

CAREER HISTORY

Director of Career Services

09/18 – present

Hudson County Community College – *Jersey City, NJ*

- Serve 9000+ students and alumni on career exploration, career readiness and career management to enhance their employability in the Hudson County workforce.
- Design and implement in person and virtual campus recruitment, speaker panels, workshops and other targeted initiatives engaging students with 250+ employers to increase students' professional network and job prospects.
- Increase program visibility and work towards goal of engaging 100% of students by collaborating with academic divisions and administration to embed career concepts in general education curriculum such as interview skills in Speech and resume building in Student Success courses.
- Manage college portal page and career services software to track engagement, govern employer partnerships and market internship / job opportunities for students.
- Provide mentorship and leadership development for students selected for competitive programs coordinated by the department to increase student retention, graduation and transfer rates.

Co – Teacher: Personal Leadership Development Course

08/18 – 12/19

Facilitator: Personal Leadership Development Course

08/16 – 08/18

Bard College MBA in Sustainability – *Annandale-on-Hudson, NY*

- Guide 20+ students on their personal leadership journey in the MBA experience by leading class discussions, deepening their understanding of assignments and giving real-time feedback on their development.
- Create rubrics for subjective assignments, grade submissions and provide highly detailed feedback and critical evaluation to encourage reflective self-exploration and understanding.
- Provide individual coaching sessions as needed regarding personal leadership challenges and assignments.

Assistant Director

03/17 – 09/18

NADAP CareerCompass Program – *New York, NY*

- Advanced the implementation of a newly acquired city government contract to full operational status by hiring, onboarding and training a team of 20+ staff in six months.
- Consistently exceeded the monthly goal of 95% completion rate of timely client outcomes on a performance-based contract by mapping efficient process flows and using performance management techniques.
- Actively cultivated formal relationships (MOU's) with local organizations and businesses for internship and community service opportunities for clients that align with their career goals.
- Increased client engagement and retention by creating an interactive orientation, balancing themes of hope and inspiration with participation expectations and government mandates, as evidenced by exceeding the city average with the third highest enrollment rate and lowest discharge rate for noncompliance.
- Cultivate employee retention strategies in a changeable environment by creating leadership opportunities for career counselors, coaching managers on building structure and predictability for teams, and establishing a learning environment that values continuous development and feedback.

Director of Workforce Development

07/13 – 03/17

Praxis Housing Initiatives Inc. – *New York, NY*

- Increased client enrollment in employment and education program by 36% over two years by designing life skill assessments and training staff in engagement techniques such as Motivational Interviewing and Active Listening.
- Increased effectiveness of team interactions with clients by more than 375% over two years through improving the ratio of services offered to outcomes of clients obtaining employment and emphasizing performance management, process improvement techniques and ongoing staff development.
- Enhanced data integrity across four transitional housing sites for reporting to the Office of Temporary and Disability Assistance by reducing reporting processing time by 60%, standardizing KPI metrics to compare quarter to quarter and auditing data entry quality.

Employment Specialist

11/11 – 05/13

America Works – *New York, NY*

- Assisted 100+ difficult to employ clients on public assistance obtain employment. Coached 1,000+ in resume development, interview skills and job search techniques.
- Managed 70+ clients a day for job readiness in demanding and unpredictable environment by formalizing check in processes, articulating daily expectations and establishing boundaries.

Mental Health Counselor

03/07 – 11/11

Astor Services for Children and Families – *Poughkeepsie, NY*

- Improved relationships and enhanced quality of life for 500+ Astor clients for five years by conducting mental health assessments, providing diagnoses to insurers, setting measurable objectives, and counseling using 20+ evidence based practices including CBT, Functional Family Therapy and home based services to diminish symptoms and problematic behaviors.
- Prevented 50+ youth on probation from entering juvenile detention by leading the Mental Health Juvenile Justice Program (MHJJ) and collaborating with multiple systems in the youth's life, providing psychoeducation to improve behavior and serving as a mentor to increase support system.

VOLUNTEER

Board Member – Alumni and Admissions Committee

06/16 – 12/19

Bard MBA in Sustainability Alumni Association – *New York, NY*

- Collaborate with Bard's MBA in Sustainability Administration to create strategies for diverse student recruitment and faculty hiring to enhance program visibility and attraction.
- Create and conduct annual surveys for alumni and recent graduates to maintain engagement and keep network current on the community members' professional development to advance sustainability initiatives.

EDUCATION

MBA in Sustainability

2016

Bard College – *Annandale-on-Hudson, NY*

MA in Mental Health Counseling

2008

Marist College – *Poughkeepsie, NY*

BA in Psychology

2005

State University of New York at Albany – *Albany, NY*

AA in Liberal Arts

2003

SUNY Orange / Orange County Community College – *Middletown, NY*

CERTIFICATION

Licensed Mental Health Counselor, #004489

05/10 – present

New York State Office of Professions – *Albany, NY*

Professional Counselor, Marriage and Family Therapy, # 37PC00560400

11/16 – present

New Jersey Office of the Attorney General – *Newark, NJ*