



Charlene H Russell

Professional Summary

Natural leader dedicated to training emerging professionals and supporting business owners through education, professional development and business services. Versatile entrepreneur with over 30 years of leadership experience in business management, policy development, and program analysis. Multi-talented, patient and passionate individual who strives to positively impact the overall morale and productivity of those around her.

Work History - Regulatory

Federation Of State Massage Therapy Boards – (Volunteer)

Overland Park, KS

10/2015 – Present

- Project and program analysis, relationship building, forecasting, presentations, national networking, business intelligence and leadership of \$18M non-profit organization
- President - 2018-2019, 2019-2020
- Vice President - 2016-2017, 2021-2022
- MS State Delegate - 2008-2010, 2013-2015
- Licensure Renewal Committee - 2015
- Professional Standards Committee - 2014
- Exam Development Committee – 2014, 2023, 2024
- Establishment Task Force – 2023, 2024
- MBLEx Eligibility Committee – 2023, 2024
- Nominating Committee – 2023, 2024
- Exam Policy Committee – 2015, 2023
- Content Development Advisory Panel - 2024
- Continuing Education Registry Review Panel - 2024
- Examination Item Writers
- National SME collaboration and event coordination

Skills

- Multidisciplinary team collaboration
- Rapport and relationship building
- Individual and group instruction
- Curriculum program development
- Project and program analysis
- Internship/Externship coordination
- Business intelligence
- SME collaboration and development
- Microsoft, Google and Mac products
- Canvas, Learnworlds, Thinkific, LMS
- QuickBooks Desktop and Online
- CampusVue and Vias

Education

University of Florida

Gainesville, FL

Some College (No Degree): Graduate Certificate - Medical Anatomy

Mississippi University For Women

Columbus, MS

Bachelor of Science: Pre-Med/Biology

Blue Cliff School of Therapeutic Massage

Gulfport, MS

Certificate : Therapeutic Massage

MS Licensed Massage Therapist #35

Mississippi State Board of Massage Therapy - Establishment Inspector

MS

9/2022 – 4/2024

- Inspect establishments for regulatory compliance
- Inspect licensees for regulatory compliance with the Practice Act
- Testify to findings in hearings before the board
- Assist board investigations

WolfWood, LLC - Vice President of Regulatory Affairs

Biloxi, MS

8/2022 - Current

- Implementation and management of educational programs for compliance in schools and non-profit organizations
- Programmatic accreditation review and advising
- Bookkeeping services and administrative records
- Data mining and forecasting for client needs
- Dashboards and business intelligence for services and products

Mississippi State Board Of Massage Therapy - Board Member

MS (Volunteer)

01/2008 - 09/2016

- Vice Chair
 - FSMTB State Delegate - 6 years
 - CE Review & Instructor Review Committees
 - School Inspector
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Work History - Education

Blue Cliff College – Instructor/Co-Chair

Gulfport, MS

10/2017 - Current

- Design and implementation of diploma and degree programs for therapeutic massage
- Classroom and online instructor approved for all courses in curriculum
- Clinic Internship Coordinator and Outreach Coordinator
- Curriculum review and design, documentation oversight and department training
- Data mining from CampusVue and VIAS for analysis of degree audits and accreditation preparedness
- Business intelligence regarding student progress, program tracks and instructor development
- Data modeling for program and all cohort schedules and progress

Mindbody Connections - CE Provider

Vancleave, MS

01/2001 - Current

- CE course platform web design and implementation

- Assisting providers with design, web conversion and marketing of CE courses for massage therapy and related subjects for asynchronous, hybrid and live courses
- Data mining and transcription for book/course content
- Collaboration with industry subject matter experts, professionals, creatives, educators and volunteer communities
- Database management and marketing for students and providers

Village Dreamers DBA Massage Connexion, LLC - Owner

Vanceleave, MS

04/2004 – 12/2022

- Business and media services for local, small businesses including data mining, data modeling, database management, bookkeeping, tax preparation, strategic planning and product/service forecasting
- Consulting and compliance review for local massage clinics/spas
- Massage therapy clinic with 3 locations and 8 employees - closed 10/2021
- Previously Great Escape Massage Center - 2004- 2006

Virginia College - Program Director

Biloxi, MS

06/2007 - 10/2014

- Design and implementation of associate degree program for therapeutic massage
- Classroom instructor, online instructor
- Clinic and Internship Supervisor
- Outreach Coordinator
- Curriculum and program auditor for corporate owned campuses
- Management of program and community projects
- Data mining, modeling, forecasting and database management
- CampusVue data input and analysis

Blue Cliff College - Program Director And Instructor

Gulfport, MS

03/1999 - 12/2006

- Implementation and management of diploma program
 - Instructor, clinic/internship supervisor and outreach coordinator
 - Curriculum content creator
 - Data mining, data modeling and forecasting
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Additional Information

- Blue Cliff College Educator of the Year - 2023
- MS Licensed Massage Therapist #35
- MS Continuing Education Provider - #86 (2001 – current)
- Vanceleave Soccer Booster Club - President (2014-2018) – oversight of parents and over 100 players from 2 middle school teams and 2 high school teams coordinating community engagement, team meals, fundraisers, projects and awards banquets
- Retired military family – US Navy