



Capability Statement

Christiana Press, LLC

Where Creativity and Unusual Ideas are the Norm!

964 Sugar Creek Dr., SE Conyers, GA 30094

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1. Company Overview

Christiana Press, LLC is a small press located in Conyers, GA a suburb approximately 25 miles from downtown Atlanta, GA. The company began its operations in Fall 2005. Christiana Press produces fiction and non-fiction books and it thrives on “out of the box” ideas and alternatives to educate and entertain children.

- **Business Opportunities Objective**
Christiana Press, LLC seeks to provide top of the line educational and entertaining literature that will stretch the minds of children, and provide parents with resources that assist them in increasing their children’s opportunities for success in life. Christiana Press, LLC markets itself to federal, state, and local government entities, as well as to children’s organizations, to schools, universities and colleges with youth programs, and to other entities that engage in the education and entertainment of children.
- **Quality Statement**
Christiana Press, LLC concerns itself with the quality of our products and services which are delivered in a timely manner. We conduct business with integrity and partner with those who share this same belief.

Company Designations:

EIN: 68-0617179
D-U-N-S Number: 61 717 7220
NAICS Code: 511130, Book Publishers
SIC Code: 2731
CAGE Code: 4NAF9

Corporate Structure:

Woman Owned
Small Business

2. Our Products

Book: *Resumes for Children – 17 Years Old and Under*
(Released June 2006 – Author: Donna Kristine Manley)
ISBN 10: 0-9777835-0-2
ISBN 13: 978-09777835-0-2

Description: *Resumes for Children – 17 Years Old and Under* is a collection of resumes of 21 very resourceful fictitious children who developed their skills, abilities, and talents to obtain licenses, certifications, and more! Some had challenges which were turned into triumphs and their many activities have produced a “backpack” of invaluable knowledge. You’ll meet an aspiring pilot, radio broadcaster, writer, entrepreneurs, and more. These children came up with creative ideas to enhance their lives – all of course with adult guidance. There are sample cover letters that are guides for seeking sponsorship from friends and family to fund a child’s activities. There is also a list of sample references that may be used as a guide. Use workbook pages in the back of the book to jump start a child’s resume; write down ideas and resources, and reflect on what a child has already accomplished or would like to accomplish.

Book: *Biographies for Children – Yes, a Resume Does Have a Sibling*
(Release, Fall 2008 – Author Donna Kristine Manley)

Description: A companion book to *Resumes for Children – 17 Years Old and Under*. Parents and children will learn the difference between a resume and a biography (bio) as they review the 30 great examples of children’s bios. They’ll also learn that a bio is just as beneficial as a resume, and parents will learn in what situations to use their child’s resume and when to use their child’s bio.

Book: *What Difference Does It Make?*
(Release, Winter 2009 – Author: Donna Kristine Manley)

Description: Meet fifteen sets of animals that look alike, but have subtle differences. Children won’t look at a turtle and a tortoise the same, among other animals.

Book: *Joshua*
(Release, Fall 2009 – Author: Donna Kristine Manley)

Description: Children, ages 3 to 7, will love the wild adventures of this little powerhouse truck. *Joshua* enjoys assisting his owners with different things to do, but when *Joshua* gets sick everyone turns their attention to him.

3. Donna Kristine “Kris” Manley

Career:

Donna Kristine Manley “Kris” is a native New Yorker, and a product of the New York City School system, but completed her college years in Georgia by earning her bachelor’s degree in Industrial Engineering Technology from Southern Polytechnic State University and her associate’s degree in Communications Electronics from Georgia Military College. Her experience includes stints as an Associate Regulatory Scientist with The Coca-Cola Company (corporate offices), Quality Assurance Engineer with SunTrust Bank, and Quality Assurance Manager with the Earthgrains Company. She is currently a Quality Assurance Manager for a large U.S. Baking Company in Atlanta, GA; other "hats" she wears within the company are Food Safety Officer and Trainer.

Author:

Kris is the author of *Resumes for Children – 17 Years Old and Under* which is a guide for parents and other nurturers to develop resumes/CABs (Child Activity Briefs) for their children. This book contains resumes of 21 fictitious children; in the book you will meet a student pilot, diver, investor, and more. You may order her book by calling BookCh at 1.800.431.1579.

Affiliations and Organizations:

Kris is a member of the *Society of Children’s Book Writers & Illustrators (SCBWI)* and a free-lance writer for *Oatmeal Studios*, a leading humorous greeting card manufacturer in Vermont.

Education, Literary, and Radio Guest:

Kris participated in the Atlanta, GA Youth and Education Expo hosted by TV Court Judge Greg Mathis the *Rainbow Push Coalition*; she was a featured author for *Seeding Minds Literacy Event* held at Turner Field, Atlanta, GA and sponsored by *Rolling Out Magazine*. She is a regular literary guest at Atlanta public and private schools, Parent Teacher Student Associations, and youth foundations. Kris enjoys being a guest on Internet and traditional stations such as Army Wife Talk Radio, Global Talk Radio, CoachKRadio, and SoundAuthors, just to name a few.

Noteworthy Mentions:

Kris and her “out of the box” first release, *Resumes for Children – 17 Years Old and Under*, is embraced by *Emory University’s College for Science Education*, Atlanta, GA which is placing Kris’ book in the hands of teachers and students at several Atlanta high schools and middle schools. *The Georgia Department of Labor* is using her book in their career centers state wide, and *Western Kentucky University*, Bowling Green, KY, is using her book to guide the resume development of its participants in their *AIMS Program* (Activating Interest in Minority Students).

Kris is unmarried and lives in Atlanta, GA.

4. Our Services: A Springboard to Action

Christiana Press, LLC offers a fun and informative workshop on resume development for children. This workshop complements our first book, *Resumes for Children – 17 Years Old and Under*, and is taught by the author, Donna Kristine “Kris” Manley who has done countless children’s resumes. Two workshops are offered; one is tailored for parents and one is tailored for children. *Resumes for Children – 17 Years Old and Under* is used as the textbook.

The Workshop: *Resumes for Children – How Cool!* will:

- provide guidance in developing children’s resumes/CABs (Child Activity Briefs)
- assist in removing some of the guess work from what to include in a child’s resume/CAB
- tell what NOT to include in a child’s resume
- provide ideas for possible career options
- show how to develop correspondence that will assist in obtaining financial assistance from organizations, family, or friends in order to fund activities and/or programs
- show how to “create” a child’s “experience” when it appears there is none
- point out FREE and/or budget friendly activities and resources to assist in building a child’s resume
- examine additional information seldom seen on resumes/CABs
- tell how to eliminate and/or minimize people from mispronouncing a child’s name by doing this one thing
- examine the uses for a child’s resume

We feel by offering this particular workshop it will act as a springboard and evoke parents, even more, to assist their children in broadening their experiences, skills, abilities, talents, and knowledge. We believe in giving a child an ROE (Return on Experience) by capturing on paper what they have and are accomplishing.

5. Aligning with Community Needs

With our first book in mind, *Resumes for Children – 17 Years Old and Under*, Christiana Press, LLC recognizes that a child's play and activities is their "work world." As a result of their play and activities an abundance of learned skills, talents, and abilities develop. These skills, talents, and abilities that develop are valuable and provide a child with a "back pack" of knowledge. Christiana Press, LLC believes this knowledge can be captured through the development of a child's resume / CAB (Child Activity Brief). A resume / CAB does the following for a child:

- Boosts self-esteem
- Paints a clear picture of their capabilities
- Presents how well-rounded he or she is outside of the academic arena
- Praises / Affirms their skills, talents, and abilities
- Assists in providing career direction

Christiana Press, LLC, is dedicated to the needs of children and the encouraging of them to succeed in life and have happy lives. Through educational initiatives parents are given the tools they need to "drive" their children's CABs; to take past and present circumstances that surround their children and turn them into triumphs. We offer **FREE** resume development seminars for underprivileged families.

Colleges and universities have youth programs which facilitate the pursuit of minority students. Christiana Press, LLC encourages colleges and universities to make available *Resumes for Children – 17 Years Old and Under* to these students giving them ideas about occupational paths they may pursue. These students can in turn use their resumes as part of their application process to the college or university that provided them with the tool [resume guide] in the first place.

6. Teaming Partners

- Emory College for Science Education of Emory University, Atlanta, GA values our first title, *Resumes for Children – 17 Years Old and Under*. The university purchased, and continues to purchase, a significant number of this book and places them in the hands of teachers and students at several Atlanta, GA public schools. Emory also provided some its Emory Prep program participants with copies of this book.
- New Birth Academy, Lithonia, GA has this wonderful book in its library.
- Western Kentucky University, Bowling Green, KY, purchased a significant number of *Resumes for Children – 17 Years Old and Under* for their AIMS Program (Activating Interest in Minority Students).
- The Georgia Department of Labor purchased a significant number of *Resumes for Children – 17 Years Old and Under* and placed them in several of their career centers.

Teachers in the schools listed below are using our first book, *Resumes for Children – 17 Years Old and Under*, to assist in developing their students’ resumes.

- The New Schools at Carver
55 McDonough Blvd., SE
Atlanta, GA 30315
404.802.4400
- New Birth Academy
6400 Woodrow Rd.
Lithonia, GA 30038
770.696.9678
- Riverdale High School
160 Roberts Drive
Riverdale, GA 30274
770.473.2905
- King Middle School
545 Hill Street, SE
Atlanta, GA 30312
404.330.4979
- Forest Park Middle School
930 Finley Drive
Forest Park, GA 30297
404.362.3840

7. Products and Services Awareness Initiatives

Christiana Press, LLC has ongoing products and services awareness initiatives for both public and private schools in the following Georgia counties: Clayton, Cobb, DeKalb, Fulton, Gwinnett, and Rockdale counties. The awareness initiatives are done through product mailings, author visits/presentations, school book fairs, Parent Teacher Student Associations, and educational symposiums. The awareness initiatives will soon include other counties in Georgia and schools in other states.

Awareness initiatives are also ongoing for children's learning centers, print and online parenting resources, homeschool associations, and other beyond the bookstore outlets such as radio and TV.

8. Corporate References

- Emory College for Science Education
Emory University
1399 South Oxford Road
Atlanta, GA 30322
Kimberly A. Parker, Program Associate
404.727.4232
- Georgia Department of Labor
148 Andrew Young International Blvd., NE
Suite 440, Atlanta, GA 30303
Ms. Daphne Harrison, Program Director
404.656.6000
- Georgia Department of Labor
1220 – H West Wheeler Parkway
Vocational Rehabilitation Center
Augusta, GA 30909
Ms. Andrea Montion
706.650.5617
- New Birth Academy
6400 Woodrow Road
Lithonia, GA 30038
Mrs. Flossie Varner, Senior Librarian
770.696.9678
- Western Kentucky University
AIMS Program
(Activating Interest in Minority Students)
1906 College Heights Blvd., # 21025
Office of Diversity Programs
Potter Hall 425
Bowling Green, KY 42101
Ms. Jackie Pillow, Director
270.745.5066

9. Contact Us

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