

HOLLY A. BRAUNELLER

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EDUCATION

Indiana University, School of Public and Environmental Affairs Bloomington, Indiana
Master of Public Affairs (MPA), May 2010
Concentrations: Public Management and Nonprofit Management

The Ohio State University Columbus, Ohio
Bachelor of Arts June 1999
Communication

WORK EXPERIENCE

Thomas P. Miller & Associates Indianapolis, Indiana
Assistant Director of Workforce Development, 06/16-present

- Manages 3 consultants in the Workforce Development division to support and develop expertise and abilities
- Serves on multiple projects concurrently as Lead Manager (responsible for client interfacing, project coordination, team operations, execution of deliverables, and reporting) roles
- Conducts primary research with stakeholders through focus groups, surveys, and interviews
- Drafts and submits complex proposals in response to RFPs and other procurement requests
- Develops project deliverables, such as complex reports for organizations including research, data & analysis, strategic plans, policy, and recommendations
- Develops methodology, timelines, and budgets for project implementation
- Guided various Boards of Directors to develop and achieve strategic impact
- *See attached list of selected project work*

Indiana Department of Workforce Development (DWD), State of Indiana Indianapolis, Indiana
Director of Policy, 05/15-06/16

- Served as policy expert and analyst offering interpretation of state and federal statute, regulations, and policy
- Provided oversight and guidance in the state-wide implementation of WIOA
- Updated or developed new state policies in response to changes in federal and state legislation
- Represented the agency to other state agencies, institutions, the general public, and special interest groups
- Served as point of contact for field offices, internal state staff, and public inquiries into agency policy
- Assisted in developing and writing of multi-agency, strategic state workforce plan as required by WIOA
- Staffed multiple state and local boards and commissions (SWIC, WIOA Taskforce, IOSC)

Indiana Department of Workforce Development (DWD), State of Indiana Indianapolis, Indiana
Adult Education Coordinator, 08/13-05/15

- Coordinated over \$8.5M in federal and state grant funding to support regional adult education programs
- Provided fiscal and programmatic support to sub-grantees through training events, visits, and regional consortia meetings
- Monitored and supported sub-grantee compliance to federal and state regulations/provisions/policies
- Collected and reported grantee performance outcomes to the regional consortia and community stakeholders
- Assisted in development of and improvements to state level policy to support grant initiatives
- Promoted an engaged and diverse membership in the adult education consortia, developing workgroups and/or subcommittees as appropriate to carry out grant directives

The Office of Faith-Based and Community Initiatives, State of Indiana Indianapolis, Indiana
(Now known as **Serve Indiana under the Department of Workforce Development, State of Indiana**)
Director of Programs, 01/12-08/13

- Aligned programs, events, and grants to office mission and strategy to support community service and volunteerism throughout the state

- Oversaw grant award process for all federal and state grants, including creating/issuing Requests for Proposals, analysis and scoring of applications, and delivery of Notice of Funding Awards
- Managed staff to provide programmatic and fiscal oversight to sub-grantees including AmeriCorps, HoosierCorps, Mitch's Kids, and Community Organizations Active in Disaster; ensuring program performance and state/federal compliance (over \$7.5M awarded)
- Created and executed formal and informal training sessions and provided technical support for federal and state grant programs
- Chaired Indiana Inclusion Council to increase inclusion awareness throughout the state
- Assisted in execution of annual Governor's Conference on Service and Nonprofit Capacity Building with 400+ attendees, and two Regional Grant Symposiums with ~100 attendees each, in addition to other events
- Drafted press releases for the Director of Marketing and Communications, and contributed to OFBCI marketing strategy through governing commission's marketing committee

JP Morgan Chase Bank Indianapolis, Indiana

Vice President, 07/10-11/11

- Managed one of the largest branches in the state (15 employees) to serve customers and ensure profitability by increasing revenue and mitigating expenses/losses
- Moved branch from a Performance Level 6 (lowest) to a Performance Level 3 within first 3 months, on a 6 level national scale based on peer ranking
- Partnered with other lines of business to accomplish shared goals
- Directed outreach to Hispanic community to meet and accommodate market segment needs

City of Bloomington, through Indiana University Bloomington, Indiana

Peace Corps Fellow Intern,, 09/08-05/10

- Compiled and analyzed community data for the Bloomington mayor's annual sustainability report, highlighting the city's most critical issues
- Organized and executed local events promoting diversity, such as a Black History Month Annual Gala

United States Peace Corps Tecpán, Guatemala, Central America.

Small Business Development Volunteer, 05/06-07/08

- Provided leadership and financial guidance to a local business association, including financial cost-analysis, managing through accountability, and defining roles
- Solicited and managed a USAID grant to complete a greenhouse project for a local business association
- Designed and taught leadership, career planning, and basic business curricula in local schools with classes of 40+ students

US Bank Columbus, Ohio

Branch Manager, 09/03-04/06

- Managed busiest branch in greater Columbus area (11 employees) to meet goals and increase profitability
- Fostered relationships with local CPA's and business organizations to create circles of referral

Sky Financial Solutions Columbus, Ohio

Vendor Account Manager, 08/01-06/03

- Solicited and processed commercial loans up to \$1,000,000
- Advised doctors on creating and implementing business plans during initial 3-6 months of practice

SKILLS AND ACTIVITIES

- **Mediation Certification:** Received Certification in Mediation from the Community Justice and Mediation Center, Bloomington, Indiana—February 2010.
- **Language Skills:** Fluent in Spanish—tested at intermediate-advanced at beginning of Peace Corps service.
- **Volunteer Experience:** Completed Peace Corps service 2006-2008, taught Junior Achievement classes in local schools, and volunteered 8-12 hours/month at Global Gifts non-profit fair-trade store November 2012-March 2015. Served as honorary judge for Boys and Girls Club Youth of the Year Awards as well as the Indiana Governor's Service Awards.