

Dear Search Committee:

Please accept this cover letter and *Curriculum Vitae* as a record of my academic and professional experiences. Knowing my commitment to coach and mentor students and young professionals in their personal and professional development from a myriad of backgrounds, experience previously starting a business, along with my interest in contributing to the workforce development space, I feel confident I would make a strong contribution to your organization.

I am pleased to share that I've earned the status of ABD, all but dissertation, as an Ed.D. candidate at Northeastern University with a focus in Organizational Leadership and Communication. I am in the writing stage of my thesis and seek the opportunity to apply my academic interests along with my 10+ years of professional experience in education, human resources, and financial services into a role that supports the high potential of students and young professionals through the planning and coordination of a wide variety of programs, workshops, events and collaborations.

My leadership style reflects my interests and expertise in student-centered teaching which supports learning by both students and educators, building a diverse and inclusive community in thought and resources, supporting students throughout their academic, extracurricular, career and entrepreneurial journey; while maintaining a long and positive reputation as a mentor. I can bring to your organization a genuine zeal in developing curriculum, planning, coordinating trainings, running seminars, budgeting, and managing programs while utilizing my industry network to bring timely advice and resources to participants.

With a talent in managing administrative duties to support my clients – I would also like to highlight additional experiences which offer a transferable skill-set that exemplify what I can bring to the table:

- ✓ Served within the department of **Academic Administration and Student Affairs** at George Washington University, overseeing course scheduling, facilitated on-boarding and management of 50+ faculty and facilitators, coordinated student assessments, processed final grade reports (≥500 students), monitored students on academic probation, supported classroom management of 50+ classes per term ensuring adequate faculty placement, performed transcript evaluations by partnering with admissions, alumni relations, and financial aid to streamline accuracy of award letters, tracked scholarship budget funds of \$100k+ and led recruitment fairs (locally and out of state during daytime, night time and weekend hours) to attract prospective students.
- ✓ Assisted with the **NASPA - Student Affairs Administrators in Higher Education** as a program reviewer helping to prove that conference workshops would be an efficient and effective use of funds through outcomes-based metrics for participants; evaluated – program title (scope, sequence of the programs content, etc.), program abstract (what the presenter will cover – activities, format, technology, etc.), program description (background information, overview, research, methods, etc.), and effective learning outcomes (understanding, competency, engagement – meaning will participants carry new skills back to their campuses).
- ✓ Provided research for **Massachusetts Institute of Technology – Committee on Academic Performance** by suggesting student study solutions based on competitor institutions, industry recommendations, and survey questions for the career department in response to the committee's request for additional information surrounding student claims that interviewing conflicts with students' ability to sustain academic commitments.

- ✓ Held role as **Interim Director of the Early Childhood Learning Institute (ECLI)** which encourages and supports adult learners in their quest to earn professional credentials and college credits in early childhood education and gain employment in local childcare centers. Additionally, I updated all marketing materials for the ECLI Program and monitored student completion data used by the Programs & Assessment Committee who set the guidelines for all academic units.
- ✓ Experienced **Human Resources Manager** and consultant having overseen staff recruiting (domestic and international), training and development, supervision, planning and logistics, customer service; achieved new hire compliance targets of 100%, budget management in the six figures, alongside various administrative tasks.
- ✓ **Facilitated the planning of career fairs, mock interview events, shadow days and networking activities** with partner education institutions, recruiters, agencies, non-profits, and national career tours – to help students from all socioeconomic backgrounds, and early-career professionals’ start, navigate and excel in their careers.
- ✓ **Designed a mentoring program** in a team of four for students interested in consulting careers (*Partners:* Faculty/Alumni, Oliver Wyman, Boston Consulting Group, McKinsey, Bain, and Deloitte) created at Boston University School of Management.
- ✓ **Advised student-led college on-campus clubs** at a variety of colleges within the areas of planning, outreach, student rapport and staff inclusion: ALPFA (Latino Professionals), NABA (Black Accountants), Black MBA, NSBE (Black Engineers), NAAAP (Asian Professionals), MAPS (Pre-Med Minorities), LGBT (Lesbian, Gay, Bisexual, Transgender), MLT (Management Leadership for Tomorrow), International Student Organizations, and Native American Students using online communities such as: Facebook, Twitter, Google+, Yahoo Groups, LinkedIn, Email Marketing, SnapChat, etc.
- ✓ Experienced in **travel abroad** to locations such as: Mexico, Morocco, Jamaica, Bahamas, and served as a **Goodwill Ambassador** for The Gambia, West Africa as Miss Black, Rhode Island USA, providing mentorship to students and actively supporting the collection of books and learning tools; in addition to fundraising for a local village library with a group of 50 women mobilized to bring about change.

If invited to serve your organization, you would gain an analytical, compassionate, student-centered and collaborative leader who routinely keeps abreast of relevant policy and theoretical best-practices; also a pleasant colleague who believes there is always room for improvement.

I look forward to offering these skills and experiences and hope to have the opportunity to speak with you further. My enclosed CV provides additional details concerning my professional expertise. Please feel free to call me at 617-615-2838 (mobile) or email: NataschaSaunders@gmail.com should you like to speak further.

Thank you for your consideration.

Sincerely,

Natascha F. Saunders

Natascha F. Saunders

Enclosure

Cc: Search Committee

Natascha F. Saunders, MBA, MS, CPCC

Mobile. 617.615.2838 | NataschaSaunders@gmail.com | LinkedIn.com/in/nataschasaunders | Twitter @TaschaSaunders

A certified career coach, education administrator, astute public speaker, faculty member, and mentor who is underpinned by sound principles and well-validated leadership techniques which produce results for students and organizations. Depth of knowledge and versatility used to motivate, educate and inspire students to achieve their goals. At ease with establishing rapport with students, colleagues, political constituents, and external partners to promote the value of entrepreneurship. Creative problem-solver operating with integrity able to excel in a small, relationship-driven setting; while contributing to inclusivity.

Areas of interest:

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| • Student Programs | • Facilitator / Training / Seminars | • Conflict Resolution / Mediation |
| • Community Outreach / Social Networking | • Human Resources / Education Policy | • Branding / Industry Trends / Research |
| • Curriculum / Course Development | • Programming / Events | • Leadership / Management Development |
| • Faculty / Student Affairs | • Evaluations / Assessments | • Academic & Career Advising |

CERTIFICATES

51a Mandated Reporter Minors Training Certificate, Children's Advocacy Center; Boston, MA / June 2017

NIH Training Protecting Human Research Participants: Number: 1614992; Bethesda, MD / Nov. 2014

Statement of Accomplishment in Scaling Ventures, Stanford School of Business NovoEd; Stanford, CA / October 2014

Executive Education Certificate in Entrepreneurship, MIT Sloan School of Management; Cambridge, MA / February 2013

Mediation Certification, Harvard Mediation Program, Harvard Law School; Cambridge, MA / September 2012

Certified Career Coach, Professional Association of Resume Writers / Career Coaches; St. Petersburg, FL / May 2009

EDUCATION

Doctor of Education in Leadership & Communication, Northeastern University; Boston, MA, *Candidate 2018*

Master of Science in Leadership, Northeastern University; Boston, MA / August 2009

Master of Business Administration, Johnson & Wales University; Providence, RI / May 2007

Bachelor of Arts in Image Consulting, University of Massachusetts; Amherst, MA / May 2001

FACULTY APPOINTMENTS

NORTHEASTERN UNIVERSITY, Boston, MA

5/11/2011 - Present

Lecturer, D'Amore-McKim Business School | Department of Management & Organizational Development

ORG 3209: Organizational Development | Topics: groups, teams, motivation, change, culture, structure, conflict, and communication.

Lecturer, College of Professional Studies | Department of Leadership

Courses include Leadership, Managing Change, Teams Locally & Virtually, Evidence-Based Leadership, and Decision Making.

Co-Instructor & Head Counselor for Pre-Collegiate Summer Programs | Level Education (July - August 2017)

Led social programming for the Experiential Entrepreneurship (E2) program, as well as the Bioengineering Bootcamp in a fast-paced, setting supporting the External Events & Conference Housing (EECH). Including executing activities and overseeing housing.

Academic Curriculum Consultant, College of Professional Studies (August 2015 – March 2016)

Redesigned courses, prerequisites and content across the leadership major while sourcing feedback from 20+ faculty members.

UNIVERSITY OF RHODE ISLAND, Kingston, RI

7/19/2009 - Present

Part-Time Faculty, Gender & Women's Studies Department (Teaching Fellow 2013)

GWS 301: Women's Professional Development & Leadership (Authority, Power, Values, Ethics, Leadership, Negotiation)

CAMBRIDGE COLLEGE, Cambridge, MA

10/14/2017 – 12/22/2017

Adjunct MBA Faculty, School of Management

MMG 560: Managing a Diverse Workforce | Current business conditions are surveyed, and students are introduced to the link between the business agenda and human capital to develop the competencies necessary to manage a diverse workforce.

FISHER COLLEGE, Boston, MA

9/5/2017 – 12/22/2017

Adjunct Faculty, Office of Career Services

IS210 – Preparation for Internship and Careers | Resources and techniques for finding and evaluating potential internships as well as future employment are reviewed. Professional resume writing, interview techniques, and business behaviors will be reviewed.

EXPERIENCE

THE YOUTH CAREER COACH INC., Boston, MA **8/1/2009 – Present**

Founder | Coach | Consultant focused on workforce development, leadership training, career programming and online career content.

Clients: TRiO Programs, Upward Bound, Year-Up, Boston Public Schools, Massachusetts Housing, The MBA Exchange

TRINITY WASHINGTON UNIVERSITY, Washington, D.C. **10/10/2014 – 10/28/2016**

MBA Adjunct Faculty, School of Business and Graduate Studies | Interim MBA Academic Advisor

BADM 603 Corporate Communications for Managers *and* INT 504 Professional Development for Graduate Students

THE CLARENDON GROUP, Cleveland, OH **11/1/2012 – 12/31/2016**

Human Resource Manager / *Started as a consultant.*

Recruited, staffed, and managed employee onboarding. Researched international hiring agencies to hire employees in South East Asia. Conducted reference checks and investigated backgrounds for international hires. Wrote and posted job descriptions, vacancy announcements, and answered all HR-related questions while providing strategic HR management. Prepared offer packets for candidates. Created exit interview policy. Wrote and investigated policies to include in a new employee handbook.

GEORGE WASHINGTON UNIVERSITY, Washington, D.C. **4/16/2013 – 4/2/2015**

Interim Senior Recruitment & Employment Specialist, 1/21/2015 – 4/2/2015

Served as part of the marketing recruitment team, turned initial leads into contacts, nurtured interest managed recruiting events.

Interim Director | Manager of Academic Administration and Student Affairs, 2/3/2014 - 10/6/2014

Liaison between students, admissions department, registrar's office, international services, etc. Tracked in Banner students' progress toward graduation. Worked with program directors to provide academic advising. Served as a resource to faculty and constituents.

Employer Developer Consultant | Center for Career Services, 4/16/2013 – 8/15/2013

Identified and developed a target list of nonprofit employers and agencies to introduce the GW brand and built relationships.

U.S. DEPARTMENT OF EDUCATION, Washington, D.C. **2/5/2013 – 8/8/2013**

Graduate Level Administrative Intern, Office of Communications and Outreach for Secretary of Education

Created briefing papers and executive reports for the White House. Researched education topics and policies. Attended events to extract content for articles. Attended budget meetings and wrote press releases. Managed LISTSERV contact list for key political constituents.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, MA **8/1/2012 – 2/1/2013**

Consultant: Ph.D. Career Advisor focused in STEM fields, Global Education & Career Development (GECD), Employer Relations & Career Programs Manager, and Project Manager of the Employer Sponsorship Program

- Created timelines, benchmarked data into Excel spreadsheets, set recruiting deadlines, edited policies and procedures, wrote content for advertisement materials, researched and evaluated the President's Report and Student survey to provide more clarity for administrative planning. Researched the second-round interview policies at competitive schools, analyzed data, generated a report and wrote an executive summary for the Executive Director providing additional viewpoints of analysis.
- Generated solutions for the department in response to the Committee on Academic Performance's (CAP) request for additional information surrounding student claims that interviewing conflicts with students' ability to sustain academic commitments.

Counseling

- Designed workshops: 'Interviewing' to be delivered to the MIT student community and for IAP on 'Being Mentored.'
- Provided career counseling and resume editing assistance to MIT undergraduate, graduate, Ph.D. and Post-Doc students.

Employer Relations

- Communicated with recruiters such as the NSA, UBS, BCG, IBM, and Apple to disseminate details for on-campus events.
- Moderated a consulting panel for 81 students which included recruiters from McKinsey, Opera, Putnam, and Accenture.
- Wrote career development articles for MIT website which were utilized both internally and externally.

MIT SLOAN SCHOOL OF MANAGEMENT, Cambridge, MA **10/26/2010 – 6/1/2011**

MBA Admissions Committee

10/15/2011 – 10/23/2011

- Read and evaluated applications for admission from an applicant pool of 4700+. Synthesized variance data for transcripts, test scores, work history, letters of recommendations, extracurricular involvement, and essays.

BOSTON UNIVERSITY SCHOOL OF MANAGEMENT, Boston, MA **8/18/2008 – 8/13/2010**

Assistant Director, Career Services | Lecturer for Organizational Behavior Department "Charting Your Career Path"

- Provided counseling sessions approx. 20-80/week; ensured student's needs were met by monitoring career progression
- Managed and trained four teacher assistants who provided curriculum development and career coaching to students.
- Conducted weekly presentations, classroom visits, and co-led open-house during admission events to recruit candidates.
- Advised and coached students experiencing academic difficulty, including students on academic probation and transferring.
- **Managed** the collection of hiring data such salary, bonuses, and location to generate the university rankings report.

EXPERIENCE *cont.*

JOHNSON & WALES UNIVERSITY, Providence, RI

8/28/2006 – 8/16/2008

Co-op & Employment Specialist / Adjunct Instructor

- Co-lead employment efforts for over 1600 students within the College of Business. Administered and graded 4.5 and 9.0 credit thesis projects for over 300 seniors per academic year; editing over 150 resumes per term, and career counseling; while contributing to maintaining the 98% employment rate. Supported employer relationships with companies such as Target, CVS, Bally, Disney, Hill Holiday, Digitas, and Meditech. Taught course: Introduction to Career Management. *Conversational English partner.*

MACY'S (formerly FILENE'S), Providence, RI

6/8/2005 – 6/4/2006

Assistant Human Resource Manager

- Managed and led over 300 associates in developing optimum selling and exceptional customer service skills. Achieved new hire compliance targets of 100%. Conducted employee reviews, and hired and trained over 200 associates under my tenure.
- Partnered with operations to ensure sales staff understood the organizational mission for shopper experience.

A.G. EDWARDS & SONS., INC. | now **WELLS FARGO**, Boston, MA

9/2002 – 5/2005

Financial & Operations Associate (Reporting directly to VP of Investments & Branch Manager)

- Handled various aspects of investment portfolios with assets between \$1 - \$100M. Calculated trade commissions for consultants. Prepared asset presentations for stock brokers. Operations Certification, August 2014. Analyzed bond and cash flow reports including profit/loss to clients. Opened over 300 investment advisory accounts.

STATE STREET RESEARCH MANAGEMENT | now **BLACK ROCK**, Boston, MA

9/2001 – 8/2002

Client Reporting Specialist (Generated investment performance reports for portfolios valued between \$25,000 – \$25M.)

- Ensured high quality, timely reporting of all daily, weekly, quarterly, & month-end trade reports. Reviewed client audits.

COMMUNITY SERVICE

Veterans Career Coach Chamber of Commerce, English Tutor Dorcas Place, Volunteer Security Garden Tour White House

RECOGNITIONS

- BNU Entrepreneurship Institute, Student Series, Speaker & Appreciation, 2017
- Howard University, TRIO Programs, Graduation Key-Note Address, Speaker Appreciation, 2016
- Defense Intelligence Agency, Chapter of Federally Employed Women, Facilitator Appreciation, 2015
- Spark & Hustle 'Daring Doer', Tory Johnson ABC Workplace Correspondent, 2011
- Harvard WECAN Empowerment Conference, 'Woman of the Year' Award, 2010
- Outstanding Academic Award *Initiation*, Sigma Epsilon Rho Honor Society, Northeastern University, 2009
- Inspirational Woman Award, Johnson & Wales University, 2008

PUBLICATIONS

- Interview E-News Writer, Journal of Negro Education (Peer-Reviewed, Academic Journal). 2014 - Current
- Johnson & Wales University Alumni Magazine, Personal Advisory Board. Winter 2016
- Johnson & Wales University Alumni Magazine, What Are You Worth? Fall 2015
- National Black MBA Association, 7 People You Need on Your Personal Advisory Board. Fall 2015
- 18 Internship Stories. Education Money Can't Buy. Author: Eric Woodard. Contributor, Natascha Saunders. Amazon 2012
- A Parent Guide to Starting the Career Conversation, InsideJobs.com Youth Career Coach Inc. Natascha Saunders. 2012
- Working Mother Magazine, Advice Column: Online Job Coach Junior. Summer 2008

MEDIA

- Global Coaches Academy in Australia, Interview by Keith Keller
- City Line, WCVB/TV/ABC Channel 5, Host Karen Holmes Ward, Interview
- CKNW News Talk 980 Vancouver, BC | WHUR 96.3 The Daily Drum
- Journal of Negro Education | AFRO Newspaper | Providence American
- U.S. Department of Education, Youth Voices News, Distribution

AFFILIATIONS

- Alpha Kappa Alpha Sorority Inc., Global, *Current*
- Senior Fellow, American Leadership & Policy Foundation; Kansas City, MO, *Current*
- BNU Youth Entrepreneur Training Institute, Inc. Boston, MA, *Current*
- Goodwill Ambassador, The Republic of The Gambia (Miss Black USA 2006 & 2007)
- Board of Directors, Institutional Review Board (OIRB) Harvard School of Public Health, Dimock Community Health Center
- The Heritage Foundation, Conservative Think Tank; Washington, D.C.

PRESENTATIONS *shorten list

Education Focused

Saunders, N.F. & Vacchi, D. (2017). Effectively Supporting Civilian Career Transition for Military-Connected Students: Defining the ways in which student affairs professionals can maximize their available resources. Presented at the Symposium on Military-Connected Students, NASPA Student Affairs Administrators in Higher Education, Washington, D.C., February.

Saunders, N.F. (2017). The Importance of Vision Statements, Goal Setting and Creating a Personal Advisory Board. Presented at MDA Youth Leadership Conference, METCO Inc. Director's Association, Boston, MA, October.

Saunders, N.F. (2017). The Power of Resilience: Sharing My Experience and Expertise During this Time of Racial Trauma. African American Women in Higher Education Conference, Boston, MA, August.

Saunders, N.F. (2014). Cultural Perceptions: Family Constellation and Societal Implications. Presented at Regent University School of Psychology & Counseling, Association of Black Psychologists Student Circle, Virginia Beach, VA, February.

Saunders, N.F. (2011). Career Coaching in Early Child Development. Guest Lecture to Childhood Development Graduate Program, Boston College Lynch School of Education, Chestnut Hill, MA, June.

K-12 Schools *shorten list

Natick High School; Natick, MA | Met School; Providence, RI | Luke C. Moore; Washington, DC | Excel High School; Boston, MA

Colleges / Universities*shorten list

Boston College, George Mason University, Brown University, Urban College of Boston, Providence College, Harvard University, Roxbury Community College, Lake Superior State University, Regent University, Mount Wachusett Community College

Corporations / Organizations*shorten list

Blue Cross Blue Shield, TJX Corporation, PwC, KPMG, EMD Serono, Merck KGaA, Goodwill Industries, Defense Intelligence Agency, National Diversity Council, Black MBA Association, United Way, Year Up, Boston Foundation, Department of Human Services, Massachusetts Housing Authority, Federal Reserve Bank, Chinatown YMCA, Latino Parent Association of RI

TRAINING & DEVELOPMENT

Diversity & Inclusion Beyond the Basics, Led by Su Joun, Principal of **Diversity@Workplace**

Writing a Federal Résumé, Webinar Training Class, **U.S. Office of Personnel Management, Recruitment Policy and Outreach**

Principles of Classroom Discussions, (Hosler, Arend Cognitive), Dr. Douglas Harrison, **Trinity Washington University**

Education Briefing, Asst. Sec. Dr. Brenda Dann-Messier, Career, Technical, and Adult Education, **U.S. Department of Education**

Minimizing Unconscious Bias Diversity Dialogue, Dr. Robbin Chapman, **MIT Sloan**

Helping International Students Achieve Academic Success, Global Faculty & Industry Experts, **Northeastern University**

Cultural Awareness Training, facilitated by **Culture Coach International**

Business Processes Creation, facilitated by Lisa Shaughnessy, **Simplified Workflows**

TECHNOLOGY

Educational: WebCT, Sakai, Blackboard, Banner, Moodle, SAP, CareerBridge, NACE, MiTrac, Symplicity, Career Link, GovDelivery, Salesforce, GWork, DataMarts; **Human Resources:** Kronos, Bamboo HR, TAM, HireRight, Big Interview; **Microsoft Office:** 365, Outlook, Word, PowerPoint, Excel, Paint, SharePoint; Adobe, XP/Vista, **Social Media:** Twitter, LinkedIn, Skype, Google+, Pinterest, Instagram, Slideshare, SnapChat; **Presentation:** FreeConferenceCall, Any Meeting, GoToMeeting, GoogleDocs, Udemty, Animoto, etc.