

## Summary

- 10+ years experience in public, private and proprietary educational industry with increasing level of responsibility, quota attainment, executive and leadership responsibilities
- Excellent leadership/training/performance and talent management skills
- Developed and managed metric, targets and team metrics, talent acquisition management
- Led career services department in change management to ensure compliance with gainful employment regulations
- 5+ years managing talent acquisition activities, specifically creative/technology talent matching, well versed in full cycle recruiting, applicant tracking systems
- Consistently meets employment and salary targets, metrics driven

## EDUCATION

1996 B.A. Liberal Arts, Colorado State University  
Emphasis in Journalism and Art History 1996  
Study Abroad, Art/Photography Studies in Italy  
1992 Additional Study, Interior Design Institute  
1994

## PROFESSIONAL EXPERIENCE

April 2013-Present **Senior Recruiter, Contract**  
The StaffWell Group, Boulder, CO

Nation-wide sourcing and recruitment of primarily healthcare professionals by way of traditional and non-traditional methods.

2007-April 2013 **Director of Career Services**  
The Art Institute of Colorado, Denver, CO

Provides strategic leadership, implementation and administration of comprehensive career services program to include career advising, internship, opportunities, job skill acquisition, college campus recruiting program. Leads, coaches, trains, manages team of eight customer service focused advisors and all day to day operations of department. Managed departmental budget. Provided ongoing feedback to Academic Affairs regarding curriculum issues related to local industry trends.

## Recruiting

- Managed the placement activities of 400+ graduates/year, achieved 85% employment rate year after year. To include:
  - Partnering with hiring managers to secure freelance, contract to hire and direct hire opportunities for graduates
  - Utilizing job boards, social media and face to face networking to find companies with hiring need.
  - Assistance of students and alumni with resume development, salary negotiation, interview preparation and coordinated interviews
  - Maintenance of graduate and employment records and statistics
  - Use of industry sourcing strategies and marketing call campaigns to find new clients

## Events

- Developed and managed the event coordination of robust career services programming. To include:
  - Guest speaker series, career boot camps/seminar series, studio/company tours, student critiques
  - Quarterly Portfolio Show and Graduation, management of budget, securing and negotiation of contracts with vendors
  - Managed quarterly internship fairs and job fairs: clients include CP+B, The Breakaway Group (Xerox), Integer Group

Additional projects include: coordinated annual fundraising event, legislator's dinner, various PR duties. Conducts on-site training of new Directors.

### **Professional Experience** continued

Member of Executive Committee, Chair of HLC (regional accreditation) Criterion 5 Committee, Members Programs Committee and Scholarship and Fundraising Committees

2004- 2007 The Art Institute of Colorado, Denver, CO

**Asst. Dir. of Career Services**, Career Advisor, Interior and Industrial Design

Assist design graduates in all aspects of job search. Responsible for maintaining, creating and cultivating opportunities with design and architectural community and matching appropriate candidates. Coordinated above event programming.

Chosen to attend EDMC Career Services Leadership Institute & Executive Committee Leadership Institute.

Co-directed department.

### **2003-2004 Admissions Director**

Bellavita Academy, Denver CO

One of three managing directors of independent educational program for teenage girls.

Responsible for leading all sales and marketing efforts. Designed, authored, implemented all sales/training materials. Created copy for school website. Recruited, trained, managed and evaluated 20 member staff. Involved in all public relations and community relations projects.

2000-2002 **Independent Educational Consultant**, San Francisco, CA

Conducted reading assessments and place students in workshops nationwide, Institute of Reading Development, Inside Account Rep, Scientific Learning, School Solutions Consultant, Project Achieve Grant consulting and writing: Clients include Rose Hill Elementary School, Denver, CO., Inner City Education Foundation, Los Angeles, CA.

1999 **Assistant Director of Admissions**

Art Institutes International, San Francisco, CA

Responsible for recruitment of students to post-secondary art college by way of in-house tours and one-on-one appointments. Met and exceeded individual enrollment goals.

1997-1999 **Admissions Program Manager**

Rocky Mountain College of Art & Design, Denver, CO

Planned, organized and directed operations of all special programs out of Admissions Department.

Managed outside recruiting program and scholarship program. Designed, promoted, and delivered summer high school program.

### **Professional Affiliations/Training**

- Member, Advisory Board of Warren Tech
- Member, NEWH (Network of Executive Women in Hospitality)
- Member, Latina Chamber of Commerce
- Previous member, PMI (Project Management Institute)

### **Volunteer Work**

- Matt Gonzales Board of Supervisors Campaign, San Francisco
- Co-Chair solicitation committee, One FineDay Annual Fundraiser-\$700,000 total, San Francisco



