

Natascha F. Saunders, CPCC

CONTACT

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COMPETENCIES

- Confidentiality / Integrity / Professionalism / Sound Judgment
- Self-Starter / Initiative / Driven
- Data Analysis / Problem Solving / Research / Reporting
- Interpersonal / Communication / Writing / Public Speaking
- Leadership / Management / Supervisory
- Coaching / Mentoring / Counseling
- Recruiting / Sourcing / On-Boarding / Orientation
- Human Resources / Policy / Job Descriptions / Interviewing
- Programming / Planning / Curriculum / Teaching
- Events / Commencement / Expos
- Conflict Resolution / Mediation / Listening
- Project Management / Planning / Organizational
- Understanding Lived Experiences / Diversity / Equity / Inclusion

EDUCATION

Doctor of Education (Ed.D.)
Organizational Leadership & Communication, Northeastern University, Boston, MA / July 2021

Master of Science, Leadership (MS),
Northeastern University, Boston, MA / August 2009

Master of Business Administration (MBA) Global Business Leadership, Johnson & Wales University, Providence, RI / May 2007

Bachelor of Arts in Image Consulting (BA), University of Massachusetts, Amherst, MA / May 2001

Diploma, Natick High School, METCO Program, Natick, MA and Dual Enrolled, UMASS Boston, MA

Diligently dedicated leader and student-driven professional with 15 years' experience in academic affairs, career development, and student services within higher education. Highly skilled at building rapport and collaboration; exceptional coaching, communication, documentation, and programming skills. Adept at assessing needs, strategic planning, policy development, curriculum design, budget management, and building trust with students. **Currently serving as Harvard University Administrative Fellow (AFP).**

EXPERIENCE

HARVARD UNIVERSITY, Cambridge, MA 12/2018 - Present
John F. Kennedy School of Government
Associate Director / Career Coach, Office of Career Advancement

- Use coaching, counseling, mentoring, and programming skills to support graduate students and alumni - a diverse community ages 23 to 65+ drawn from more than 80 countries leveraging their experience to support their career development.
- Deliver comprehensive career-related programs, workshops, and seminars while monitoring industry market trends for MPA, MPP, Joint Degree MD, JD, MDiv, etc.
- Develop relationships with alumni and constituents who seek to connect with students.
- Partner with Degree Programs, Faculty, Student Affairs, Library, Communications & Marketing, Financial Aid, Diversity Office, and Research Centers to best support and engage students and alumni throughout their professional development.
- Collaborate with leadership to frame policies, make recommendations for processes, conduct cross-campus outreach, and manage regional events with a credit line of \$25,000.
- Establish relationships with employers to help streamline recruiting efforts, job / internship postings, and targeting applicants to create a strong pipeline of candidates.
- Research and share specialized knowledge on social policy areas: human rights, health, housing, education, criminal justice, law, poverty, labor, development, etc.
- **Coaching:** Resumes, Cover Letters, Interviewing, Networking, Negotiation, LinkedIn, Assessments, Goals, Motivation, Start-Up, Academic Applications (Ph.D., EdD), etc.
- **Student Government/Clubs** Partner on programming, activities, and outreach.
- **Fellowship support:** Congressional Black Caucus, Congressional Digital Service, Dukakis, Fulbright, Latin American Studies, McCain, Millennium Challenge, Philanthropy Advisory, Presidential Management, Rappaport, White House, and more.
- **Admissions:** Read and rate HKS Mid-Career applications to achieve competitive yield.
- **Analyst:** Summarize frequency of counseling usage and type, salary, feedback, etc.
- **Academic Advisor:** students in MPA, Joint MBA, First Year, and First Gen.
- **Review Committee:** Harvard Cultural Lab Innovation Fund (Grant \$25,000+).

NORTHEASTERN UNIVERSITY, Boston, MA 5/2011 – Present
Lecturer, College of Professional Studies / D'Amore-McKim Business School

Courses taught: Leadership Capacity, Managing Change, Teams Locally and Virtually, Evidence-Based Decision Making, Leadership Capstone, and Organizational Behavior.
Curriculum Consultant, Oversaw the redesigned of content / syllabus, prerequisites, and lesson plans across the department, managing feedback of 20+ faculty and administration.

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

- **Founder:** Operating a service business, responsible for recruitment, coaching, hiring, and training 1099 consultants, marketing, management, assessments, curriculum, and budgets up to \$150,000. **Copyright:** M.I.C.R.O.© Personal Branding Assessment Tool 2017.
- **Clients:** Brown, Georgetown, Boston College, Federal Reserve, Boston Foundation, Goodwill, Blue Cross, ASCD, TJX, PwC, KPMG, EMD, Merck, Johns Hopkins, United Way, MA Housing Authority, Chamber of Commerce, AmeriCorps, George Washington, Howard, Upward Bound, Year Up, Prevent Child Abuse, Museum of Fine Arts, etc.
- **Persistence Data Consultant** monitoring FERPA at KIPP Schools. 2018
- **Residential Manager & Co-Instructor,** LEVEL, Pre-College at Northeastern. 2017

CAMBRIDGE COLLEGE, Cambridge, MA 10/2017 – 8/2020
Senior MBA Faculty, School of Management

Course: Managing a Diverse Workforce | Link between the business and human capital.

CERTIFICATIONS

- **Diversity, Equity, and Inclusion**, Univ. South Florida, May 2021
- **US Institute of Diplomacy and Human Rights**, March 2021
- **Personal Branding**, June 2020
- **Preventing Harassment and Discrimination**, EverFi, April 2020
- 51a Mandated Reporter, **Children's Advocacy Center**; June 2017
- **Burnham Rosen Group: The Science of Superior Leadership**, Feb 2014
- NIH Training **Protecting Human Research #1614992**, Nov. 2014
- **Statement of Accomplishment, Scaling Ventures**, Stanford, Oct. 2014
- **Executive Education in Entrepreneurship**, MIT Sloan, February 2013
- **Executive Education in Leading, Organizing, and Action**, Harvard Kennedy School, May 2012
- **Mediation Program (HMP)**, Harvard Law School, Sept. 2012
- **E-Certified Online Distance Learning Certificate**, Northeastern University, May 2011
- **Career Coach**, PARW/CC, May 2009
- Commonwealth Seminar (MassCS), **Legislative Training**, August 2008

RECOGNITIONS

- JWU Speaker Career Fest, 2021
- Codman Academy, Appreciation, 2020
- iHeart Radio, Woman of the Week, 2019
- Piedmont Community College, 3-Day Career Development Training, 2019
- FBI Citizens Academy, Graduate, 2018
- BNU Entrepreneurship Institute, 2017
- Howard University, TRiO, Graduation Keynote Address, Speaker, 2016
- Defense Intelligence Agency, Federal Women, Facilitator Appreciation, 2015
- Northeastern University, Nominated for Teaching Excellence, CPS, 2015
- Spark & Hustle 'Daring Doer', Tory Johnson ABC Workplace News, 2011
- Harvard HESA WECAN Empowerment Conference, 'Woman of the Year', 2010
- Community Service Award, Zeta Phi Beta Sorority Inc., 2010
- Outstanding Academic Award, Sigma Epsilon Rho Honor Society, Northeastern University, 2009
- Inspirational Woman Award, Johnson & Wales University, 2008

YWCA, Malden, MA

3/2018 – 12/2018

Director of Teen Services

- Managed operating grant budgets and requests for proposals (RFPs) such as 21st Century Middle School Program \$119,000 and Elementary School Program at \$117,047 through the Department of Elementary and Secondary Education, in addition to Community Development Block Grant (CDBG-HUD) \$10,000, and Workforce Innovation Opportunity Act (WIOA-DHL, ED, HHS) WorkSmart Regional Employment Board for \$15,000; while applying for additional grant funds.
- Hired and supervised while ensuring professional development opportunities for 19 staff members (2 Coordinators, 1 Guidance Counselor, 11 Education Specialists / Teachers, 2 Assistants, and 3 seasonal aids).
- Ensured payroll was met weekly for all staff supervised in addition to 7 teen peer-leaders and tracked vacations/holidays and attendance.
- Partnered with school departments, police, city officials, businesses, and organizations.
- Provided oversight to ensure successful implementation, assessment and performance measures, program goals, SAYO data analysis meet or exceed stakeholder expectations.
- Created opportunities for youth in workforce development, and STEM fields.
- Represented the YWCA on coalitions, community boards, and policy discussions.

MBA EXCHANGE, Boston, MA

1/2013 – 5/2018

Senior MBA Admissions Consultant (Founded by HBS Alum – Dan Bauer.)

Delivered strategic insights, tactical know-how, and actionable advice to help clients gain admission to their targeted Ivy League schools. Coached clients to optimize their professional, personal, and academic profiles to ensure a more compelling candidacy.

UNIVERSITY OF RHODE ISLAND, Kingston, RI

7/2009 – 5/2018

Part-Time Faculty, Gender & Women's Studies / Teaching Fellow 2013

GWS 301: Professional Development & Leadership | Authority, Power, Ethics, Leadership

TRINITY WASHINGTON UNIVERSITY, Washington, D.C.

10/2014 – 10/2016

MBA Adjunct Faculty & Academic Advisor for Business and Graduate Studies

BADM 603 Corporate Communications for Managers, and INT 504 Professional Development for Graduate Students. Also, advised students through matriculation.

CLARENDON REAL ESTATE, Cleveland, OH

11/2012 – 12/2016

Human Resource Manager

Recruited, staffed, and managed a team of four. Researched international hiring agencies. Conducted reference checks and investigated background check companies and software for international hires. Wrote and posted job descriptions, vacancy announcements and answered all HR-related questions. Prepared offer packets for candidates. Created an exit policy. Authored and investigated policies to include in a new employee handbook.

GEORGE WASHINGTON UNIVERSITY, Washington, D.C.

4/2013 – 4/2015

Manager of Academic Administration and Student Affairs (GSPM): Oversaw course scheduling, facilitated on-boarding and management of 50+ faculty and facilitators, coordinated student assessments, processed final grade reports (≥500 students), monitored academic probation, classroom management of 50+ classes per term ensuring faculty placement, performed transcript evaluations 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) to attract prospective students.

Senior Recruitment & Employment (GSPM): contacted prospective students, converted leads and nurtured interest to complete an application and enroll. Traveled to recruit. **Employer Developer Consultant (Career Services):** targeted nonprofit employers.

U.S. DEPARTMENT OF EDUCATION, Washington, D.C.

2/2013 – 8/2013

Doctoral Intern, Office of Communications and Outreach, Secretary of Education, Arne Duncan | Secretary for External Affairs and Hispanic Outreach

Created briefing memos and travel reports for the White House. Researched education topics and policies. Attended senate tours, hill events, and strategy meetings to extract content for articles. Joined budget meetings, workforce development panels and wrote press releases. Managed listserv and contact list for 100+ selective high profile constituents.

JOURNAL

- Journal of Negro Education, Howard University, Manuscript Reviewer and Interview Writer, March 2014 – Present

MEDIA

- New York Times, Boston Voyager, COX, She Knows, Inside Jobs, Career Builder, Gen Y Radio, Working Mother Magazine, Bay State Banner, Scholastic, Choices, METRO (MA, NY, PA, Canada), Global Coaches Academy Australia, City Line, WCVB/ABC, CKNW News Talk 980 Vancouver, WHUR 96.3 The Daily Drum, Color Magazine, Morris Brown Magazine, Washington Informer, AFRO Newspaper, Ethnic Online, Providence American U.S. Dept of Ed. Youth

AFFILIATIONS

- National Career Development Association, Broken Arrow, OK
- Alpha Kappa Alpha Sorority Inc., Chicago, IL
- National Urban League, Boston, MA
- National Council of Negro Women, Washington, D.C.
- Delta Sigma Pi Fraternity, Oxford, OH
- Professional Association of Resume Writers/Career Coaches (PARW/CC), St. Petersburg, FL
- Goodwill Ambassador, The Republic of The Gambia, West Africa
- Miss Black Rhode Island USA
- Heritage Foundation, Washington, D.C.
- USA Academic Decathlon, Speech & Interview Judge, Mankato, MN
- NASPA, Program Reviewer, Washington, D.C.

TECHNOLOGY

ED: Slate, WebCT, Sakai, Blackboard, Banner, Moodle, SAP, CareerBridge, NACE, MiTrac, Symplicity, Career Link, GovDelivery, Salesforce, GWork, DataMarts, Tegrity Lecture Capture

HR: Kronos, Bamboo HR, TAM, HireRight, Big Interview

MS: 365, Outlook, Word, PowerPoint, Teams, Excel, Paint, SharePoint, Adobe

Social: Twitter, LinkedIn, Skype, Google+, Pinterest, Instagram, Slideshare, SnapChat, Facebook

Extra: FreeConferenceCall, Any Meeting, GoToMeeting, GoogleDocs, Udemy, Animoto, Lectora, Udemy, Animoto, BlueJeans, Zoom

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, MA 8/2012 – 2/2013
Consultant in various roles including **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 memo for the Executive Director providing additional viewpoints of analysis.
- Evaluated programs and provided solutions 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.
- Presented workshops on interviewing and mentoring to the student community during the IAP (Independent Activities Period). Provided career counseling and resume edit assistance to undergraduate, graduate, Ph.Ds., and Post-Doc students.
- Collaborated 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 and updated policy for their website, which was utilized both internally and externally.

MIT SLOAN SCHOOL OF MANAGEMENT, Cambridge, MA 10/2010 – 2/2013
MBA Admissions Committee

- Evaluated applications for admission out of an applicant pool of 4700+. Synthesized variance data for transcripts (domestic and international), test scores, professional history, recommendations, extracurricular involvement, essays, and statements to select candidates. On a team of 20+, attended weekly calibration meetings and submitted recommendations to the director regarding admissibility.

BOSTON UNIVERSITY Boston, MA 8/2008 – 8/2010

Assistant Director of Career Services, Questrom School of Business

Lecturer for Organizational Behavior Department, "Charting Your Career Path"

- Provided counseling sessions approx. 20-80/week; ensured student's needs were met by monitoring progression, best-fit employment options, and long-term relationships.
- Managed and trained 4 assistants who provided curriculum development, graded assignments, career coached students, and tasked with administrative duties.
- Edited resumes, cover letters, and short answers approx. 60/week of students and professional candidates to influence hiring selections of employer partners.
- Conducted weekly presentations, classroom visits on campus, off-campus, and during admissions open-house, and events to recruit high-achieving students.
- Advised on campus student groups in programming, commencement and protocol.
- Tracked the undergraduate employment data collected from 18 team members and 500 graduating seniors used for U.S News and Princeton Review rankings.

JOHNSON & WALES UNIVERSITY, Providence, RI 08/2006 – 8/2008

Co-op & Employment Specialist, College of Business

- Co-led employment efforts for over 1600 students. 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 partners such as Target, CVS, Bally, Disney, Hill Holiday, Digitas, TJX, Lamar Advertising and Meditech.
- Participated in event planning for career fairs, expos, recruitment, and commencement.
- Adjunct Instructor: Introduction to Career Management. Taught 11-week rotational career courses for 60+ undergraduate students within a variety of majors. Emphasis placed on self-assessment, establishing goals, identifying career paths, and self-marketing documents. Students also developed academic schedules and work experience plans.
- Conversational English partner focused on reading, listening, speaking exercises, and attending social events with international students.

TRAINING

- Legal Issues in the Admissions Process, Mark DiVincenzo, JD, Deputy General Counsel, MIT
- Diversity & Inclusion Beyond the Basics, Led by Su Joun, Principal of Diversity@Workplace
- Writing a Federal Résumé, U.S. Office of Personnel Management
- 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 and Harvard
- International Students Academic Success, Global Faculty & Industry Experts, Northeastern University
- Cultural Awareness Training, Culture Coach International
- TEDx Tips, Seminar, Ragan Communications
- Constitutional Leadership Seminar, Heritage Foundation & The Fund for American Studies (TFAS)

COMMITTEES

- NAACP, Education and Labor, Boston, MA
- The Dimock Center, Health Services Board, Institutional Review (OIRB), Boston, MA
- YWCA, Greater Rhode Island, Executive Board, Woonsocket, RI
- American Leadership & Policy Foundation, Senior Fellow and Director of Fellowships, Kansas City, MO
- Alfred Street Baptist Church, Career Development Ministry, President, Alexandria, VA

VOLUNTEER

- U.S. Black Chambers, Inc., Young Entrepreneur Summit, Obtained Security Clearance, The White House
- South Lawn Security Clearance, Garden Tours: Jacqueline, Rose, White House
- The Center for Church and Prison, CORI Friendly Job Fair
- Roxbury Public Defenders, Youth Advocacy Project, Intern
- New England Law Boston, Admissions Office

ADDITIONAL EXPERIENCE

MACY'S formerly FILENE'S, Providence, RI **Assistant Human Resource Manager**

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

A.G. EDWARDS & SONS INC. now WELLS FARGO, Boston, MA
Finance & Operations Associate - Reporting directly to VP of Investments & Branch Manager. Managed aspects of portfolios with assets between \$1 - \$100MM. Built rapport with vendors: American Funds, John Hancock, MFS, BlackRock, and Vanguard. Calculated commission and prepared asset presentations for brokers. Analyzed bond and cash flow reports. Recruited Advisors. Opened hundreds of accounts: IRAs, Trusts, 401k, 529s. Operations Certification, August 2004.

STATE STREET RESEARCH now BLACK ROCK, Boston, MA
Client Reporting Specialist - Generated investment performance reports for portfolios valued between \$25,000 – \$25M. Ensured high quality, timely reporting of all daily, weekly, quarterly, and month-end trades. Reviewed internal audits to clarify transactions. Reported statistical data to fund management and publications.

PUBLICATIONS, QUOTES, INTERVIEWS, ARTICLES

- News@Northeastern, Time to Wave Goodbye to the Handshake, [Interview](#). 2021
- The Week Junior, Career Tips for Students, Interview. 2020
- UMASS Amherst Alumni Magazine, Northeastern Alumni Magazine. 2019
- New York Times, Late to Launch: The Post Collegiate Struggle. [Interview](#). 2018
- Scholastic Choices, Subscribers Article, Should You Get A Summer Job. 2018
- Washington Informer Newspaper Article, Prepping for the Future. 2018
- JWU Alumni Magazine, Career Update, What Are You Worth Fall 2015, 2016
- Black MBA Association, 7 People You Need on Your Advisory Board. Fall 2015
- 18 Internship Stories. Education Money Can't Buy. Eric Woodard. Amazon 2012. Contributor. Natascha Saunders
- Parent Guide to Starting the Career Conversation, InsideJobs.com Youth Career Coach Inc. 2012. Natascha Saunders
- Thompson, B. (2010). Black Youth and Unemployment. In Obama & Black Loyalty Vol. 1 (pp. 55-69), Iowa City, Iowa: Global Mark Makers

PRESENTATIONS

- Saunders, N.F. (2020). **Krumboltz Career Decision**. Tufts University, February.
- Saunders, N.F. (2019). Gen Z / Millennials in the Gig Economy. Professional Association of Resume Writers & Career Coaches, Clearwater, FL., April.
- Saunders, N.F. (2018). **Vision Statements & Goal Setting**. National Prevent Child Abuse Annual Teen Conference, Monroe Township, New Jersey. May.
- 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 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.