

15 years assessing, designing, developing, implementing, & evaluating learning experiences for adult learners, maximizing their potential. Educational technology nerd who loves to identify the right medium for the right training. Intuitive communicator, who leads from within.

QUALIFICATIONS SUMMARY

Curriculum Management

- Managed full cycle training development from concept through assessment for 10+ years
- Executed 500+ programs within budget and timeline over career

Operations Management

- Ran, analyzed, and presented metrics to inform decisions and process improvement
- Maximizer-Achiever who continually looks to adjust and improve operations

Stakeholder Relationships

- Strong relationship management skills developed over 15 years of partner engagement
- Led multiple project teams as peer or manager to success

EDUCATION

Graduate Certificate: Educational Technology

James Madison University
Expected Aug. 2022

Master of Education: Higher Education Administration

NC State University
May 2006

Bachelor of Science: Communication Sciences & Disorders

James Madison University
May 2004

TECHNICAL SKILLS

Adobe Creative Suite (Audition, Character Animator, InDesign, Photoshop), Airtable, Blackboard, Canva, Canvas, Google Suite (Docs, Sheets, Slides), Handshake (CRM), Kaltura, LearnWorlds (LMS), Microsoft Office (Word, Excel, PowerPoint), Prezi, Salesforce, Symplicity (CRM), Teams, Qualtrics, Zoom

EXPERIENCE HIGHLIGHTS

Virginia Commonwealth University, Richmond, VA Jan. 2020 – Present Associate Director

Manage development and delivery of trainings from concept to execution by developing project schedules, tracking milestones, engaging stakeholders to meet training needs of professionals and organizations through collaboration with SMRs.

- Pivoted entire curriculum from in-person to online/hybrid during COVID-19 including LMS build out and mobile learning functionality
- Program manager of Open Enrollment Programs, offering technical, and essential skill building courses and certifications including SHRM Exam Prep, Lean Six Sigma Green and Black Belt, Project Management, and leadership development (including CPE approved courses)
- Consult with partners to design, develop, and deploy innovative training solutions that meet business needs utilizing learning principles and adult learning theory
- Create courses in Learning Management Software (LMS) to expand user's synchronous and asynchronous learning; design using various learning touch points in digital, video, audio, and interactive formats leveraging Adobe Creative Suite, Kaltura, Google Suite, and other technologies

Virginia Commonwealth University, Richmond, VA Aug. 2021 – Present Adjunct Instructor

Redesign and teach University 291 to adult learners using adult learning principles focused on essential professional development skills.

University of Richmond, Richmond, VA June 2017 – Jan. 2020 Associate Director, Employer Relations

Senior member of the Employer Relations team, providing leadership and strategic direction for corporate engagement, focusing on SME engagement and management for training and educational workshops

- Collaborated with stakeholders to understand needs, strategize, and execute 50+ engagements aligning with business objectives, bringing together business partners and customer for shared success
- Led office Diversity and Inclusion planning team to create focused learning opportunities for partners, and training and development for internal team
- Created and executed highly resourced learning opportunities through identification of SMRs, invitation management, relationship development, marketing, and day-of execution
- Collaborated to innovate large, project-based learning experience into a multitrack case competition, exceeding target registrations by 200% in year 2

CERTIFICATIONS

The Savvy Change Leader (2021)
Strong Interest Inventory (2011)
MBTI Certified (2010)

Virginia Commonwealth University, Richmond, VA June 2013 – Mar 2017 Assistant Director, Employer & Experiential Development

Managed stakeholder relationships for key corporate engagement accounts while creating opportunities for adult learners to engage with essential skill development and recruitment events

- Developed and stewarded partner relationships; strategized and provided engagement opportunities, and executed event logistics for 30+ events a year
- Wrote quantitative and qualitative assessments measuring the effectiveness of learning programs
- Developed monthly training opportunities and incorporate outside vendors as member of Division of Student Affairs Professional Development Committee
- Taught bi-weekly course on professional development topics applying adult-learning theories
- Co-chaired professional development conference of 200+ full-time staff members; selecting training and development programs, managing registration, analyzing data, and day-of execution

ADDITIONAL EXPERIENCES

CarMax
Senior Recruiter
March 2017 – June 2017

NC State University
Coordinator of Recruiting
June 2006 – Dec. 2009

Duke University, Durham, NC Assistant Director, External Relations

Dec. 2009 – June 2013

Managed external partnerships with national organizations for program engagement

- Developed, facilitated, and assessed career curriculum to develop essential professional development skills including self-assessment & articulation, career document creation, and relationship development
- Tracked, assessed, and analyzed data trends for all program students, providing campus constituents with reliable data and trend identification for marketing materials
- Consulted with local, national, and international partners to develop talent engagement opportunities to meet hiring needs
- Project manager for highly resourced training conference for 200 attendees with 40 SMEs

COMMUNITY LEADERSHIP AND INVOLVEMENT

James Madison University Alumni Association Board of Directors Member and DEI Chair

Sept. 2018 – Present

The JMU Alumni Board of Directors is a corporate board with the responsibility of directing the JMU Alumni Association.

- Developing programming and outreach supporting organizational diversity, equity, and inclusion efforts for all JMU alumni as Chair of DEI Committee
- Creating 2022-2026 strategic plan, design metrics collection and annual report