



With the Name Allah, The Merciful, Benefactor, The Merciful Redeemer



BUSINESS & PROFESSIONAL EXPERIENCE

Owner — The Signature Pros, LLC
Lead Administrator — The Administrative Pros
Maryland Notary Public & Remote Online Notary
Title Insurance Producer Independent Contractor (TIPIC)

KNOWLEDGE / SKILLS / ABILITIES

Nonprofit Administration
Operations & Project Management
Organizational Development
Technology & Systems Implementation
Website & Digital Operations
Workflow Automation

BOARD EXPERIENCE

Muslim Community Cultural Center
of Baltimore
Trustee | 2023–Present
Secretary | 2016–2023

EDUCATION

University of Maryland, College Park
Bachelor's Degree | 2006

CANDICE WILLIE is a business owner, nonprofit administrator, and experienced operations professional whose background encompasses nonprofit management, facilities and project management, organizational development, administrative services, and technology implementation.

Throughout her career, Candice has managed complex nonprofit operations involving residential programs, regulatory compliance, facilities, vendors, personnel, and major capital improvement projects. Her experience includes coordinating diverse teams and stakeholders, overseeing critical building and safety systems, managing competing organizational priorities, and implementing systems designed to improve efficiency, accountability, and communication.

Today, Candice is the owner of The Signature Pros, LLC, a Maryland-based professional services company providing notarial, real estate closing, apostille, document, and related professional support services. She is a commissioned Maryland Notary Public and Remote Online Notary and a licensed Maryland Title Insurance Producer Independent Contractor (TIPIC).

Candice has also expanded her entrepreneurial work through The Administrative Pros, where she provides administrative and technology support to businesses and nonprofit organizations. Her work includes website development and management, digital systems implementation, workflow automation, administrative organization, and helping organizations develop practical systems that allow them to operate more efficiently.

Candice's relationship with the Muslim Community Cultural Center of Baltimore (MCCCB) includes many years of board and community service. She served as Board Secretary from 2016 through 2023 and has served as a Trustee since 2023. During her tenure, she has contributed to the Center's administrative operations, digital communications, social media presence, fundraising and community initiatives, and Maryland Emergency Food Program distributions. She has also helped establish systems that enable board members to communicate, collaborate, maintain organizational information, and work remotely.



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As MCCCCB continues to strengthen its digital presence and organizational infrastructure, Candice has taken an active role in the Center's technology modernization, including its website, digital communications, administrative systems, and online infrastructure. Her combination of institutional knowledge, nonprofit operations experience, entrepreneurship, and technology skills allows her to contribute both strategically and hands-on to the Center's continued development.

Candice earned her bachelor's degree from the University of Maryland, College Park and remains committed to using her professional experience in service to organizations and communities working toward sustainable growth and meaningful impact.