

# Eric Shay Howard, MBA

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## Profile

As a first generation college student graduate, I worked hard to secure both an undergraduate and a masters degree in areas that I'm passionate about, as well as practical areas that allow me to use my education to benefit organizations and communities. I'm a professional, adaptable facilitator who is passionate about education and creativity.

## Education

- 2024 est. Eastern Kentucky University (*currently enrolled; estimated graduation in 2024*)  
Bluegrass Writers Studio MFA in Creative Writing
- 2022 Western Governor's University  
*MBA, Business Administration - Graduated*
- 2017 University of Louisville  
*Bachelor of Arts, English - Graduated*
- 2014 Eastern Kentucky University  
*Coursework in English Teaching, including teaching observations - Transferred to the University of Louisville in 2014.*

## Achievements

- 2022 Awarded Western Governors University Capstone Excellence Award
- For my capstone project at Western Governors University, "Fibe Bikes Stockholder Report and Business Analysis".
  - For a skillfully written stockholder report and business analysis for stockholders and the board of directors.
- 2021 Earned Diversity, Equity, and Inclusion in the Workplace Certificate  
*University of South Florida, Muma College of Business*
- Completed modules on emotional intelligence, stereotypes and biases, recruitment and retention, community outreach, sustainable business model, and the future of your organization through D&I.
- 2020 Awarded Frost Brown Todd CREW Award
- For operations support during the early pandemic.
- 2017 Founded Likely Red Press
- Founded *Likely Red*, an online literary magazine that published literary fiction, creative nonfiction, and poetry.
  - Published multiple Pushcart nominated authors.
  - Paid contributors.
  - Magazine ceased publication in 2020.

- 2015      Awarded University of Louisville Creative Writing Scholarship
- Received tuition scholarship and award for exceptional short stories, “He Built A Birdhouse” and “Wine and Dine”.
- 2014      Elected SGA Representative of the Eastern Kentucky University Danville Campus
- Attended committees on the main Richmond campus while representing the interests of the regional campus’s students, and advocated for those interests.
- 2012      Founded Eastern Kentucky University Danville Campus Genealogy Club
- Founded a club at the regional campus at Eastern Kentucky University and gained experience leading meetings, coordinating club activities, and recruiting students.
  - Planned committee to nominate student board, proposed mission statement and by-laws, organized and planned fundraisers, and organized, recruited, and assisted with student service projects.

## Publications & Contributions

- 2020      *Crushes*, paperback, self-published
- A fiction collection exploring the sexuality of characters from the south scattered across America through magical realism, dark humor, context, and place.
- 2017-2019      Founder & Editor-in-chief, *Likely Red Press*
- Edited and published fiction, creative nonfiction, and poetry from authors *Leah Angstman, Chloe N. Clark, Bradley J. Fest, Keith Mark Gaboury, Marissa Glover, Willem Myra, Lee Nash, Robert Sachs, Nicole Oquendo*, and others.
- 2012      “Danville Campus Increases Student Involvement”, *The Eastern Progress*.
- Eastern Kentucky University student newspaper article to help promote EKU’s regional campuses’ student activities.

## Experience

- 2022-Present      Western Governors University, *Alumni Ambassador*
- Represent Western Governors University by answering questions from current or prospective students and encouraging continued education.
  - Assist with marketing events, promotional campaigns, social media marketing, conferences, and networking events.
  - Test new social media tools used in campaigns and social media competitions.
  - Cheer on graduates at graduation ceremonies and assist with commencement as needed.
- 2019-Present      Frost Brown Todd, *Video Conference/Webinar Coordinator*
- Plan, schedule, and facilitate video conferencing needs throughout the firm across multiple offices in multiple states.
  - Coach receptionists, legal assistants, attorneys, management, and executive leadership through using the firm’s conference room management software.
  - Coordinate video conferencing/IT equipment and work with IT professionals throughout the firm and across multiple offices.

- Maintain maintenance contracts on equipment with partners and vendors.
- Schedule, test, facilitate, and prepare webinars for the firm, including marketing events, firm-wide trainings, and firm events. This includes coaching and training presenters and panelists on how to use Microsoft Powerpoint, screen sharing software, and other tools.

- 2018      Americorps/Global Game Changers, *Educator*
- Educated k-5 students from title 1 schools in after school and summer-learning-loss programs.
  - Led character-development programs designed to: empower students through philanthropy, encourage growth mindset, educate about bullying, and encourage creativity.
  - Created lesson plans for students based on program curriculum.
  - Planned for lessons at cultural sites throughout the Louisville area designed to enrich students' academic development.
  - Taught small groups at events for Global Game Changers throughout the Louisville area.
- 2016-2017      University of Louisville Ekstrom Library, *Student Assistant*
- Assisted students throughout the library with their many needs.
  - Sorted incoming and outgoing mail and delivered incoming mail to staff.
  - Organized incoming and outgoing interlibrary loan mail from all campus libraries and ensured secure pickup by courier services.
  - Setup spaces for authors and guest-speaker events.
  - Assisted with donation and inventory projects.
- 2014-2016      University of Louisville Cultural Center, *Night Manager*
- Scheduled conference rooms and meeting spaces for registered student organizations.
  - Maintained conference room usage logs for department funding purposes.
  - Coordinated and assisted RSO leaders with presentation, video, and audio equipment.
  - Greeted guests, answered phones, and relayed messages to staff.
- 2013-2014      Community Restoration Project, *Volunteer*
- Participated In local community restoration project at Shelby City Cemetery, uncovering and restoring an unkept graveyard that had been neglected. We uncovered graves of former African American soldiers, slaves, and others.
  - Represented EKU Danville Genealogy Club in interviews about the restoration project.
- 2011-2014      Wal-Mart Inc., *Connection Center Sales Associate*
- Assisted and educated customers about electronic products.
  - Coached customers through software questions for various types of phones.
  - Handled cash and credit card payments.
  - Sold contract cellphones to customers as new lines or upgrades to an existing account.
  - Ensured accuracy on all customer paperwork for phone carriers.
  - Maintained accurate inventory logs, including serial numbers, for all carrier-contract phones.
- 2008-2011      Subway, Inc., *Shift Leader*

- Ensured the team acknowledges customers and that team followed proper procedures for cleanliness, FIFO, food safety, and customer satisfaction.
- Ensured quality on the sandwich line and help make customers' requested sandwiches to order during peak and busy times.
- Assigned prep to scheduled employees.
- Scheduled employees' shifts, ensuring enough coverage as anticipated.
- Ordered inventory and ensure proper FIFO procedures during inventory delivery.
- Counted down cash drawer and deposit money in secured safe.

**REFERENCES AVAILABLE UPON REQUEST**