

SAMPLE RESUME

#1 Name

City and St.
Phone #
Email

#2- WORKFORCE DEVELOPMENT PROFESSIONAL

Over 19 years of experience in Workforce Development, Developing New Programs, and Academic/Career Coaching. Seasoned and accomplished professional with a strong background in launching the Catalyst Learning School at Work Program, providing 1-on-1 employee professional development coaching, networking with community agencies and partnering with physicians and executive staff for customized programs. Proven senior-level experience in strategic management, decision-making, program development and coordination. Exceptional interpersonal skills, public speaking, analyzing staffing needs and creating effective solutions that result in maximized efficiency and program success.

#3- SUMMARY OF QUALIFICATIONS:

- Proven relationship-builder with unsurpassed interpersonal skills
- Ability to collaborate with clinical and non-clinical departments for personnel growth
- Coordinate educational/training opportunities throughout an organization

#4-PROFESSIONAL EXPERIENCE:

6/07 to Present:

SENIOR WORKFORCE DEVELOPMENT COORDINATOR: Happy Children's Hospital, Rainbow, OH

- Manages the "Growing Our Own" program for over 7,000 teammates
- Manages \$200,000 training budget
- Coordinates scholarship programs
- Partner with physicians and senior leaders for special program initiatives
- Facilitates leadership training for new managers

#5-ACKNOWLEDGEMENTS:

- Commended by CEO & Senior Leadership for the development of the "Grow Our Own" program
- Awarded Presidential Award for Outstanding Business Partner of the Year, by Wilberforce University
- Awarded New Business Comer of the Year, by Wilberforce University for internship collaboration
- Published Author: "Grow Our Own" Article: Featured in the February 2008 addition of National Career Development Association.

6/05 to 6/07:

#4-HUMAN RESOURCES WORKFORCE DEVELOPMENT COORDINATOR: Happy Children's Hospital, Rainbow, OH

- Designed and launched the "Growing Our Own" program for over 5300 teammates
- Coordinated and facilitate School at Work program
- Chairs workforce development advisory committee

#5-ACKNOWLEDGMENT:

- Successfully developed the "Grow Our Own" program for 2,000 staff
- Initiated and coordinated "School at Work" program for front line staff. Happy Children's Hospital was the first hospital in Rainbow, OH to offer this type of training to staff members.

#6-EDUCATION:

MASTER OF SCIENCE IN EDUCATION

University of Dayton, Dayton, Ohio

BACHELOR OF SCIENCE IN HEALTH ADMINISTRATION

Ohio University, Athens, OH

#7-CERTIFICATIONS:

-Advanced Career Coach, Chapman University
-True Colors Personality Assessment--Facilitator

#8-BOARD MEMBER: Human Resources of Central Ohio, Chapter affiliation of the Society of Human Resources Management (SHRM).
Board Director of Workforce Readiness. (Past Member)

#9ADVISORY COMMITTEE: The Ohio University Leadership Center (Past Member)