

LANNETTE RICHARDSON

Academic Education

J.D. Southern University Law Center, Baton Rouge, LA (Expected: May 2023)

M.S. Accounting (Emphasis: Auditing and Financial Reports), Liberty University, VA (Expected: Dec 2021)

M.B.A. (Emphasis: Hospitality: Gaming Management) Alcorn State University, Natchez, MS
National Society of Leadership and Success, Honoree and Member

B.A. Spanish -Loyola Marymount University, Los Angeles, CA

Skills

- **Fluent in Spanish** (speaking, reading and writing)
- Excellent verbal and written communication, presentation and interpersonal skills
- Projects development, implementation, evaluation, and reporting
- Proficiency in MS Office, contemporary office procedures, and casino operations programs
- Detail and goal-oriented, Self-motivator

Professional Experience:

Director of Finance and Operations, Family Road of Greater Baton Rouge, Baton Rouge, Louisiana, September 2019 to present

- Oversee the management and maintenance of all office systems and facilities;
- Develop and oversee document retention policies and manage the disposal of records;
- Develop and oversee risk assessment and emergency planning policies and procedures;
- Exercise final review for all organizational budgets, and final review and approval for all grant budgets and fiscal reports;
- Negotiate, prepare, and monitor all vendor and consultant contracts;
- Perform all balance sheet reconciliations (bank accounts, investments, prepaids, deposits, accruals, depreciation, etc.) and prepare month-end close;
- Lead the annual budget development process, monitor expenditures, and variances, and proactively update income and expense projections;
- Chart cash flow and ensure cash flow needs and adherence to Investment Policy;
- Prepare monthly and ad hoc financial reports for the Executive Director and the Board of Directors;

Revenue Auditor, Z's Casinos, Greater Denver Area, Colorado, April 2017 to April 2019

- Responsible for proper accounting and financial reporting of all generated revenue of **5 properties** (three casinos, one hotel, and a convenience store), including hotel: billing and food and beverage department, Starbucks, all casino games, vending machines, etc.
- Reviewed and prepared forecasts, budgets, and profit planning;
- Analyzed and reconciled financial variances;
- Ensured tax filing and reporting was completed in accordance with state and federal laws;
- Prepared journal entries through daily spreadsheets;
- Ensured and enforced state mandated Internal Controls Minimum Procedures (ICMP)

Assistant Floor Supervisor, Pinnacle Entertainment Ameristar Casino, and Resort, Greater Denver Area, Colorado, December 2015 –January 2019

- Game knowledge: Black Jack, Roulette, and several carnival games;
- Oversaw all table games, to include ceasing any dubious activity, ensuring payouts are made, resolving customer disputes, monitor accounting systems, budgeting, and financial reporting;
- Maintained financial or account records of guests while gaming;
- Monitored game operations to ensure house rules are being followed, that state and federal regulations are adhered to;

Associate Manager, Seneca Center (Mental Health Treatment Facility), San Francisco General Hospital, San Francisco, CA September 2008 - May 2012

- Ensured adequate staffing levels of the daily schedule;

- Maintained and enforced compliance with local, state and federal laws;
- Ensured individuals gain access to needed psychiatric, medical, social, financial and other appropriate services;
- Prior to promotion to manager, served as Wraparound Counselor from Oct 2009-July 2010 and Residential Counselor from Sep 2008-Oct 2009. Provided counseling and case management services to ensure the successful transition of clients and their families to community-based resources;

Community Engagement:

National Chairwoman, Sigma Lambda Gamma National Sorority Inc., June 2014- present

- Oversee the overall budget for the 10,000 plus membership sorority: review and approve budget expenditures, forecasts, revenue resources;
- Monitor financial reports and work with Board members to remain legally compliant (state and federal laws)
- Facilitate the hiring and development of the Executive Director;
- Ensure that the sorority is remaining fiscally responsible in the allocation of resources;
- *Appointed National Chairwoman in October of 2018. Served as a Board of Director prior to appointment;*

National Institute of Community Enlightenment, Board Member and Treasurer (April 2018 to present)

- Provide strategic advice to the management and CEO;
- Assist in developing program marketing and promotion;
- Advise in budgeting and financial planning;

Intern, Louisiana State Bar Association (LSBA), New Orleans, LA

August 2012 to present

- Assisted with Minority Job Fair by conducting interviews with judges, attorneys and law students for a LSBA publication (wrote an article for the LSBA-please see publication section of the website)
- Mentored and coached high school students for 2013, 2014, 2015 and 2019 "Suit Up for The Future Summer Legal Institute and Internship Program"
- Conducted legal research and writing;
- Served on the Diversity Subcommittee;

Executive Director/Founder, KARASI Preparatory (proposed), Denver, Colorado, April 2014 to April 2018

- Developed a strategic plan with the Board of Directors and Instructional leaders;
- Created and developed the organization's budget, forecasts, etc
- Oversaw the allocation of resources, created and developed policy;
- Recruited, hired, trained and oversaw the performance of leadership and senior-level staff;
- Preserved and promoted the mission with associated core values, philosophy and culture;

Founding President, Southeast Louisiana Gammas Alumnae Association (SLGAA), Southeast Louisiana, 2012 - 2014

- SLGAA is the first alumnae association of Sigma Lambda Gamma National Sorority Incorporated (SLG) in the state of Louisiana;
- Served as Intake Advisor for the University of Louisiana at Lafayette;

Affiliations:

National Association for the Advancement of Colored People (NAACP), Baton Rouge Chapter, February 2020 to present

American Bar Association, Law Student Division, Premium Member, January 2020 to present

National Black Law Student Association, Southern University Chapter, Member, January 2020 to present

Hispanic National Bar Association, Student Member, January 2020 to present

Southern University Law Center, Diversity Committee, January 2020 to present

Baton Rouge Bar Association, Student Member, December 2019 to present

National Alliance on Mental Illness (NAMI), Baton Rouge Chapter, Member, December 2019 to present

Louis A. Martinet Society, Baton Rouge and New Orleans Chapters, Student Member, November 2019 to present

Dear Colleagues:

Hello, I am Lannette Richardson. I am a first-year law student at Southern University Law Center. I am running for the Vice Chair position. I have served as an intern for the Louisiana State Bar Association (LSBA) within its Member Outreach and Diversity Department. As an intern for the Director of Member Outreach and Diversity, I assisted with outreach efforts on furthering organizational diversity goals, ensuring best practices and the promotion of inclusiveness for LSBA members. During my tenure, I was personally invited by the Director to work with local judges and attorneys on the LSBA's Diversity Sub-Committee. There, we developed initiatives to better serve the LSBA members and their practices.

Additionally, for the past several years, I have served as a Board of Director for a Latina-based, multicultural national sorority. In 2018, I was appointed as the sorority's National Chairwoman. In this capacity, I have the pleasure of co-creating a white-label, cultural agility training program, a community accountability program and facilitating transformative justice trainings. In both positions with the LSBA and the sorority, I have developed a skill set that I am confident will guide me in effectively navigating the Vice Chair position.

The Vice Chair position calls for an individual that can promote and oversee the Grant Fund. As a Director of Finance and Operations for a Louisiana based non-profit organization, I am budget savvy and familiar with the financial management of grant funding sources.

Primarily, I would like to incorporate cultural agility models when developing programming, policies and best practices for ABA for Law Students. My dedication to promoting more inclusive policies and programming within organizations is the reason why I am formally announcing my candidacy for Vice Chair.

I humbly thank you for your support and your vote in the upcoming election.

Respectfully,

Ms. Lannette M. Richardson

Southern University Law Center, J.D. Candidate 2023