

LAKESHA M. ROBINSON
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ACADEMICS

School of Social Work at Saint Louis University, St. Louis, MO **August 2006 – August 2008**
M.S.W. – Emphasis in Budgeting and Community Planning (Accredited by the Council on Social Work Education)

Southeast Missouri State University, Cape Girardeau, MO **August 2002 – May 2006**
B.S. – Human Environmental Studies with an emphasis on Family Life

EXPERIENCE

LMR Enterprise, LLC. St. Louis MO **January 2017 – Present**
Lead Principal

- Provide expertise and consulting to project managers in the process of project management and in the softer skills of team dynamics, team building and group motivation.
- Accountable for delivering outcomes, plan and execute projects to achieve business goals.
- Achieves operational objectives by contributing information and recommendations to strategic plans and reviews, preparing and completing action plans, implementing production, productivity, quality, and customer-service standards, resolving problems, identifying trends, determining system improvements, and implementing change.
- Track project performance, specifically to analyze the successful completion of short- and long-term goals.
- Set objectives in line with organization and/or client needs, which may include scope, content, timings and budget.
- Select, lead, and motivate project team from both internal and external stakeholder organizations.
- Manage project budget and resource allocation.
- Interact regularly with existing or potential clients to determine their needs and to develop plans for improving delivery.

Brown School of Social Work at Washington University, St. Louis MO **May 2017 – Present**
Special Projects Coordinator, Professional Development Department

- Responsible for designing, coordination, and delivering development and training based on the needs of leaders, managers and other associates.
- Assist with sourcing, coordinating, and occasional delivery of internal, external, and online employee training & development programs.
- Maintain course content, manuals, and other training materials.
- Assess and identify knowledge and skill gaps within the organization.
- Select training tools or training delivery mechanisms to support company-training initiatives.
- Assess the impact of training programs through meaningful course evaluations, class attendance, and management feedback.
- Manage all online communications for projects, including those from social media, email and website sources.
- Conduct research and gathered key information for use in upcoming project planning.

Painefree Coaching & Consulting, St. Louis MO**May 2017 – Present***Project Manager & Trainer*

- Work closely with upper management to ensure the scope and direction of each project is on schedule, as well as provide other departments with support.
- Coordinate internal resources and third parties/vendors for the flawless execution of projects.
- Develop project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility.
- Measure project performance using appropriate systems, tools and techniques.
- Establish and maintain relationships with third parties/vendors, clients, and all stakeholders.
- Develop long-term business strategy by using customer feedback to identify necessary process improvements.

Almost Home, St. Louis MO**April 2018 – February 2019***Interim Executive Director*

- Managed staff and work to maintain staff morale during transition period to a permanent Executive Director.
- Maintained communication and relationships between Board and staff and within the staff.
- Worked with Board members and staff to develop, maintain, and improve relationships with funders.
- Organized, coordinated and managed the recruitment of volunteers for the board, various committees, departments and association programs.
- Worked with staff to maintain and enhance relationships with peer and partner organizations, clients and agencies.
- Maintained current understanding of state and federal policies such as EEO and ADA.
- Eliminated discrepancies in financial reporting and record keeping through accurate preparation and management of budget.

Provident, Incorporated, St. Louis MO**September 2011 – January 2017***Director of Youth Programs*

- Established liaisons with universities and other comparable vendor users to keep abreast of status of computing and communications activities at these institutions as well as built lasting community partnerships.
- Coordinated and implemented community events for over 400 families and donors.
- Evaluated, developed and administered quantitative and qualitative surveying tools for outcome tracking to enhance future program development.
- Developed departmental policies, procedures, manuals, trainings, and orientation procedures for operation of program services resulting in more efficient internal processes.
- Managed a \$600,000+ budget and met budgetary objectives by adjusting project based on financial constraints.
- Managed all personnel functions such as recruiting, hiring, training, and evaluating the performance of over 50+ staff.

SKILLS AND INTERESTS

- EMS: Certified Instructor: Adult/Child/Infant CPR, First Aid, & AED
- American Red Cross: Certified Instructor: Adult/Child/Infant CPR, First Aid, & AED
- ASIST Certified – Applied Suicide Intervention Skills Training
- QPR Certified – Question, Persuade, and Refer
- Proficient in Microsoft Office: PowerPoint, MSWord, Excel, & Outlook.
- Mental Health First Aid: Certified State Trainer

REFERENCES UPON REQUEST