

LATISHA VINCENT-WATERS

Ravenel, South Carolina | Open to Relocation | Remote Ready
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PROFESSIONAL SUMMARY

Information governance and knowledge systems professional with 15+ years of experience in records management, documentation, staff training, and technology adoption across nonprofit, education, and public service settings. Skilled at organizing information so teams can find it, trust it, and keep it secure. Currently completing database administration studies at Trident Technical College, with coursework in SQL and data analytics.

CORE COMPETENCIES

Information Governance | Records Management | Digital Stewardship | Metadata Standards
Documentation | Knowledge Transfer | Repository Coordination | Compliance Reporting
Process Improvement | Staff Training | Program Support | AI Adoption

PROFESSIONAL EXPERIENCE

Executive Director & Operations Technology Lead | Black Liberation Fund | 2020 – 2024

- Managed digital and physical records systems supporting preservation, grant compliance, and reporting for a statewide nonprofit.
- Led digitization of approximately 150 case files and organizational records during COVID-19, improving retrieval and long-term access.
- Developed retention schedules, confidentiality standards, and document handling procedures for sensitive community information.
- Wrote SOPs, onboarding guides, and training resources that 30+ staff and volunteers used to adopt digital tools consistently.
- Secured more than \$1.5M and served 610+ participants, keeping correct and prompt funder reporting.

Justice Fellow | Open Society Foundations | 2022 – 2024

- Designed a statewide documentation and referral platform with clear content structure and user guidance for community partners across South Carolina.
- Established content standards so non-technical staff could keep materials consistent and easy to support.
- Produced research briefs that turned complex legal and procedural information into plain-language resources.

Executive Assistant, Development & Operations | Alliance for Full Acceptance | 2020

- Administered donor records, gift documentation, and development reports in Blackbaud Raiser's Edge, supporting data accuracy and board reporting.
- Coordinated board communications, committee workflows, and executive-level administrative support.

Technology Curriculum Coordinator | Charleston Development Academy | 2017 – 2019

- Oversaw curriculum databases and progress tracking for 300+ students per year; scheduled and facilitated 12 testing seasons.
- Developed K–8 technology curriculum and learning materials adaptable to diverse learners.

- Trained teachers on classroom technology and practical digital workflows.

Extension Agent, Technology Literacy Programs | SC State University 1890 Research & Extension | 2010 – 2015

- Maintained program databases, participant records, and federal compliance reports with zero audit findings across multiple grant cycles.
- Designed and delivered 11 digital literacy programs for youth, adults, and workforce-entry learners statewide.
- Trained staff and community partners on data collection procedures and records systems.

Technology Integration Specialist | Charleston Development Academy | 2007 – 2010

- Delivered K–8 technology instruction, staff training, and school-wide technical support.

SELECTED PROJECTS

- Digital Records Migration — Organized document imaging, naming conventions, and retention guidelines during a full transition to digital systems. Improved long-term access and reduced time spent locating files.
- Workflow Automation — Connected Airtable, Notion, and Make.com to replace manual reporting steps. Made shared information easier to update and maintain.
- Reporting Dashboards — Built tracking tools for grants, compliance, and program outcomes. Supported board updates and funder reporting.
- AI Adoption Program — Produced practical learning materials and SOPs that gave staff and partners confidence with new tools.

TECHNICAL SKILLS

Databases: SQL, Airtable, Blackbaud Raiser's Edge

Automation: Make.com, Notion, Zapier

Analytics: Excel, Google Sheets, Power BI (foundation)

Collaboration: Microsoft 365, SharePoint, OneDrive, Asana

Web: HTML, CSS, JavaScript, PHP, GitHub, AI trained (ChatGPT, Claude, Gemini, Co-Pilot), Wix, Wordpress

EDUCATION

A.A.S., Information Technology — Cyber Security | Trident Technical College | Expected 2026 | GPA 3.58

Relevant coursework: SQL & Database Design, Data Analytics, Cybersecurity, Systems Management, Networking, Palmetto AOC Roost Network+ Bootcamp (2026),

Database Administrator Certificate | Trident Technical College | In Progress

B.A., Mass Communications | Claflin University | 2010

HONORS

Open Society Foundations Justice Fellow (2022)

Rockwood Leadership Institute — Art of Leadership (2023, 2024)

Echoing Green Fellowship Semifinalist (2022)

CompTIA Security+ (In Progress)

FreeCodeCamp — Responsive Web Design