



The University of Georgia

Brian Paul Freese joined the staff of the University of Georgia in the summer of 2005.

He serves as Business Manager for the Department of Epidemiology and Biostatistics in the College of Public Health. In this role, he is responsible for managing all administrative, financial, budgetary, and human resource matters for the department. He coordinates instructional support with the College of Public Health for the department, and assists students with academic matters. He also assists primary investigators with all post-award activities related to research grants in partnership with the College of Public Health and the Office of the Vice President for Research.

He served most recently as the Assistant to the Academic Honesty Coordinator in the Office of the Vice President for Instruction. He has also served as an Administrative Associate in the Office of the Vice President for Instruction and as an Academic Advisor with the Department of Public Administration and Policy.

Freese has a Master of Public Policy and Administration from Mississippi State University where he graduated with distinction and a Bachelor of Arts in Political Science and International Studies from the College of Charleston, South Carolina. He has also completed post-graduate coursework at the University of Mississippi at Oxford.

Freese has been contributing his time in support of the University of Georgia since coming to Athens in 1996. In 1999, he served on the Committee on Research and the Undergraduate Experience as part of the 1999-2000 Self-Study for Reaccreditation. From 1999 through 2001, he volunteered his time as a loaned executive with the Carl Vinson Institute of Government to participate with International Center for Democratic Governance's consulting efforts in Kamyansky-Podilsky, Ukraine under the direction of Dr. Dan Durning.

Before joining UGA, he served as Director of Economic Development for the City of Marietta, Georgia from 2001 until 2004. That position followed six years in public service as Economic Development Administrator and in other professional capacities for the Unified Government of Athens-Clarke County, Georgia from 1996 to 2001.

Freese also served as the interim Executive Director of the Marietta Redevelopment Corporation from inception in winter 2002 until fall 2003. As interim Executive Director, he managed the day-to-day operations of the public-private partnership and successfully initiated the local government's first Tax Allocation District for the redevelopment of two former public housing sites near the city-center.

Freese graduated in 2005 from the University of Oklahoma's Economic Development Institute, the premier economic development training program in the nation. He also graduated from the 32nd Annual Economic Development Course at the Georgia Institute of Technology in 1999. He is a certified by the National Development Council as an Economic Development Finance Professional. The International Economic Development Council endorses this certification.

Freese owns a home in Athens, Georgia. He is a parishioner at Emmanuel Episcopal Church, an Eagle Scout and inactive Rotarian.

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Education

Master of Public Policy & Administration, Mississippi State University (1995). Academic emphasis included public administration, budgeting and financial management. Passed comprehensive examination with distinction. Cumulative GPA 3.938 (4.00 scale) on all graduate coursework.

Bachelor of Arts, College of Charleston, South Carolina (1991). Major in political science and comparative government with a minor in international studies. Cumulative GPA 3.092 (4.00 scale) on all undergraduate coursework.

Professional Certifications

- EDI: Economic Development Institute – University of Oklahoma
- EDFP: Economic Development Finance Professional certification – National Development Council

State Appointments

- Notary Public – Clerk of Superior Court for Athens-Clarke County, Georgia

University Appointments

- The University of Georgia: 1999 Committee on Research and the Undergraduate Experience (UGA 1999-2000 Self-Study)

UGA Training and Development Courses

- Access: Level II
- Accounting at UGA
- Accounting with WebDFS
- Arrow Training
- ASCEND/JWALK: Retrieving Gift & Event Information
- CAA: IMS Training for Advisors
- Excel: Level I
- Excel: Level II
- Foundation Expenditures: Preparing Check Requests
- Grants.gov for Support Staff
- IFAS: Accessing Foundation Fund Information
- IMS & QMF for UGA Budget System
- IMS & QMF for UGA Financial Accounting
- IMS & QMF for Windows
- Personnel & Budget Amendment Preparation: Beginner
- Personnel & Budget Amendment Preparation: Intermediate
- Relocation and Moving Expenses with Institutional Funds
- Student Information using IMS

Employment

Business Manager I

Department of Epidemiology and Biostatistics

College of Public Health

The University of Georgia

Dec. 2008 to present

Accepted promotion to newly created position. Responsible for all budgetary and human resource matters, and all instructional and student matters within the department. Provided support to the department head and faculty. Managed departmental business affairs and administration, as well as coordinating student support functions.

Budget: Created and managed budget accounts for the department and awarded grants. Prepared necessary paperwork for grants and the department related to expenditures including travel authorizations, expense statements, purchase orders, check requests, and P-Card purchases. Prepared all personnel paperwork to establish new positions, as well as hire packets and summer salary.

Business Affairs: Distributed and interpreted monthly employment, salary release, student hires, payroll vouchers, etc. Reviewed payroll reports to make sure expenses compliance with University and BOR policies. Maintained departmental inventory, served as primary departmental contact with internal and external customers.

Instructional Support: Ordered text books, loaded courses, cleared students for registration, managed student records. Provided assistance to student or directed students to proper UGA office. Maintained listserv and email distribution lists for student communication.

Grants: Working with college grants coordinator and the University's Sponsored Programs Office managed financial and some reporting of grants for the department, as well as grant submission assistance for faculty and researchers.

Supervision: Provided administrative supervision and coordinated efforts with departmental staff including project coordinators for various grants, research associates and assistants, and other administrative personnel.

Assistant to the University Coordinator for Academic Honesty and Academic Appeals

Office of the Vice President for Instruction

The University of Georgia

Jul. 2007 to Dec. 2008

Accepted promotion to newly created position. Assisted University Coordinator in all areas of responsibility to ensure efficient and effective administration of academic honesty and academic appeals processes. Reviewed and endorsed Dean's Certification requests on behalf of the Academic Honesty program, coordinated student appeals to the Educational Affairs Committee, and provided administrative support and budgetary oversight for Academic Honesty and Academic Appeals.

Created, updated and managed databases in Microsoft Access and spreadsheets in Microsoft Excel to assist with Academic Honesty program and monitor, track and manage budget funds assigned to Academic Honesty and Academic Appeals. Used UGA Foundation and Arch Foundation IFAS system to monitor accounts and prepare check requests.

Used IMS and OASIS to review and manage student information. Ensured confidentiality of student records and related information.

Served as staff coordinator for the following:

- Educational Affairs Committee (EAC)
- EAC Petitions Subcommittee for Student Academic Appeals
- Student Academic Honesty Council

Updated content of Academic Honesty and Academic Appeals web pages on OVPI website, as well as numerous forms, fact sheets, and other printed informational materials.

Administrative Associate II

Office of the Vice President for Instruction
The University of Georgia
Jan. 2007 to Jun. 2007

Accepted promotion to position. Managed the Regents' Reading and Writing Courses waiver process, reviewed and endorsed Dean's Certification requests on behalf of the Academic Honesty program, coordinated student appeals to the Educational Affairs Committee, and provided administrative support and budgetary oversight for Student Academic Services.

Created, updated and managed databases in Microsoft Access and spreadsheets in Microsoft Excel to assist with Regents' Reading and Writing Courses waiver process, Academic Honesty program and monitor, track and manage budget funds assigned to the Student Academic Services. Used UGA Foundation and Arch Foundation IFAS system to monitor accounts and prepare check requests.

Used IMS and OASIS to review and manage student information. Ensured confidentiality of student records and related information.

Served as staff coordinator for the following:

- Educational Affairs Committee – Subcommittee for Student Academic Appeals
- Educational Affairs Committee – Subcommittee for Student Withdrawals

Updated content of Student Academic Services web pages on OVPI website, as well as numerous forms, fact sheets, and other informational materials.

Student Academic Services within the Office of the Vice President for Instruction includes Academic Honesty, Student Academic Appeals, Academic Advising, Minority Advising Mini-Grant Program, and other administrative areas.

Academic Advisor II

Department of Public Administration & Policy
The University of Georgia
Jun. 2005 to Dec. 2006

Managed graduate admissions process for the Department of Public Administration & Policy – part of the newly formed School of Public & International Affairs – at the University of Georgia.

Worked with students, faculty and staff to ensure that applicants to the graduate programs offered by the department properly completed the admissions process. Coordinated the departmental admissions process with the Graduate School. Used TSO and OASIS to manage student information. Ensured confidentiality of student records and related information.

Volunteered to work on departmental and school committees and advisory groups.

Redesigned forms to better enhance efficiency, clarity and ensure proper processing:

- Applicant File Checklist and Summary Form
- MPA Admissions Disposition Form
- PHD Admissions Disposition Form
- Personal Objectives Form
- Assistantship Application Form

Created a simplified, more efficient database in Microsoft Access to assist with tracking applicant status, as well as extract information useful to management regarding Applicant Services and applicants to the program. Created a simplified, easy-to-use GPA calculator for staff use. Created and prepared Applicant Services Monthly Activity Summary reports for management regarding Applicant Services.

Created a new PADP logo designs for use in marketing and branding activities; most recently application of that logo to a coffee mug for promotional purposes.

Director of Economic Development

City of Marietta, Georgia

Dec. 2001 to Dec. 2004

Established new economic development program for a local government in Northwest Georgia. Coordinated economic development efforts with economic development partner organizations. Initiated and managed existing business and industry outreach programs. Provided economic impact modeling for planned business and industry locations and existing business and industry expansions. Responsible for evaluation of infrastructure demands and improvements associated with business location or expansion.

Facilitated the development and execution of strategic redevelopment plans for the revitalization of key neighborhoods and commercial districts. Managed City partnerships in complex real estate deals and ensured effective communication between diverse constituencies. Managed compilation and assessment of the physical, political and regulatory issues affecting real estate development in each targeted district.

Managed creation of local government's first Tax Increment Financing (TIF) area, known in Georgia as a Tax Allocation District, to redevelop a former public housing property of 20+ acres into a mixed-use "New Urbanism" neighborhood with a project value in excess of \$60 million. Other related property redevelopment may exceed \$200 million. Responsible for inter-governmental agreements and legislative approvals associated with the TIF area, as well as managing the RFQ/RFP process for developer selection and master development agreement negotiation.

Served as the interim Executive Director of the Marietta Redevelopment Corporation from inception in Winter 2002 until Fall 2003. As interim Executive Director, managed the day-to-day operations of the new public-private partnership and successfully initiated the local government's first Tax Allocation District for the redevelopment of two former public housing sites near the city-center.

Achieved Accredited Economic Development Organization (AEDO) designation by the International Economic Development Council for the Office of Economic Development – City of Marietta, Georgia. The first municipal government economic development organization to be accredited in Georgia.

Existing Industry Expansion Projects Facilitated:

- Coca-Cola Enterprises Facility - \$7 million expansion and relocation
- Eagle Vending Company Facility - \$2 million location
- SouthTrust Bank Check Processing Center - \$10 million expansion and relocation
- Dow Chemical Flexible Products Facility - \$15 million expansion and relocation
- Lockheed Martin - \$13.6 million expansion and relocation

Projects Managed:

- Downtown Silhouette Lighting
- Wayfinding Signage System for Central Business District
- Business Retention and Expansion Process with Georgia Department of Community Affairs
- Johnny Walker Redevelopment Project Area and Tax Allocation District

Economic Development Initiatives Created:

- Public Service Ombudsman and Customer Care
- Redevelopment Project Support
- Business Development and Recruitment
- Homeownership and Housing Revitalization
- Community Marketing and Branding
- Downtown and Entrepreneurial Development
- Business Retention and Expansion
- Peer Relations and Partnerships

Economic Development Resources Developed:

- Community Marketing Profile and Collateral Materials
- Economic Development Website
- Marietta Growth (Revolving Loan) Fund

Team Special Recognitions and Accomplishments:

- SEDC Award of Excellence 2004 – Community Profile Brochure
- IEDC Annual Marketing Award 2003 – General Purpose Brochure
- Creative Loafing Best of Atlanta 2002 – Best Suburb
- Georgia Municipal Association 2002 – City of Excellence

Economic Development Administrator

Unified Government of Athens-Clarke County, Georgia

Jul. 1998 to Dec. 2001

Accepted promotion to newly created position. Established new economic development program for a unified city and county government in Northeast Georgia. Coordinated economic development efforts with economic development partner organizations. Planned, coordinated, and promoted programs to maximize quality economic development. Initiated and managed existing business and industry outreach programs. Provided economic impact modeling for planned business and industry locations and existing business and industry expansions. Responsible for evaluation of infrastructure demands and improvements associated with business location or expansion. Evaluated suitability of business location or expansion in regard to community vision for future development. Served as point-of-contact for prospect business and marketed community to preferred business and industry.

Economic Development Resources Developed:

- Building Better Business Seminars
- Good News for Business Newsletter
- Athens-Clarke County Economic Impact Modeling
- Economic Development Partnership Marketing Materials
- Business and Industry Prospect Questionnaire
- Athens-Clarke County Growth (Revolving Loan) Fund

Economic Development Initiatives Created:

- Outreach Services
- Ombudsman Services
- Prospect Services
- Small Business Development Services
- Workforce Development
- Partnership Development

Special (Executive) Assistant to the Chief of Police

Athens-Clarke County, Georgia, Department of Police Services

Dec. 1996 to Jun. 1998

Served in sworn capacity as certified Georgia peace officer. Assisted Chief of Police in key projects, policy initiatives, and management processes. Provided consultation and advisement on high liability policy issues and prepared draft policy monographs, materials and documents for review and implementation. Prepared and published the Department's annual report.

Resources Developed:

- Departmental Website

Projects Managed:

- Agency Accreditation and State Certification
- Norstar PLUS Voicemail System
- Meridian Telecommunications System

Programs Managed:

- Legislative Affairs
- Law Enforcement Exploring
- Internet Resources

Special Appointments

- Master of Public Administration Advisory Board – Kennesaw State University: 2004 Advisory Board member
- Allgood Road Task Force: 2004 Administrative officer and liaison on behalf of the City of Marietta, Georgia
- Marietta Redevelopment Corporation, Inc.: 2003-2004 Board of Directors member representing City of Marietta, Georgia
- Georgia Institute of Technology: 2003 Guest Lecturer – City and Regional Planning Program
- Marietta Redevelopment Task Force: 2002-2003 Administrative officer and liaison on behalf of the City of Marietta, Georgia
- Cobb Housing, Inc.: 2002-2004 Board of Directors member representing the City of Marietta, Georgia
- Joint Development Authority of Northeast Georgia: 2001-2002 Board of Directors member representing Athens-Clarke County, Georgia
- The US-Ukraine Foundation: 2001 Loaned Executive for Athens Delegation Visit to Kamyanyets-Podilsky and 1999-2001 Community Partnership Program (US AID-funded project for international development)
- Rotary International: 2000 Group Study Exchange Program to Romania
- Georgia Economic Developers Association: 1999 Committee on Existing Industry and 1998 Committee on Transportation Policy

Professional Development

- Georgia Academy for Economic Development: 2004 Graduate
- Economic Development Institute – University of Oklahoma: 2005 Session III of certificate tract, 2004 Session II of certificate tract, and 2002 Session I of certificate tract
- University of Georgia – Public Service & Outreach: 2000-2001 Development Authority Board Member Training
- International Economic Development Council: 2002 Technology Led Economic Development, 2002 Real Estate Development & Reuse, and 2001 Managing Economic Development Organizations

- National Development Council: 2000 Revolving Loan Funds, 2000 CDBG Compliance for Revolving Loan Funds, 2000 Art of Deal Structuring, 1999 Real Estate Finance, 1999 Business Credit Analysis, and 1999 Economic Development Finance
- Georgia Institute of Technology Continuing Education: 2002 Local Economic Impact Analysis, 2000 Growing Your Own Industries (Incubators & Technology), 1999 32nd Annual Economic Development Course, and 1998 Negotiation Skills for Economic Developers
- Georgia Department of Community Affairs: 1998-2001 State Economic Development Finance Workshop
- Unified Government of Athens-Clarke County: 1999 Project Management
- Career Track Professional Development Seminars: 1998 Introduction to the Internet
- University of Georgia Center for Continuing Education: 2005 Microsoft Access – Level II Training, 2001 Development Authority Board Member Training, and 1998 HTML 4.0 Web Authoring Course
- Georgia Public Safety Training Center: 1997 Georgia Law Enforcement Agency Certification Manager Training