

- High-performance individual with a self-motivated working style, strong critical-thinking skills, and function effectively with multidisciplinary teams from all areas of an organization
- Experience reflects a consistent record of success for anticipating problems and finding creative solutions while exhibiting sound judgment and a balanced, realistic understanding of issues
- Competent and well-spoken with a confident professional presence, engaging interpersonal skills, and a proven ability to communicate effectively and persuasively with diverse personalities in various situations
- Strong and decisive leader who values; people, collaboration, integrity, ideas, and diversity

**PROFESSIONAL
EXPERIENCE**

Kansas City Public Schools
Kansas City, MO 2012 – present

The Kansas City Public Schools was organized in 1867 and originally served 2,150 children. Today, the school system educates nearly 16,700 children and employs nearly 2,300 teachers and administrators. The urban school system offers a rich multi-ethnic, multi-cultural mix of students throughout the city.

Program Director, Graduation and Postsecondary Outreach 2012 – present

- Worked to improve graduation rate of all population and subgroup
- Prepared and advised students for graduation, career, and college readiness
- Analyzed and interpret data to strategically develop solutions to increase number of college ready graduates
- Achieved 60% increase in student enrollment for A+ Schools scholarship program
- Implemented a district-wide Kids2College program to over 1,200 sixth graders
- Collaborated and designed a premier summer eight-week paid internship with over 25 business partners
- Designed and implemented key events to increase college going ecosystem and access
- Presented key information to help parents and guardians to support student secondary and postsecondary goals
- Procured comprehensive college and career readiness platform to help students connect and track academic and postsecondary goals

Ewing Marion Kauffman Foundation
Kauffman Scholars, Inc.
Kansas City, MO 2004 – 2012

Kauffman Scholars, Inc. (KSI) operates a college preparation and access program which has positioned itself as one of the most comprehensive of its kind in the country. Expected to serve over 2,500 students in two states and two school districts with a grant of \$70 Million over 19 years, it is the largest and longest-term commitment in the history of the Ewing Marion Kauffman Foundation.

Vice President Program Management 2008 – 2012

Director, Life Coach 2004 – 2008

- Assisted in early design and implementation of new sites for after-school programs
- Designed after-school programming for 700+ high school students
- Developed comprehensive operations manual for after-school program sites in two states
- Collaborated with over 11 campuses across 4 states to design summer residential programs for grades 7th – 12th
- Spearheaded variety of committees to achieve higher efficiency with internal processes
- Supervised, developed, and trained 23 direct reports across three departments to meet highest potential and organization mission
- Designed and executed large scale events (100 – 2500 people)

PROFESSIONAL
EXPERIENCE

- Managed four different budgets totaling over \$1.1million
- Established a culture of life-long learners and leaders
- Assisted with character-building and leadership-development activities for middle and high school students
- Engaged with students and families to guide them through the program and college going process

DeVry University
Kansas City, MO 2002 – 2004

With more than 95 locations nationwide and online, DeVry University offers associate, bachelors, and master's degree programs and specializations covering 34 different career fields.

Education Advisor 2002 – 2004

- Guided prospective students through career choices, educational options and enrollment procedures
- Advised educators on scholarships, DeVry programs, and outreach services
- Conducted family evaluations with potential applicants as part of entrance requirements
- Presented college and career assessment workshops to rural and urban students

IKON Education/Centriq
Overland Park, KS 1999 – 2002

Formerly IKON Education, Centriq, with specialist instructors and state-of-the-art facilities deliver job skills training to the present and future work force of Kansas City.

Marketing Specialist 2001 - 2002

Education Consultant 1999 - 2001

- Translated technical documents into client-oriented brochures
- Produced graphical advertising materials to enhance organization services
- Maintained and administered current company website
- Coordinated all events, seminars, and sponsorships to spotlight organization
- Tracked and presented responses from all marketing campaigns
- Consulted with IT training managers to present all training solutions for organization
- Maintained up-to-date product knowledge including details of technical certification programs
- Coordinated private technical classes specific to organizations needs
- Assisted in career development for current adults in the technology field

Marriott International, Inc.
Denver, CO & Dallas, TX 1998-1999

Marriott International, Inc. is a leading worldwide hospitality company. Today it has more than 3500 lodging properties in the United States and 70 other countries and territories across 19 lodging and vacation resort ownership brands.

Assistant Front Desk Manager 1998 – 1999

- Excelled in customer service to bring immediate solutions to customer concerns
- Interviewed and hired best-fit candidates to join a productive and goal orientated team
- Trained and supervised over 15 employees and assisted in professional development
- Calculated payroll for department
- Scheduled employees work shifts to create consistent workflow and maximize coverage
- Demonstrated positive leadership and influenced efficiency and productivity
- Managed the operations of the entire hotel and staff as part of the leadership team

EDUCATION

Masters Business Administration
Baker University | Baldwin, KS | 2009

Bachelors of Arts in Business Administration
Kansas State University | Manhattan, KS | 1998

COMMUNITY CONTRIBUTION

Kansas After-school Guideline workgroup
Kansas Healthy Student Education committee
GradForce KC Advisor
RUBIES Board Member
YMCA Young Achievers Board Member