



Melba Y. Tolbert

Melba Tolbert is currently the Chief Administrative Officer (CAO) within the University of California, Los Angeles' (UCLA) Integrative Biology and Physiology Department. She has extensive experience in administrative leadership including the management of contracts and grants, student affairs and academic personnel functions within the University. She was instrumental in the formation and administration of the Equity, Diversity and Inclusion efforts in her previous role as a Department Manager and is committed to leadership in this area. Before her career at UCLA, Melba worked in a non-profit organization focused on providing youth in foster care with mentors from the Los Angeles community. Previously, she worked in finance within the investment management groups of two major insurance companies providing investment recommendations in the alternative energy and telecommunications industries, to name a few.

Melba has always had a passion for sharing her finance and business administration experience with start-up enterprises to ensure they have a solid foundation with which to launch their business and grow effectively.

Melba earned her BA in Economics from Spelman College in Atlanta, Georgia and her MBA IN Finance and Marketing from the Kellogg School of Management at Northwestern University in Chicago, Illinois. Melba is the proud mother of 3 beautiful adult children, Nicole and twins, David and Daniel. Melba is a passionate encourager and prayer intercessor. She has the spirit of a Kingdom Financier; always giving freely and generously to further the Kingdom works of God.