

***Encouraging Individuals and Challenging Systems to Close Opportunity Gaps
in Education and Employment***

COMMUNICATIONS

- Facilitate workshops about career readiness and equity and inclusion topics
- Coordinated webinars and plan meetings for administrators and practitioners
- Planned and implemented outreach and training activities for joint-powers organization
- Wrote articles on employment in education sector for 1.5 million readers
- Curated training and advising resources for educators and workforce professionals
- Presented at state and national conferences and meetings
- Scheduled and facilitated employer visits and guest speakers
- Coordinated job fairs, and on-site and online recruitment activities
- Coached teens and adults on use of labor market data
- Developed and monitored job seekers' Personal Service Plans
- Actively engage in social media for professional development
- Wrote and edited online and print publications and curricula
 - *MnCareers* (annual publication)
 - *Pathways to Success* (parent guide)
 - *STEP AHEAD Workbook* (incarcerated and ex-offenders)
 - *Area Career Exploration Resource Guide* (Fairmont MN)
 - *Job Seekers Guide & Curriculum*
 - College Connector Certification: Career Exploration Track
 - *MnCareers Facilitator Guide*
 - Blog posts for CTE and CAREERwise

STRATEGIC PARTNERSHIPS

- Founded and co-led 100+ member cross-agency collaboration with high school, college and workforce advisers
- Led cross-agency teams for initiatives supporting ex-offenders, low-literacy adults and other students
- Foster relationships with secondary, postsecondary, workforce and community practitioners and administrators
- Participated in national, state and regional initiatives related to specific industries and career clusters
- Cultivated relationships with employers to develop internships and work-based learning opportunities
- Networked with regional organizations to provide support services for job seekers with barriers
- Actively participated in multiple cross-agency committees:
 - African American Leadership Forum
 - Big Brothers Big Sisters E&E Committee
 - CareerOneStop Content Advisory Committee
 - CTE Professional Development Workgroup
 - GPS LifePlan Advisory Committee
 - MCDA Elected Board Member
 - MN Career & College Readiness Collaborative
 - MN Corrections Transition Coalition Team
 - MN Shared Vision for Youth
 - MN State Faculty Development Committee
 - Minn State Career Advising Liaison Team
 - Region IV CTE Teacher Workgroup
 - Sandbox Coalition for MN Working Learners
 - Shared Vision for Youth
 - Student Resiliency & Retention Initiative
 - Twin Cities Career Collaborative

PROJECT MANAGEMENT

- Coordinate all aspects of annual state conference of 450+ high school, college and workforce professionals
- Co-led and managed micro-grants supporting campus and ABE partnerships
- Coordinate year-long cultural competency staff development project
- Analyzed labor market data and content for career cluster and pathway resources
- Managed all aspects of budget, production and operations for publication with 50,000-75,000 distribution
- Sought grants and funding sources for college readiness projects
- Developed goals and timelines for cross-agency initiatives and committees
- Supervised staff, contractors, interns and volunteers located in multiple settings
- Planned and coordinated marketing targeting special populations
- Researched national and local labor market and workplace trends
- Analyzed audience feedback data for improvement planning
- Assessed client needs for training, housing, medical and other community referrals
- Coordinated translation of materials into Hmong, Spanish and Somali
- Directed content and writers for 25+ news websites
- Supervised content development process and outreach for multiple web projects
 - DeniseMpls.org
 - Career Pathway graphics on CAREERwise
 - MN Career Pathways (adult students)
 - Toolkit for Educators and Career Advisers
 - MyMnCareers (Adult Basic Education)
 - STEP AHEAD (incarcerated and ex-offenders)
 - Job Seekers Guide (9 state websites)
 - MCDA.net

KEY PRESENTATIONS & TRAININGS

Minnesota Conferences

- Minnesota State Frontline Staff Development Conference, 2017, 2018
- Joint Job Seeker Counselor Training (DHS/DEED), 2009, 2011, 2013, 2016, 2017
- Adult Basic Education Summer Institute 2015-2017
- Minnesota State ASA Leadership Meeting, 2013, 2016, 2017
- Minnesota Careers Conference (MCDA), 2007-2011, 2015, 2016
- CTE Works! Summit, 2011-2015
- MnSCU Student Affairs and Diversity Conference, 2009, 2012, 2013
- Minnesota eLearning Summit, 2013
- Minnesota Association of Colleges and Employers Conference, 2011
- MNACTE/Special Needs Personnel Conference, 2009
- Minnesota Association of Alternative Programs (MAAP) Conference, 2007, 2008

National Conferences

- National Association of Career and Technical Education VISION, 2016
- National Career Development Association Conference, 2011
- Wisconsin Careers Conference, 2008
- Dept. of Labor Native and American Indian Employment & Training Conference, 2008
- National ACTE Conference, 2008
- National Career Pathways Network (NCPN) Conference, 2008
- Family, Careers & Community Leaders of America (FCCLA) National Cluster Meeting, 2007
- National Middle School Association, 2007
- International Career Development Conference, 2006

EMPLOYMENT

Minnesota State Colleges & Universities	April 2006 – Present, St. Paul, MN
<ul style="list-style-type: none"> • Career & Technical Education, <i>Director of Professional Development</i> • iSeek Solutions, <i>Outreach Manager / MnCareers Editor</i> • CareerOneStop, <i>Content & Outreach Specialist</i> 	
Star Tribune , <i>Education Careers Advice Writer</i>	Dec. 2004 - June 2006, Minneapolis, MN
Brown College , <i>Career Services Representative</i>	Jan. 2004 - April 2006, Mendota Heights, MN
PATHFinders Job & Career Centers , <i>Employment Associate</i>	Jan. 2003 - Nov. 2003, Los Angeles, CA
Felder Enterprises , <i>Freelance Writer & TV Producer</i>	Nov. 2000 - Jan. 2003, Los Angeles, CA
Internet Broadcasting Systems , <i>National News Editor</i>	Jan. 1998 - Nov. 2000, Los Angeles, CA
Twin Cities Employment Weekly , <i>Editor</i>	Sep. 1995 - Jan. 1998, Minneapolis, MN

COMMUNITY INVOLVEMENT

African American Leadership Forum , <i>Unconscious Bias Facilitator</i>	2018, Minneapolis, MN
MN Career Development Assoc. , <i>Elected Board Member (3 terms)</i>	2007-2013; 2015-Present, Minneapolis, MN
Forum on Workplace Inclusion , <i>Event Volunteer</i>	2018, Minneapolis, MN
Big Brothers Big Sister of the Twin Cities , <i>E&E Committee Member</i>	2015 - Present, Minneapolis, MN
Hope for Tomorrow , <i>Middle School Mentor</i>	2013-2014, St. Paul MN
Forum on Workplace Inclusion , <i>Career Service Center Coach</i>	2012 - 2015, Minneapolis, MN
AchieveMpls , <i>High School Volunteer</i>	2009 - 2014, Minneapolis, MN
Resource Inc. , <i>Women Achieving New Directions Mentor</i>	2005 - 2016, Minneapolis, MN
Park Avenue UMC , <i>Adult Education Committee Member</i>	2005 - 2016, Minneapolis, MN
Twin Cities RISE! , <i>Mock Interview Evaluator</i>	2004 - 2005; 2013, Minneapolis, MN
BU Alumni Career Development Forums , <i>Facilitator</i>	2003, Los Angeles, CA
New Directions For Youth , <i>Employment Education Assistant</i>	2003, Los Angeles, CA

HONORS / AWARDS

President-Elect/President/Past-President , <i>MN Career Dev. Assoc.</i>	2016-2019
Mentor of the Year , <i>Employment Action Center (WAND)</i>	2007; 2011
Marty Dockman Merit Award , <i>MCDA</i>	2010
Best Counseling or Personal Development Coach , <i>Black Twin Cities</i>	2010
Northern Lights Award of Merit for <i>MnCareers</i> , <i>MAGC</i>	2008
Virtual Success Award , <i>Career Education Corp. (received 5 times)</i>	2004-2005
First Place - Best Journalism Site , <i>National Press Club</i>	1998
Sigma Delta Chi Award , <i>National Society of Professional Journalists</i>	1997

EDUCATION / TRAINING

Metropolitan State University , <i>Master's of Arts in Psychology</i>	2018
<ul style="list-style-type: none"> • <i>Thesis</i>: Influence of career guidance and work-based learning on achievement gaps • <i>Research</i>: Cultural disparities in education and employment • <i>Courses</i>: Community Psychology, Conflict Resolution, Advanced Research Methods, Group Dynamics, Cross Cultural Psychology, Professional Development & Training 	
African American Leadership Forum , <i>Josie R. Johnson Leadership Academy</i>	2016
U.S. Dept. of Education Office of Civil Rights , <i>Campus Monitoring Visits Training</i>	2016
Communications Across Barriers , <i>Poverty Awareness Coach</i>	2014
National Institute of Corrections , <i>Offender Job Retention for Correctional Professionals</i>	2011
Reach Communications Consulting Inc. , <i>360Reach Personal Branding Assessment Analyst</i>	2010
Century College , <i>Customized Training Course: Writing for the Web</i>	2007
Boston University , <i>Bachelor of Science in Journalism</i>	1994