

Over 15 years of training, facilitation, and career advisement experience. Extensive professional development expertise augmented with case management and grant management work. An effective communicator with an approachable style; finds common ground, builds rapport, and empowers participants.

RELEVANT SKILLS & QUALIFICATIONS

- Training; classroom, webinar, and 1:1
- Career advisement; skills and interest assessment, career exploration, labor market research
- Research; compile, analyze, and summarize information
- Professional development; creation, implementation, and facilitation of training courses and workshops
- Customer service; determining the needs and wants of internal and external audiences
- Event planning and coordination
- Business development and community outreach; relationship building, marketing, sales, and recruitment
- High quality written communications, training and marketing materials

PROFESSIONAL EXPERIENCE

Career Education Partnership Specialist Nebraska Department of Education Lincoln, NE 4/2018 to Present

- Plan, coordinate, and monitor the reVISION grant program
 - Facilitate school district and community engagement meetings
 - Promote career readiness standards in cooperation with School Counseling Specialist
 - Review district and school CTE course offerings and programs of studies
 - Provide technical assistance on strategic plans and grant writing
- Foster partnerships with other state agencies, organizations, and businesses
- Develop and deliver knowledge sharing workshops and trainings to partners

Job Training Program Coordinator State of Nebraska, Department of Labor Lincoln, NE 3/2017 to Present

Planned, coordinated, and monitored the Nebraska CONNECT grant program:

- Assessed, evaluated, and interpreted assessment results to identify skill and educational gaps of participants
- Provided career advisement based on participant self-assessment, skills and aptitude assessment, and labor market data
- Planned and coordinated program-related events
- Compiled, analyzed, and summarized demographic and financial information to other agencies and the public
- Identified and evaluated goals, needs, and activities of grant to assess the impact of services and to monitor and certify grant for compliance with existing laws and policies
- Trained/advised agency staff in program implementation, policies, and guidelines for performance improvement
- Conferred with agency staff and representatives of state, local and public agencies and community organizations to exchange information pertinent to grant program operations
- Promoted the grant and other NDOL programs to potential program participants, employers, and other community and educational partners

Workforce Coordinator State of Nebraska, Department of Labor Omaha, NE 1/2016 to 3/2017

Provided core and intensive services as authorized under Wagner Peyser and Re-employment Services:

- Planned and facilitated group orientations for Job Seekers
- Coordinated Job Seeker assessment utilizing Nebraska Career Connections, and other available tools and resources; interpreted results
- Conducted individual evaluations to identify skill and education gaps, other barriers, and employment options
- Provided career advisement based on participant self-assessment, skills and aptitude assessment, and labor market data
- Created work search plans based on indicated skills, prior work experiences, and local availability of employment

Training Instructor & Facilitator, Business Owner. ZoeTech, Inc. Round Lake, IL 8/1997 to 6/2015

- Training and coaching using accelerated learning techniques; classroom, webinar, and 1:1 format
 - Software training
 - Professional Skills training
- Provided career advisement based on participant skills and aptitude assessment, and labor market data
- Conducted performance management activities, including establishing annual and quarterly goals
- Administered assessments: aptitude, interest, and skills testing
- Performed student and contract employee assessments, monitored progress and reviewed testing results
- Acted as liaison between clients and post-secondary education providers
- Designed courses and workshops to meet client needs: classroom, virtual classroom, video, and tutorials
- Assisted grant program-placed students with required tracking and documentation compliance
- Managed student certification and continuing education records for state licensure requirements
- Managed business: budgeting and bookkeeping, customer service, record keeping, and scheduling

CERTIFICATIONS

| | |
|--|-------------------------------|
| Train the Trainer Certification: Accelerated Learning Techniques & Workshop Design | New Peaks; Carlsbad, CA |
| Adult Education Certificate | New College of AU; Aurora, IL |
| Mediation Skills Certificate | New College of AU; Aurora, IL |

EDUCATION

| | |
|---|-------------------------------|
| BA, Major: Corporate & Interpersonal Communications | Aurora University; Aurora, IL |
|---|-------------------------------|