

## **CAREER SUMMARY**

- 19 years of Diversity work in Higher Education
- Excellent time management and organizational skills
- Strong programming and community building skills
- Dedicated to creating an atmosphere that collaborates and values inclusion and equity
- Strong interpersonal, oral and written communication skills
- Experience with counseling, advising diverse, student, faculty, staff and administrators
- Research and Evaluation

## **EDUCATION**

### **Master of Social Science Administration**

Case Western Reserve University, Mandel School of Applied Social Sciences, Cleveland Ohio, 2007

### **Bachelor of Arts Social Work**

Capital University, Columbus Ohio, 1998

## **EXPERIENCE**

### **Senior Inclusion Specialist, (July 2017 – March 2020)**

MetroHealth System, Human Resource, Inclusion and Diversity, Cleveland, Ohio 44109

- Lincoln West School Science and Health Consultant for the MetroHealth Campus.
- Providing academic advising, coaching and professional development opportunities.
- Career panel discussions of MetroHealth professionals to Lincoln West Science and Health Students.
- Created Mentoring program for Juniors, Teach, Educate, Affirm, Mentoring (TEAMS).
- Created Mentoring program for Seniors, Academic Inspiration for MetroHealth Success (AIMS).
- Coordinated the following mentors: 28-residents, 16-Case Western Reserve students, 35-MetroHealth professionals.
- Coordinate classroom presentations to 9-12 grades: Endocrinologist, Oncologist, Neurologist, Ophthalmologist, Pulmonary, Psychology, Podiatrist, Nutritionist, nurses and other healthcare professionals.
- Executed workforce development opportunities for Lincoln West Science and Health Seniors – Stated Tested Nursing Assistant (STNA), and Dental Assistant.
- Teaching cultural competency to students and teachers.
- Executed Mentoring Luncheon for Senior Leaders and 2019 graduating seniors.
- Contributes to patient safety by supporting System-wide programs and policies that address a safe environment for patients and the reporting of safety concerns to the appropriate individuals.
- Interact with senior leaders from all areas of our business, be a thought leader and trusted advisor.
- Provides departmental and organizational support to the office of Inclusion and Diversity through project management initiatives – Black History Month, Hispanic Heritage Awareness, Native American Awareness, Women’s History Month, etc.
- Supporting inclusion and diversity teams in helping system leaders on co creating inclusive work environments including consulting, coaching, developing, and implementing programming.

- Engages in and implements pertinent community programs and partnerships with internal and external community partners – Cuyahoga County Correction Center, Lincoln West High School, Best in Class Consulting and North East Ohio Diversity Center. • TeamSTEPPS Master trainer, utilizing Team Strategies and tools to Enhance Performance and Patient Safety.
- Managing Employee Resource Groups 8 (Veterans, Hispanic Forum, Gay Straight Alliance, Green Team, Emerging Leaders, Christian Fellowship, and Diverse Nurse) as an employee engagement and development resource.
- Work closely with Human Resources in developing a Mentoring Program for aspiring Managers with Senior Leadership.
- Conduct educational and professional development seminars and employee engagement opportunities to all level of employees – Inclusive Leadership, Unconscious Bias, Respecting My Space, and My Place, Diversity Umbrella, Micro-aggressions and Micro-affirmations.
- Creating evaluation criteria and maintaining tools to measure the overall effectiveness of inclusion and diversity programs, workshops and initiatives – Employee Engagement Survey.

#### **Assistant Dean of Inclusion, Equity and Multicultural Affairs, (October 2007 - present)**

Ursuline College, Pepper Pike, Ohio 44124

- Oversee day-to-day operation of the Office of Inclusion, Equity and Multicultural Affairs, including service to students, management of budget and participation on several campus committees.
- Supervise three staff members, Secretary, Mentor leader and Graduate Assistant.
- Work with Human Resources managing employee relations, mediations, grievances and serve a confidential space to manage conflict.
- Works closely with the title IX Coordinator /Dean of Students on judicial cases and mediations as needed.
- Work very closely with the Vice President of Academic Affairs to manage diversity retreat for faculty.
- Investigates harassment and discriminations cases as needed (Vice President of Academic Affairs and Vice President of Student Affairs).
- Co-facilitate an established faculty and staff Book Dialogue on Diversity.
- Chair of the Inclusion and Equity Committee (reports to the President).
- Director of the first Ursuline College Campus Climate Survey project (**Values, Voice and Vision in ACTION**).
- Organized and facilitated 11 focus groups to identify the campus concerns and developed recommendations for the President of Ursuline College.
- Manage inclusion and diversity college goals
- Coordinated the first mandatory Professional Development sessions for the entire campus community for fall semester 2012.
- Coordinated Professional Development Dialogue series for campus community for spring semester of 2013.
- Regularly evaluate the quality of programs as it relates to the college's future Professional Development and strategic plan.
- Developed the College's diversity and inclusion strategic plan.
- Develop a campus environment which promotes diversity; empower departments, offices and student groups through a wide variety of multicultural programming.

- Collaborate and contact other staff, including the campus minister, Psychologist to address issues surrounding diversity in faith.
- Supervise and conduct performance evaluations for professional staff.
- Serve as consultant to faculty and staff on multicultural issues, focusing primarily on those issues that may affect recruitment, academics, and retention and graduation rates.
- Initiate and deliver seminars or workshops to the campus student community to increase awareness on multicultural leadership, gender and sexuality, social justice, and ally-development.
- Work with Career Center, Athletics, Campus Ministry, Counseling and Career Services and other Stakeholders within the campus community to develop diversity plans that ensure unit services are cohesively fulfilling the institutional strategic plan and college diversity goals.
- Work with the Office of Admission in review and revision of strategies for recruitment of targeted market segments including under-represented.
- Work with the Ursuline College (LEAD) program for first generation students.
- Work with the Ohio Foundation of Independent Colleges (OFIC) “Bridges” program to recruit Cleveland Municipal School District students.
- Oversee a successful peer mentoring program; train mentors thoroughly to function as role models and leaders; evaluate the mentoring program on a regular basis; and ensure a strong connection between admissions, recruiting and the mentoring program (retention rate is 87%).
- Develop comprehensive program of activities, events and support services which promote diversity and retention of students.
- Developed strong and effective multicultural student groups, in response to student needs, as well as effective advising for these groups in developing a vision, and effective planning and evaluation of their activities.
- Provide and supervise leadership in the organization of Hispanic Heritage Month; Black History Month; Women’s History Month; Dr. Martin Luther King Jr., Disability Awareness, LGBTQ and other campus wide programs targeting diversity appreciation.
- Developed, with IT, an Emergency Text Notification system for the campus community.

### **Assistant Director of Multicultural Affairs, (January 2006 – October 2007)**

Case Western Reserve University, Cleveland, Ohio

- Supervised a staff of three full-time and one Graduate Assistant: Academic Coordinator, Program Coordinator, Secretary and Graduate Assistant.
- Developed and implement strategic university-wide diversity initiatives.
- Developed diversity training and seminars for Resident Advisors.
- Designed and coordinated retention programs and activities.
- Responsible for the financial management of including forecasting expenditures, maintaining records, and linking objectives to the annual budget process.
- Overall management of pre-college programs aimed at increasing the number of students in the fields of science, engineering, mathematics, and technology.
- Developed training, supervision and evaluation of 22 pre-college instructors, two professional staff members, a department secretary, and several student workers.
- Served on various university and community committees/advisory boards.
- Facilitated diversity education seminars and academic survival skills courses.
- Maintained and developed partnerships with various internal and external constituents.
- Managed the outcomes assessment and documentation of student success initiatives.

### **Academic Advisor/Program Coordinator (April 1999 to January 2006)**

Case Western Reserve University (CWRU), Office of Multicultural Affairs, Cleveland, Ohio

- Developed relationships and met regularly with the Multicultural student populations to advise and discuss their general performance/progress and adjustment to CWRU.
- Developed an academic retention-tracking program for students utilizing the Noel-Levitz Retention Management System (RMS).
- Worked closely with the parents of students who decide to attend CWRU.
- Coordinated and marketed orientation programs and activities for new student's arrival to the university: **Dinner, Panel discussion of faculty/staff/administrators, Evening Social, freshman retreat, (utilizing university and outside community facilities, Mohican Camp Grounds, Embassy Suites etc).**
- Marketed and coordinated monthly academic survival workshops/special events to ensure enrichment and balance, **(utilizing, Conferences and Special Events, Room Reservations, Audio Visual, Woods food company etc).**
- Annually provided the Assistant Director of ESS with Peer Advisors for incoming freshmen.
- Met regularly with Educational Support Services (ESS) Assistant Director and Reading Consultant to provide feedback regarding students and their needs.
- Engaged in an active dialogue with students concerning career development.
- Marketed programs/activities and matched students with summer internships in their anticipated major, and worked collaboratively with the Career Center to coordinate student career presentations etc.
- Distributed, collected and compiled data for the assessment of the Office Multicultural Affairs Programs.
- Planned three meetings a semester for the mentoring programs – one for the mentees, one meeting with mentors and one meeting with both parties.
- Conducted presentations to high schools in the Greater Cleveland and Suburban areas for the recruitment of the Office of Multicultural Affairs Pre-College Summer Program.
- Worked as the Assistant Director for Office of Multicultural Affairs Pre-College High School Scholars Program: Occupational Exposure, Community Day Speakers, and student field learning experiences, Supervised 4 student employees.
- Researched and developed the Office of Multicultural Affairs Retention Pilot Program (OMARPP).
- Coordinated and implemented the Noel-Levitz Retention Management System (RMS).

## **CERTIFICATIONS**

### **Certified Unconscious Bias Cook Ross Facilitator**

Case Western Reserve University 2019

### **Efficacy Leadership Training**

MetroHealth system 2019

### **TEAM STEPPS Master Trainer**

MetroHealth Systems 2018

### **Fairytales and Fables, I Believed**

TEDx Talk 2014

### **Safe Zone Training and the Catholic Church**

Penn State University Consultant 2014-2015

### **Safe Zone Training**

Penn State University Consultant 2013-2014

**Diversity Dialogue facilitation training**

Ursuline College, Elizabeth Welch consultant, 2007-2008

**Leadership and Supervision Certificate of Completion**

Cleveland State University, Cleveland Ohio, May 2007

**Weatherhead School of Management, Appreciative Inquiry Leadership Certification**

Case Western Reserve University, Cleveland Ohio, May 2003

**7 Habits of Highly Effective People, Certification**

Case Western Reserve University, Cleveland Ohio, January 2002

**National Association for the Advancement of Colored People (NAACP) Education Committee**

**Member of the Chief Diversity Officer Alliance**

**Member/participate of NCORE (National Conference on Race and Ethnicity)**