



Professional Profile

- Managed regional systems and data driven workforce development and educational attainment initiatives to shape policies and deliver best practices. Expertise in project management, economic and workforce development, and strategic planning, Proven project management skills including planning, organizing, developing and implementing diversity, equity and inclusion programs and leading cross-functional solutions for scalability.

Professional Experience

The Graduate! Network, Philadelphia, PA

Director, Diversity, Equity and Inclusion Task Project

03/2020 – present

- Plans, designs and leads the implementation of organization-wide diversity, equity and inclusion culture initiatives.
- Consults with internal and external business leaders on the development and implementation of appropriate diversity and inclusion action/change plans that will support and advance The Graduate! Network's strategy and help build employee and affiliate engagement
- Stays fully informed of broad national DEI efforts, progress, and results and tells that story through continuous communication with the broader organization and key stakeholders
- Continuously benchmarks diversity and inclusion best practices to ensure effective, efficient processes and assists in positioning The Graduate! Network as a recognized diversity, equity and inclusion leader in the college access industry and community.
- Facilitates diversity and inclusion training, workshops, meetings and learning as appropriate.

Mid America Regional Council, Kansas City, Missouri

KC Degrees, Outreach and Advising Project Manager

08/2016 – present

- Creating broad-based understanding among multiple stakeholders regarding the importance of college degree completion for adults; establishing partnerships with economic development, workforce development, regional chamber of commerce, higher education institutions organizations in regional collaborative efforts to strengthening workforce pipeline in Kansas City MSA.
- Responsible for targeted outreach efforts
- Lead a voluntary advisory board of higher education partners, economic development and workforce development partners to ensure equitable outcomes and inclusion for underserved and underrepresented members of within our community
- Develop and implement a strategic annual work plan for the educational attainment initiatives that includes programmatic and budgetary goals and objectives, along with metrics and quarterly benchmarks to monitor progress
- Organize, implement and oversee day-to-day operations of the outreach and advising services, including leading, supervising, and developing contracted Advisers; producing and maintaining policies, practices, processes, protocols, budgets, and outcomes; designing and delivering outreach and advisor training staff and partner staff
- Supervise contractors hired as the advising team, including conducting quarterly evaluations and creating professional development plans
- Provide timely, comprehensive quantitative and qualitative reports on Outreach and Advising activities and outcomes
- Engage and support the active participation of the college advising representatives
- Represent KC Degrees at local, regional and national meetings and conferences
- Evaluate effectiveness of activities and cooperate with external evaluators

Southwest Tennessee Development District, Jackson, Tennessee

09/2015-08/2016

Southwest Tennessee Reconnect Community, Director

- Provided guidance, information, resources, and best practices for the regional adult completion initiative
- Managed onboarding of new staff, day-to-day operations, and service provision of the grant
- Developed new and strengthened partnerships with community-based and faith-based organizations, regional employers and higher education institutions
- Responsible for data collection, developing workshops and seminars for adult learners, creating informational collateral, marketing plans, and consulting with other TRC directors on ways to improve individual site operations
- Collaborated with senior leadership at the Tennessee Higher Education Commission (THEC) and The Graduate Network (TGN) to develop an implementation guide, development of training modules specific to Tennessee higher education resources and to provide information necessary for the advisors to provide high-quality advising services
- Worked with THEC and TGN team to implement the Tennessee Reconnect Community Network (TRCN) and its strategic plan, including, but not limited to, a focus on: Ongoing professional development, consistent messaging and marketing, quality advising, development of communication and feedback loops, strategic thinking around improvement and enhancement of the initiative, development of strategies for expanding TRC sites and services, sustainability

Southwest Tennessee Development District Jackson, Tennessee

07/2014-08/2016

Tennessee Advisory Commission for Intergovernmental Relations (TACIR) Inventory Manager

- Prepared inventory of infrastructure needs for school districts and city and county municipalities in an eight-county service area
- Developed a county by county public infrastructure inventory that relates to and supports overall local, regional, and statewide economic development goals, plans, and initiatives by identifying needs and costs
- Described in detail where and how the demographics of the state have changed and ascribing meaning to these changes in relation to public infrastructure needs using both quantitative and qualitative research methodologies
- Works collaboratively with other state managers to make recommendations to improve the infrastructure data collection, correction and the information reporting process
- Provides training to elected officials, local public building authorities, school systems, utility and other special districts on business district development, community development, fire protection, housing, industrial sites, public buildings, and property acquisitions

Southwest Tennessee Development District Jackson, Tennessee

03/2010 – 08/2016

Regional Economic Development Initiative College Access and Retention Coordinator

- Program Coordinator and college access counselor for a regional college access initiative for high school students entering four-year, two-year, and applied technology programs
- Organized high school to postsecondary and occupational information sessions to educate parents and students about the college going process and labor/workforce development opportunities locally, regionally, and nationally.
- Collected, analyzed, and disseminated program data on FAFSA completion, retention and persistence rates to inform regional objectives
- Managed a \$200K traditional scholarship initiative local government annually

Lane College Jackson, Tennessee

01/2004 – 03/2010

Director, Office of Career Services

- Planned, developed, and administered career and employment assistance programs for students, graduates, and alumni
- Assisted students in developing career plans for graduate studies. Designed and marketed promotional material which was adopted by the College for extensive use by the student body, faculty and external resources

Lane College Jackson, Tennessee

01/2004 – 03/2010

National Urban League Campus Liaison

- Assisted with administrative tasks such as grant writing, budget review, and program accreditation audits
- Worked directly with students and faculty in securing scholarships and internships opportunities

Lane College Jackson, Tennessee*United Negro College Fund Scholarship Coordinator*

- Assisted with administrative tasks such as grant writing, budget review, and institutional accreditation audits
- Worked directly with students and faculty in securing scholarships and internships opportunities
- Coordinated capital funds scholarship initiative for four consecutive years where \$1.2M were awarded annually
- Planned and promoted leadership exchange program with public, private, and government entities for four consecutive years
- Appointment to the institutional administrative leadership board for four consecutive years

Lane College Jackson, Tennessee

02/2000 - 04/2003

Enrollment Management Counselor

- Traveled extensively covering the Midwest, West Coast, and Southeast United States in the recruitment of both high school and junior college students for enrollment
- Coordinated local and regional enrollment management opportunities with feeder high schools and community colleges
- Advised the administration on internal and external factors affecting recruitment and retention

United States Census Bureau Jackson, Tennessee 07/1999 - 01/2000*Assistant Manager for Field Operations -Census 2000*

- Served as the number two management member for the 2000 decennial census
- Supervised an office and field staff of 300 census workers covering all West Tennessee and Shelby County
- Served on planning committee's regularly with various communities throughout the West Tennessee geographical area and Shelby County for purposes of conducting enumerating operations during the census

Post-Secondary Education

Lane College

Bachelor of Arts, April 1995

Major: Mass Communications

Minor: Sociology

CAEL Career and Education Advisor Certification

December 2019

Recognitions

2010 - 2013 Innovation Award Recipient for College Access Initiatives from the National Association of Development Organizations (NADO)

2012 Rosie Lowery Memorial Scholarship Civic Leadership Award

2012 Southern Growth Policy Board Innovation Award for College Access Best Practices

2008 National Urban League HBCU Career Planning and Placement Director of the Year Award

Publications and Presentations

Presenter 2020- Lumina Foundation Adult Navigator Webinar

Presenter 2016 - 2019 Mid America Regional Council Annual Workforce Summit, Kansas City, MO

Presenter 2018 - Winning Workforce Development Strategies Piedmont Triad Regional Council, High Point, NC

Presenter 2018 - National College Access Network Annual Conference, Pittsburg, PA

Presenter 2018 - Economic and Workforce Development Summit - Sacramento State University, Sacramento, CA

Presenter 2010 - 2016 Regional Economic Development Initiative Conference, Jackson, TN

Presenter 2010 - 2011 Annual Conference Presenter Tennessee College Access and Success Network, Chattanooga, TN

Professional Memberships, Committees & Community Work

Kauffman Education Fellow – Ewing Marion Kauffman Foundation

The Graduate! Network Board of Directors – June 2020

Equity Advisory Committee – Missouri Department of Higher Education and Workforce Development

The Missouri Equity Project Equity Committee – January 2019 – present

Mid America Regional Council Diversity, Equity and Inclusion Co-lead – March 2019 – present

National College Access Network

Tennessee College Access and Success Network Advisory Board

Toastmasters, Incorporated