

PROFILE

Creative, personable, and versatile professional with exemplary reputation based on integrity, dedication, and professionalism. Specializing in leadership education and effective communication practices with a proven ability to guide, set, and achieve clear goals within teams of colleagues at all levels. Strategic thinker adept at creating innovative solutions suitable for sustained visioning and addressing immediate complex problems. Experienced facilitator with a specialized interest in technological solutions, organizational onboarding, leadership succession, and change management.

SKILLS SUMMARY

COMMUNICATION

- Energized by public speaking, facilitating group conversation, and crafting compelling messages

STRATEGIC THINKING

- Demonstrated ability to guide others through exploring multiple strategies to address even the most complex challenges resulting in the best and most effective custom solutions

TRAINING FACILITATION

- Developed and facilitated training programs for groups of employees ranging from 2 - 200

- Talent Development
- Team Consultation and Coaching
- Event Planning
- Marketing Strategy

- Instructional Design
- Workshop Facilitation
- Data Analysis
- Assessment Methodologies
- Project Management

EMPLOYMENT HISTORY

EDUCATION PROGRAMS PRODUCER | GENERAL ASSEMBLY

APRIL 2015 – PRESENT

- Develop and deliver instructional training for instructional teams in key components of adult learning theory, teaching strategies, facilitation techniques, and classroom management
- Provide ongoing coaching support and feedback for instructional teams focused on elevating the classroom experience and instructional quality
- Shape high-quality student experiences through consistent onboarding, regular check-ins, and support
- Direct operational support courses including all areas of program execution and budgets

ASSISTANT DIRECTOR | LEADERSHIP INSTITUTE | DEPAUL UNIVERSITY

JULY 2014 – APRIL 2015

- Directed selection and administration of two leadership scholarship programs of over 90 students
- Led cross-departmental collaboration to bring annual training to over 200 student leaders

COORDINATOR | LEADERSHIP INSTITUTE | DEPAUL UNIVERSITY

JANUARY 2013 – JULY 2014

- Created and presented leadership skill-building programs for a variety of audiences at all levels

RESIDENCE DIRECTOR | DEPAUL UNIVERSITY

JUNE 2010 – DECEMBER 2012

- Responded to the immediate needs and built community among 320 students in campus housing
- Created and piloted award winning sequential learning curriculum; later expanded campus-wide

KEY PROJECTS:

Instructional Coaching

Lead weekly check-in meetings with instructional teams to drive instructional quality towards goals based on observations and student feedback data

Leadership Competencies Certificate Program

Headed creation, development, and facilitation of certificate program including writing curriculum, workshop design, assessment, facilitator training, soliciting participants, and administrative processes

EDUCATION

MASTER OF ARTS

Higher Education and Student Affairs
University of Connecticut, Storrs CT

MAY 2010

BACHELOR OF SCIENCE

Communication Studies: Emphasis in Public Relations & Organizational Communication
University of Wisconsin – La Crosse, La Crosse WI

MAY 2008