

Judy Han Le

4135 Tartan Ln, Houston TX 77025 Ph: (832)722-7678 E: judyletom@gmail.com

EDUCATION University of Houston, Doctoral Student, Higher Education Leadership, current
University of Texas at Austin, M.A. Higher Education Administration, May 2005
Rice University, Bachelor of Arts, Sociology, May 2000

GPA: 3.75/4.0 *Cum Laude*

University of Queensland, Study Abroad, Australia, Spring 1999

WORK EXPERIENCE

Leadership Houston Inc., Program Director/Consultant (current)

- Direct all aspects of the organization's flagship program
- Work with volunteers, speakers, leaders of local businesses/industries to create programs that enhance and engage civic leaders in Houston
- Facilitate workshops on leadership.
- Evaluate program effectiveness

LeaderShape, Lead Facilitator

(March 2005-Current)

- Serve as lead facilitator for a premier week-long leadership institute for undergraduate students. Present course material on leadership and facilitate activities and discussion.
- Lead a staff of cluster facilitators through the course materials.
- Coach cluster facilitators on facilitation skills and leading by example
- Lead students through activities and discussions on leading with integrity.
- Session locations include: University of Texas-Austin (School of Business & School of Engineering), Western Kentucky University, Georgia Southern University, National Session

University of Houston, Graduate Assistant Fellowship (Fall 2007)

- Serve as academic advisor for graduate students
- Prepare documents and handle process for graduate student admissions
- Serve as the liaison between administration and graduate students

Independent Consultant (2005-2008)

- Developed comprehensive curriculum and content for Houston Community College's Management and Leadership Institute.
- Performed program evaluation for emerging undergraduate leadership program. Facilitated workshops for the program.

Jaylay Incorporated, Owner/President (2005-2007)

- Entrepreneur. Handled all aspects of the business, including marketing, sales, operations and management.
- Import handcrafted, unique silk handbags and market to boutiques and retailers.
- Handbag designer.

University of Texas at Austin, Dean of Students Office, Graduate Assistant (July 2004-May 2005)

- Advisor and coordinator to LEAP (Leadership, Education and Progress), a program geared towards leadership development in undergraduates.
- Led workshops on leadership topics for 110 students.
- Supervised a leadership group who coordinated and managed LEAP.
- Taught "Principles in Leadership" to a class of undergraduate emerging leaders.
- Member of the Hazing Investigation Team.

Center for Ethical Leadership, LBJ School of Public Affairs, Conference Leader (January 2005)

- Served as conference leader for the Student Leadership Conference
- Led a group of 14 students through the conference. Led discussions on reflection of conference speakers. Conference speakers included Bob Woodward, Victor Hanson, David Callahan, and Liz Murray. Challenged students to reflect on leadership, define what it means, apply it to their lives, and set goals.
- Taught a class to students on discovering leadership strengths, based on the "Strengthfinders" self-assessment.
- Developed and taught workshops on peer leadership.

Trinity University, New Student Orientation Coordinator (Summer 2004)

- Organized and developed all aspects of New Student Orientation. Confirmed and handled logistics for all academic advising sessions, student activities presentations, room matching, social functions, and mentor groups.
- Managed New Student Orientation website and acted as contact person for all inquiries about orientation.
- Supervised staff of orientation mentors.
- Completely re-created the First Year Handbook by making it more student focused. The First Year Handbook was awarded "Outstanding Orientation Handbook" from the National Orientation Directors Association.

Deloitte Consulting, Consultant (2000-2003)

- Developed performance enhancement process for the Call Center of a leading airline company. Created and facilitated leadership workshops for the executive group. Coached executives on leadership skills.
- Assessed current environment of three California government agencies. Analyzed how a new automated system will impact work environments. Developed a communication strategy. Organized workshops for the Future Environment Design.
- Edited, revised and contributed to a change management book, *The Heart of Change*, a Harvard Business School Press best-seller. Interviewed executives and leaders of organizations and wrote stories that illustrate the methodology included in the book. Managed the development of websites for internal and external marketing of the book. Developed a web-based diagnostic tool for use by Deloitte practitioners to assess and gauge change leadership efforts. Presented the change leadership processes and methodology at a national learning academy.
- Organized a week-long orientation and training session for new hires. Developed and presented training materials.
- Served as lead for Impact Day, a global firm-wide community service outreach day. Led campus recruiting for University of Texas and Rice University. Participated and organized Diversity Council's arts and multicultural events. Served as lead for the national fitness and wellness initiative.

International Protocol Alliance, 'Leadership Rice' Intern (1998)

Shadowed the executive director. Learned leadership skills and responsibilities of directing a non-profit organization. Developed Sister Cities educational program. Organized visits from international dignitaries.

Rice University, Orientation Week Coordinator (1998)

Responsible for organizing and leading all aspects of orientation week for incoming students. Interviewed and selected advisors to mentor new students. Created a comprehensive orientation booklet about Rice and the transition to college. Responsible for budget, roommate assignments, etc. Organized and led all orientation activities. Facilitated a cultural diversity panel for new students.

**VOLUNTEER
WORK**

Orchid Foundation, Board Member (current)

Responsible for making organizational decisions to raise money for orphanages in Vietnam. Helped raise over \$30,000 for over 20 orphanages and non-profit groups.

Life and Hope Foundation, (summer 2007)

Served as a volunteer to help with an orphanage in Cambodia. Learned about

humanitarian tourism. Produced photographs of Cambodia and the orphans as part of a fundraising initiative.

National Save the Sea Turtle Association, Volunteer – Costa Rica (Summer 2003)

Protected endangered sea turtle eggs from poachers by relocating turtle eggs. Collected data on nests and turtles for biologist research. Maintained hatchery.

Muscular Dystrophy Association, Camp Counselor (1995-1997)

Served as counselor and sports director for campers afflicted with muscular dystrophy.

**ACTIVITIES &
MEMBERSHIP**

International Leadership Association (Peer Reviewer, 2008)
Freelance Photographer
Contributing Travel Writer for Yellow Magazine
Section Editor and restaurant reviewer for 'The Houstonist' publication
Ultimate Frisbee Texas Club Team; 6-time Nationals qualifier (captain, advisory board)
Coach: Rice University Women's Ultimate Frisbee Team (current)
ADVANCE, Advocating Diversity and Need for Cultural Exploration (Chair, 1997-1999)
Golden Key National Honor Society (Secretary, 2000)
Rice Student Ambassador for the Baker Institute
Travel: Peru, Bolivia, Honduras, Costa Rica, Mexico, Canada, Paris, Italy, Cambodia, Vietnam, Thailand, Malaysia, Indonesia, Australia, New Zealand, Tanzania, China

HONORS

Panelist for Graduate & Professional School Workshop (October 3, 2003)
Speaker for "New Families Orientation" (August 22, 1998)
Speaker for "Dialogue on Race" (October 19, 1997)
International Executive Woman's Scholarship Recipient
Allen Scholarship Recipient for Academic and Leadership Achievement
Teagle Foundation Scholarship Recipient
Huebert Scholarship for Academic Achievement
Houston Livestock Show and Rodeo Scholarship Recipient
Council Travel Photography Contest Grand Prize Winner
Semi-finalist: North American Amateur Photography Contest
1st Place: Buzz Magazine Photography Contest (June 2006)
4th place: World Ultimate Frisbee Championships, Perth Australia (2007)