

JEHOVAH JIREH BIBLE INSTITUTE OF HIGHER LEARNING
ADMINISTRATIVE STAFF



ZENENE DAVIS
BSCJ, MDIV

Enrollment Specialist/Adjunct Professor
JEHOVAH JIREH BIBLE INSTITUTE OF
HIGHER LEARNING

CONTACT

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SOCIAL MEDIA

WEBSITE: <https://www.jjbi.education>
FACEBOOK: <https://www.facebook.com/jjbihl/>
<https://www.linkedin.com/home>

NOTES

Written Works
Thesis: Pastoral and Chaplaincy Ministry
Author of "The Water is Troubled"
Co-Author of "Destiny Catalyst"

PROFILE

Mrs. Zenene Davis believes that stagnation keeps so many from reaching their full potential. In her book *The Water is Troubled, Jump In, Breaking Out of Stagnation*, we should learn how to break the stronghold and move into what you know God has in store for you!! Mrs. Davis has an impeccable ability to work with individuals from all walks of life. She serves as an Enrollment Specialist for JJBHL. Mrs. Davis coordinates enrollment materials, applications and register students onsite and monitor students online for enrolling into JJBHL and PHSI programs of study. EMS is responsible for ensuring that all applications are complete. Transcripts and records of students are sent to the institution to complete student's registration process. The EMS ensures that JJBHL/PHSI staff adheres to FERPA, HIPAA, Act (ADA) and (IDEA) guidelines. Mrs. Davis is a professor/proctor assigned to teach and instruct onsite classes and online Associate, Bachelor and Master Degree Program Module Courses. Mrs. Davis has been employed with ER Solutions and Department of Human Resources in Montgomery, Alabama. She is presently Executive Director for the Domestic Violence Intervention Center in Opelika, AL. Mrs. Davis is Director of the New Life Christian Resource Room.

EDUCATION

Graduated Jefferson Davis High School, Montgomery, AL 1999
Certified Life Coach Destiny Blueprint Coaching Certification & New Skills Academy, 2022-2024
Bachelor of Science in Criminal Justice/Minor Sociology (July 2008) GPA: 3.8 Alabama State University, Magna Cum Laude
Masters of Social Services Counseling Troy University
2008-2010 obtained 45 credit hours
Master of Arts in Divinity (September 2024) Jehovah Jireh Bible Institute of Higher Learning Summa Cum Laude

SKILLS/ACADEMIA/AWARDS

- +Dean's List Alabama State University 2004-2008
- +Received two promotions during tenure with the State of Alabama
- +Alabama Received two promotions during tenure with the Domestic Violence Intervention Center Certified Life Coach
- +Self-published author and co-author Founder of ZLD Empowers
- +LLC Founder Empowered2BeFree mentoring women
- +2024 Speaker and Moderator for Black Business Network
- +2024 Guest Speaker on Randy Soul Radio "Talking Mental Health"
- +WTVM News Guest Secret Place Challenge Guest
- +Speaker Auburn University Philanthropy Grant-Making Course

WORK EXPERIENCE

Excellent ability to work successfully with people from all walks of life, Leadership skills Policy-based decision making, Encouraging success in others, Excellent communication, Skilled at working with victims of domestic violence, Ability to lead meetings and staff training, Ability to assist students in succeeding in academic endeavors





VIRGINIA BOBO, DMIN

Administration/Office of Registrar
JEHOVAH JIREH BIBLE INSTITUTE OF
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NOTES

Dissertation and Written Works
Ministry for the Hungry
Member of Lake Martin Chamber of Commerce

PROFILE

Dr. Virginia Bobo understands that JJBIHL's goal as an institution is the development of the whole person and to grow in confidence, as Christ-Centered leaders. Dr. Bobo ensures that students and faculty adheres to the institution's prerequisite requirements for enrollment. Dr. Bobo assist with transcripts and diploma verifications, monitors online courses and study module pacing, ensure grades are implemented into JJBIHL's online gradebook management system. Dr. Bobo review assessment reports for students monthly and complete mid-year semester reports and end-of-year semester grade reports. All employee, job, school, military and career advancement verifications are approved through JJBIHL's Office of Registrar, Office of Enrollment, Academic Affairs and the Chancellor's Office. Dr. Bobo was an Assistant Lead Technician for Parkdale Corporation for fifteen years. Dr. Bobo presently works as a Certified Substitute Teacher with the Alexander City School System. She is a proud graduate of JJBIHL because it gave her the opportunity to advance in her career. Dr. Bobo serves as Christian Education Director in Ministry.

EDUCATION

Associate of Arts in Bible – Great Commission Bible College & Theological Seminary, Glasgow, Kentucky, 2005
Bachelor Arts in Biblical Studies - Great Commission Bible College & Theological Seminary, Glasgow, Kentucky, 2006
(MTh) Master of Arts in Theology – Jehovah Jireh Bible Institute of Higher Learning, 2017
(DMIN) Doctor of Arts in Ministry – Jehovah Jireh Bible Institute of Higher Learning, 2021

SKILLS/ACADEMIA/AWARDS

- +Assistant Director of Operation Breadbasket
- +Nonprofit and Community Service 21 Years
- +Managed distributing approximately a million pounds of food and products to needy families
- +Outstanding Performance Award in Ministry, 2000
- +Parkdale Mills dedicated Employee of the Year Award
- +Manage Compliance with HAFB Food Bank and USDA Audits
- +Completed Nurse's Aide Certification for Assisted Living and Nursing Homes

WORK EXPERIENCE

Coordination of student-related programs, respond to students' needs, direct admissions, collaborate with different departments. Assist in the development of school policies and procedures and adhere to FERPA, HIPAA Laws, The Americans with Disabilities Act (ADA) and Section 504 and The Individuals with Disabilities Education Act (IDEA) Dr. Bobo has been employed with the Russell Corporation, Chapman Assisted Living Health Care, and Parkdale Mills Corporation in Alabama.





CARRIE WILLIAMS **B.S. CIS, MTS**

Administration/Office of Bursar
JEHOVAH JIREH BIBLE INSTITUTE OF
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NOTES

Nonprofit and Community Service 21 Years
Member of Lake Martin Chamber of Commerce
Financial Advisor

PROFILE

Carrie Williams brings a wealth of financial experience and expertise to JJBIHL. Mrs. Williams has a strong background in accounting, business management and (CIS) Computer Information Systems. She has worked as an Account Clerk for fortune 500 companies, banking institutions, nonprofits and faith based organizations. Mrs. Williams works well with or without supervision. She has a gift to function well under pressure and multitask. Mrs. Williams is proficient in word and excel and has exceptional work ethics. As Financial Bursar, Mrs. Williams implements all student financial information on JJBIHL's data base management system. Ensuring the financial transactions between students and the institution are accurately recorded and processed. Mrs. Williams has been employed with Suntrust Service Corporation as an Implementation Analyst/Reconciler Atlanta, GA, State of Alabama (DOL) Employment Security Clerk, Russell Corporation and State of Alabama Nursing Board as an Account Clerk, and is presently employed with the Department of Corrections as a Financial Specialist.

EDUCATION

Bachelor of Science (CIS) Computer Information Systems,
Minor Accounting, Alabama State University, 1988
Associate of Arts in Bible, Great Commission Bible College
& Theological Seminary, Bowling Green, KY 1998
Bachelor of Arts Bible, Great Commission Bible College
& Theological Seminary, Bowling Green KY, 1999
Master of Arts in Theological Studies,
Jehovah Jireh Bible Institute of Higher Learning, 2017

SKILLS/ACADEMIA/AWARDS

- +Graduating Class Salutatorian, Keith High School, AL 1983
- +CIS Cum Laude Honor Graduate, Alabama State University, 1988
- +Employee of Month Dept. of Corrections Work Release, 2024
- +Implement and oversee the set-up for all corporate accounts
- +Coordinate test files with customers and programmers
- +Prepare new accounts to go live on the requested date
- +Monitored accounts for fraudulent activity
- +Verifies funds received in Licensing System
- +Reconciles receipt batches
- +Prepares bank deposits and treasure receipts
- +Enter receipts into the State Finance System
- +Performs internal audits to ensure dept. procedures are enforced

WORK EXPERIENCE

Coordination of student-related programs, respond to students' needs, direct admissions, collaborate with different departments. Advise high school and college students about tuition fees and scholarship opportunities. Daily Tracking of four wall inventory accounts. Reconcile daily inventory with month-end reports. Prepare journal voucher entries and fulfill administrative office duties.

