

# STACEY MCAFEE, MBA

Duluth, MN | srenaem.srm@gmail.com | (937) 541-9317 | [LinkedIn: Stacey McAfee](#)

## PROFESSIONAL SUMMARY

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Diligent professional with a proven ability to foster an inclusive and collaborative workplace. Known for adeptly navigating diverse environments, including educational institutions, social services, and correctional facilities. Demonstrates exceptional leadership and communication skills, excelling in conflict resolution and critical thinking. Highly skilled in developing and implementing strategic plans to enhance operational efficiency and promote a positive workplace culture. Experienced in teaching and asset protection. Committed to accuracy in maintaining files, data management, and data entry skills. Proficient in MS Office, including PowerPoint, and willing to learn and work with auditing, capital management, financial data, federal regulations, and clerical support. Dedicated to driving organizational success through effective training and development programs, ensuring compliance with organizational policies.

## SKILLS

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|----------------------------|----------------------------------|-------------------------|
| • Recruitment & onboarding | • CCTV                           | • Compliance management |
| • Training & development   | • Policy implementation          | • Record keeping        |
| • Performance evaluation   | • Program management             | • Conflict resolution   |
| • New hire orientation     | • Cross-functional collaboration | • Document filing       |
| • HR processes management  | • Data management & auditing     | • Clerical support      |

## WORK EXPERIENCE

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### Corporate Asset Protection Supervisor

09/24 – 04/25

KnitWell Group, Duluth, MN

Lead by example to supervise, recruit, develop talent, and train the asset protection team. Act as owner of the building security and safety. Partner with numerous city leaders for safety and loss prevention planning. Collaborate with teams and operational business partners to identify, analyze, and mitigate shortages.

- Partnered with city officials to establish a 200,000 safety improvement plan for the building residents and public
- Developed and implemented over 10 policies and procedures within the first month to increase productivity
- Data driven leveraging reporting to identify risks and mitigate issues
- Investigate, auditing, and utilize shortage reduction programs and asset protection awareness program and system controls

### Building Substitute / Mathematics Teacher / Substitute Teacher

01/22 – 06/24

School District of Superior, Superior, WI

Orchestrated the instructional design, classroom instruction, assessments, data analysis, and behavioral support for a diverse range of learners. Facilitated real-world and hands-on learning experiences to ensure comprehension of complex mathematical principles. Maintained alignment of course materials with educational standards. Employed various instructional methods to cater to different learning styles, including laboratory activities, personalized instruction, and small-group sessions.

- Transformed a challenging classroom with significant behavioral issues into a well-managed and engaged environment within two weeks, influencing the establishment of a new permanent role by the principal.
- Contributed to large-scale cultural and community activities, school improvement plans, and other collegial projects, promoting open communication across the organization.
- Implemented best practices and utilized contemporary research on learning methodologies, maintaining program equity.
- Elevated instructional practices by training and mentoring colleagues through a collaborative approach.

### Supervisor of Visits

03/18 – 02/23

Lutheran Social Services, Duluth, MN

Supervised court-ordered family visits, meticulously observing, maintaining, and documenting interactions to generate comprehensive reports for the court and social workers. Managed crisis interventions and emergency responses, collaborating with social workers and colleagues to address and resolve issues effectively.

- Conducted training for parents, imparting knowledge of developmentally appropriate techniques and practices.
- Expanded responsibilities by taking on the role of Tour Guide in Alaska during the summer of 2022, showcasing versatility and adaptability in handling diverse tasks.

### Workforce Development Specialist II / Career Navigator

01/19 – 07/19

Minnesota Department of Employment and Economic Development, Moose Lake, MN

Spearheaded a comprehensive workforce development program, focusing on preparing incarcerated individuals for reintegration into the job market. Delivered resume development, interview preparation, and application processing. Fostered relationships with employers to facilitate the hiring of convicted felons post-release, identifying suitable job opportunities, and addressing potential

concerns. Played a crucial role in establishing intake operations, data collection protocols, and building an employer database for the newly launched program.

- Mentored and trained individuals, supporting career and educational goal setting, enhancing their employability and self-sufficiency.
- Acted as a liaison to employers, ensuring smooth transitions for individuals entering employment, improving job placement rates, and fostering employer relationships.

#### **Corrections Officer, Minnesota Sex Offender Program**

01/18 – 05/22

State of Minnesota, Moose Lake, MN

Collaborated with partners to plan and implement transitional processes for clients completing program obligations. Advised clients on communication strategies, self-awareness, accountability measures, and coping skills, facilitating personal development and readiness for reintegration. Monitored resource utilization throughout the program to ensure efficient and effective use. Maintained the safety of participants and security of the facility, responding promptly to crises and effectively de-escalating dangerous situations.

- Effectively coached new staff members, demonstrating strong training and development skills.
- Implemented data-driven strategies to maximize resource allocation, showcasing proficiency in data management and analysis.
- Recognized for exceptional crisis management skills, highlighting effective conflict resolution and interpersonal communication abilities.

#### **Prison Program Supervisor**

08/16 – 11/17

Sinclair Community College / Allen Oakwood Correctional Institution, Lima, OH

Administered the educational program within the correctional facility, overseeing a team of nearly 15 staff members and managing the academic progress of over 110 enrolled inmates. Recruited, hired, and trained personnel to uphold high standards of program delivery. Designed and implemented operational schedules, training initiatives, and course curriculums based on institutional capacity and inmate needs. Supervised budget management and approved payroll processes, ensuring financial integrity. Developed strategic recruitment materials and conducted eligibility assessments for prospective enrollees. Facilitated the transfer of materials and academic records from other institutions and compiled detailed reports for statewide agencies.

- Achieved a 16% increase in enrollment by strategically recruiting eligible inmates and stimulating educational participation and engagement.
- Redesigned course offerings based on inmate interests and staff expertise, enabling a 30% increase in credit hours, and maximizing educational opportunities.
- Served as the primary liaison, ensuring effective communication and coordination among stakeholders, and guaranteeing the smooth operation and alignment of the program with institutional objectives.

#### **OTHER WORK EXPERIENCE**

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##### **Direct Support Staff**

11/23 – Present

Heartland Homes of Duluth, LLC., Duluth, MN

##### **Community Impact Intern**

05/14 – 08/14 & 05/15 – 08/15

WCVO 104.9 "The River", Gahanna, OH

#### **CERTIFICATES AND LICENSES**

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##### **Licensed Educator (K-9)**

2022

Wisconsin Department of Public Instruction

##### **Certified Medical Assistant**

2010

American Association of Medical Assistants

#### **EDUCATION**

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##### **Bachelor of Science in Education (B.S.)**

2021

University of Wisconsin, Superior, WI

##### **Master of Business Administration in Marketing (M.B.A.)**

2018

Wright State University, Dayton, OH

##### **Bachelor of Arts in Strategic Communications (B.A.)**

2016

The Ohio State University, Columbus, OH

##### **Associate of Arts in General Studies (A.A.)**

2007

Edison Community College, Piqua, OH