areas such as budgeting, overseeing large-scale capital campaigns, creating outreach services, public relations and fundraising, management, and personnel development, and building improvement and maintenance. They also interpret local culture, trends and needs to assist the Army in developing new ministries or modifying existing programs. Their commitment to serving others unites them with like-minded professionals from a wide variety of backgrounds. This makes advisory organization members vital partners in The Salvation Army ministry.

### **The City of Laurel Building Board of Adjustments & Appeals/ 2023**

To hear appeals of administrative decisions regarding use of alternative materials, interpretations pertaining to enforcement of any provision of the Building, Plumbing, Mechanical, Electrical and Fire Codes and related regulations of the City. To hear appeals of administrative decisions in the application of the Uniform Housing Code, Uniform Code for the Abatement of Dangerous Buildings, and related sections of the Code in actions declaring certain building structures or conditions therein substandard, unsanitary, or hazardous and requiring their consideration, rehabilitation, reconstruction, correction or abatement as applicable.

### **United Way of Pine Belt Board Member 2016-2023**

Understanding the diverse makeup of our community, it is our sincere desire to serve all those in need. United Way of the Pine Belt Region will not discriminate against anyone regardless of race, gender, sexual orientation, and socio-economic status. We recognize the structural racism, ethnic discrimination and other forms of oppression have contributed to racial disparities that have existed in the past and persist in the present. We acknowledge those inequities are the result of policies and practices that work to marginalize entire populations of people. Let it be made clear that through this adopted policy, United Way of the Pine Belt Region seeks to maximize our external and internal contributions. We shall do this by valuing, utilizing and recognizing everyone's unique potential in order to more fully achieve the goal of building a safer and stronger community. We unequivocally denounce racism/ethnic discrimination because it undermines the well-being and vitality of our communities. Our United Way Network seeks to dismantle disparities and strives to engage residents and community members, especially those whose voices have traditionally been marginalized, in the shared work of fortifying equity and empowerment. We work with public and private partners to co-create solutions that ensure everyone has the resources, support, opportunities, and networks they need to thrive. Throughout this process, it is our desire to have dedicated and passionate volunteers from all segments of our community. We commit to leveraging all of our assets (e.g., convening, strategic investments, awareness building, advocacy) to create more equitable communities.

### **Member of National Associate of Real estate Brokers (NAREB) 2017-2023**

The National Association of Real Estate Brokers, (NAREB), is a Real Estate Professional trade organization. We have local chapters across the country who embrace our ideals and mission of "promoting democracy in housing". While our name suggests an organization of Real Estate Brokers, it is a professional real estate organization which includes membership from multiple disciplines in the real estate industry. We welcome professionals in all areas of real estate to join us and help promote our mission.

Our national goal is to bring together the nation's minority professionals in the real estate industry to promote the meaningful exchange of ideas about our business and how best to serve our clientele. We strive to create an environment where creativity flourishes in both the workplace and the marketplace.

To service our target market, we ensure training and educational opportunities are available to our entire membership across the many disciplines we represent, providing certifications and special designations in many areas of interest. Our ability to professionally service our client base is the foundation by which we operate.

Our organization was founded in 1947, making it the oldest minority professional trade association in America. It was formed out of a need to secure the right to equal housing opportunities regardless of race, creed, or color. Since its inception, we have participated in meaningful challenges and legislative activities, to establish fair housing for all.

**Laurel Kiwanis Club 2005-2023 Board of Directors (President 2016)**

Kiwanis International is a global community of clubs, members and partners dedicated to improving the lives of children one community at a time. Today, we stand with more than 550,000 members from K-Kids to Key Club to Kiwanis and many ages in between in 80 countries and geographic areas. Each community has different needs, and Kiwanis empowers members to pursue creative ways to serve the needs of children, such as fighting hunger, improving literacy, and offering guidance. Kiwanis clubs host nearly 150,000 service projects each year. Each year locally we provide scholarships to all local high schools through our one fundraiser each year known as pancake day in Jones County.

**Mississippi Association of School Administrators 2018-2020 Pupil Transportation**

Mississippi Association of School Administrators (MASA) is the oldest educational organization in Mississippi serving administrators across our great state. MASA is proud to be the state affiliate for AASA, **The American Association of School Administrators, The School Superintendent's Association.**

The Board of Directors include an **Executive Board** in which the office of President, Vice President, Secretary, and Treasurer, are held and a **Board of Directors** which includes the Executive Board as well as affiliate representatives from various educational associations throughout the state.

Both Boards meet quarterly: January, April, July, and October.

MASA provides leadership in educational affairs and works on behalf of the children of Mississippi to coordinate the resources of all affiliates representative groups in matters of public education. As an association representing superintendents and school administrators, we provide professional development and services designed to enhance respective leadership roles in support of improving schools and outcomes for children. Central to the work of MASA is our commitment to ensuring a collective voice is heard when advocating for public education on a state and national level advancing our work as we promote and support equity through sound policy.

**Mississippi Association of Pupil Transportation Board Member 2009-2020 (President 2016-2018)**

The MAPT is an association of transportation professionals dedicated solely to the safe transportation of school children of Mississippi. Since its inception, the association has grown and become an intricate part of school transportation in our state.

**Leadership Jones County 2016 Graduate**

For over thirty years the Economic Development Authority of Jones County and the Jones County Community Development Foundation have encouraged businesses and individuals to become more involved in the future growth of the community through leadership development programs. Over 500 have graduated from Leadership Jones County (LJC) since the first class in 1990. Developed to identify and prepare the community's future leadership resources, LJC has provided Jones County with a network of current and emerging leaders who possess the skills and sense of commitment needed to improve our community.