



MARLON K. BROWNLEE

EXECUTIVE PROFILE

Marlon is an experienced board member, having served in many types of organizations in different roles such as President, Vice President, Chairman of the Board, Chair of the Strategic Planning Committee and two three-year terms as an elected municipal government official. He has over 35 years of consulting experience as an information technology business leader helping many types of private and public organizations to implement systems and process changes in order to achieve their strategic objectives.

INDUSTRY EXPERIENCE

- Government
- Apparel/Retail
- Consumer Products
- E-Commerce
- Not-For-Profit
- Publishing

EDUCATION

KELLOGG SCHOOL OF MANAGEMENT

*MBA, Marketing & Management
Information Systems*

CORNELL UNIVERSITY

BA, Psychology

CONTACT

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PROFESSIONAL EXPERTISE SUMMARY

- Strategic Planning
- Digital Transformation
- Project Management
- Business Analysis
- System Integration
- Supply Chain Management
- Systems Implementation
- Change Management
- Data Conversion
- User Training

RECENT BOARD EXPERIENCE

Lake St. Charles Community Development District (CDD)

Chair, Strategic Planning Committee

2020 - Present

The Lake St. Charles Community Development District manages all of the common areas and amenities for Lake St. Charles, a 400 acre residential community located in Riverview, Florida. The amenities include 15 acres of outdoor park facilities including soccer/baseball fields, basketball courts, tennis courts, a nature path, children's playgrounds, a dog park, a canoe launch and fishing docks on a lake.

- Meet monthly with other board members, property manager and district manager to monitor the operations and financial status of the district.
- As chair of the Strategic Planning committee, guide creation of capital improvement plan to identify and prioritize upgrades and additions to amenities as part of the annual budgeting process.

Lake St. Charles Homeowners Association (HOA)

President, Vice President

2018 - 2020

The Lake St. Charles Homeowners Association manages and enforces the deed restrictions for all private property in Lake St. Charles, a residential community of 785 single-family units located in Riverview, Florida.

- Met monthly with other board members and property management company to monitor the status of deed enforcement and processing of architectural change requests by residents.
- As president, mentored other board members and helped familiarize new board members with board policies and procedures.

Maplewood Township Committee

Chair, Public Safety Committee

2011 - 2016

The Maplewood Township Committee is comprised of five members who are elected by voters to three-year terms as the governing body of Maplewood, a suburban township with a population of approximately 24,000 located in Essex County, NJ.

- Met monthly with other committee members, township administrator and township attorney to monitor the operations and financial status of the township.
- Participated in development of township annual budget, balancing operational and capital improvement needs vs property tax amounts for residents.
- Met regularly with township residents to respond to inquiries regarding ongoing projects, issues, etc.
- As chair of public safety committee, met monthly with police and fire chiefs to monitor township trends and township responses, approving policy changes as needed.

ADDITIONAL BOARD EXPERIENCE

- South Orange/Maplewood (NJ) Community Coalition on Race – *Chair, Board of Trustees*
- South Orange/Maplewood (NJ) Parent Teacher Association (PTA) – *President, Vice-President, Treasurer*
- Cornell University Black Alumni Association – *President*
- Cornell University Council – *Member*

PROFESSIONAL EXPERIENCE

Syntelligent Solutions, Inc.

Founder, President (May 2013 – present)

Consulting practice providing information technology services. Selected clients include:

Single Stop USA

A New York City 501(c)(3) nonprofit organization whose mission is to offer a one-stop off-ramp out of poverty by supporting families in meeting their basic needs. Over 2 million households served to date.

Key Contributions:

- *Acting Director of Technology* – worked with senior management to categorize product development tasks and create product roadmap to prioritize software programming efforts.
- Reviewed current technical team, created resource plan and allocation of responsibilities, wrote job descriptions and interviewed candidates.
- Conducted discussions with software vendors (Salesforce, CloverETL) for possible implementation to address external and internal requirements.

Department of Sanitation, City of New York

World's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day from 6,300 miles of streets. Also responsible for plowing snow from all New York City streets in the winter.

Client Project: Built a web-based enterprise-wide system to automate the existing paper daily operations board used at all District and Borough locations throughout the Department of Sanitation for the City of New York (DSNY). The operations board is used to define daily operational tasks and assign available personnel and equipment to these tasks, and automates many rules, procedures and processes that have been in use over 100 years.

Key Contributions:

- Elicited functional requirements through meetings and interviews with business staff and reviews of existing documentation.
- Prepared business process descriptions, user stories and developed prototypes for review with end-users to confirm accuracy.
- Translated approved business requirements into functional specifications, and served as liaison between business community and IT organization (developers and quality assurance testers) throughout application development life cycle (using Agile development methodology) to ensure that the developed solutions satisfied user requirements.

The Madison Square Garden Company

Sports and entertainment holding company, owner of Madison Square Garden, Radio City Music Hall, New York Knicks, New York Rangers and New York Liberty (WNBA).

Client Project: Implemented time and attendance component of a workforce management system.

Key Contributions:

- Documented business requirements for multiple business divisions.
- Created and executed test scripts to verify system functions and performance.
- Identified functional defects and worked with vendor to resolve issues.

Nioxus Corporation

Senior Consultant (August 2019 – March 2020)

Startup database management solutions software company (100% remote).

Key Contributions:

- Platform and process solutions setup (Confluence, Slack, Zoom) for company-wide use.
- Conducted team meetings with developers, quality assurance testing team and product manager for discussion of deliverables and overall status.
- API design and programming of interfaces between proprietary database management systems and external vendor applications.

SelfieStyler Inc.

Senior Business Process Analyst (June 2017 – April 2019)

E-commerce tech startup firm (100% remote).

Key Contributions:

- Project manager and primary data architect for remote team responsible for development and testing of a multi-system systems integration initiative using MongoDB for data synchronization.
- Developed and implemented Jira/Confluence templates for system feature requests and bug reporting to support multiple company-wide project initiatives.
- Configuration and maintenance of Podio system and Globiflow scripts to support company-wide workflow process automation.

TradeCard, Inc.

Product Designer (05/2011 – 04/2013)

Software company providing global supply chain and financial supply chain products to retail companies, factories and suppliers, and service providers (financial institutions, logistics service providers, customs brokers and agents).

Key Contributions:

- Worked with virtual teams consisting of client managers, developers and quality assurance team to define and design new applications and enhancements to existing software product suite.
- Supported the implementation and deployment phases of new products via Agile methodology. Software product suite was used by thousands of buyers, suppliers, factories and financial institutions around the world to manage orders, access capital, track work-in-progress and manage financial transactions.

JMMS, LLC.**Founder, President** (11/2005 – 05/2011)

Consulting practice providing information technology services.

City of New York

Client Project: Implemented a new, automated, web-based system designed to support existing attendance, leave and workforce management functions for New York City government (80+ agencies, over 160,000 employees).

Key Contributions:

- Designed and documented implementation methodology for project managers and business analysts.
- Conducted monthly 3-day workshops to begin implementation process at each agency, including project introduction, review of project steps and description of all system configuration options.
- Analyzed procedural requirements at each NYC agency; coordinated system set-up/configuration, system testing, end-user training and help desk support at each agency.
- Designed and created electronic surveys to collect required information from agencies and extract information in a consistent format for loading to new system.
- Designed and created a custom data extract programs to convert information from existing legacy systems to required format for loading to new system.
- Provided voice-recording for computer-based training video created to support city-wide system roll-out and ongoing training needs.

Business Management Systems, Inc.**Senior Consultant** (05/2004 – 11/2005)

Software company providing product lifecycle management (PLM) software for the apparel, accessories and footwear industries.

Key Contributions:

- Analysis of client business requirements, documentation of functional design for system support requirements, managing programming effort, system testing, development of user documentation, end-user training.
- Presentation of proposed changes to business processes to management and user communities for review and approval.

JMMS Enterprises, Inc.**President/Owner** (05/1996 – 05/2004)

Consulting practice providing information technology services.

Implemented more than 20 projects at some of the country's leading companies. Clients included Liz Claiborne, Homedics, Jones Apparel Group, Warnaco, Tommy Hilfiger USA, Federated Department Stores, Target, Dun & Bradstreet, J.C. Penney, The Hartford, Equitable.

ADDITIONAL EXPERIENCE

Excelled in early career as an information technology consultant at top-level consulting firms including:

- **Kurt Salmon Associates** - *Senior Consultant* (1993-1996)
- **Vista USA, Inc.** - *Systems Implementation Specialist* (1990-1992)
- **Andersen Consulting (Accenture)** - *Senior Consultant* (1986-1990)

EDUCATION

KELLOGG SCHOOL OF MANAGEMENT, NORTHWESTERN UNIVERSITY
MBA - Dual concentrations in Marketing and Management Information Systems

CORNELL UNIVERSITY

B.A. - Psychology

COMMUNITY SERVICE

- Board Supervisor, Lake St. Charles Community Development District (2020-present)
- President, Lake St. Charles Homeowners Association (2020)
- Vice President, Lake St. Charles Homeowners Association (2018-2019)
- Elected Member, Municipal Government - Maplewood, New Jersey (2011 to 2016)
- Chair, Public Safety Committee, Maplewood, New Jersey (2011 to 2016)
- Founder, Maplewood (NJ) Community Action Program (MCAP) (2013 to 2016)
- Member, Cornell University Council (2010 - 2013)
- Class Officer/Webmaster, Cornell University (2004-2009)
- President, PTA Presidents' Council - South Orange-Maplewood, NJ (2005-2006)
- 1st Vice President, PTA Presidents' Council - South Orange-Maplewood, NJ (2007-2008)
- President, South Mountain PTA, South Orange-Maplewood, NJ (2003-2005)
- Vice-President, South Mountain PTA, South Orange-Maplewood, NJ (2001-2003)
- Co-Chair, Strategic Planning State of the Schools Committee - South Orange-Maplewood, NJ (2004)
- Member, Recreation Advisory Committee - Township of Maplewood, NJ (2005-2006)
- President, Cornell Black Alumni Association (1992-1994)

PERSONAL

Marlon and his wife of 33 years, Jeaniene, live just outside of Tampa, Florida. Their son, a graduate of Stevens Institute of Technology, is a 2021 "Forbes 30 Under 30" honoree, and their daughter, a graduate of Temple University, is a real estate professional.

Marlon is an avid reader and fitness enthusiast. He holds a 4th degree black belt in tae kwon do, a martial art founded in Korea.

One of his favorite quotes is "*Service is the rent we pay for the privilege of living on this earth*" and he has tried to live up to this through his work on boards and committees.