

Natascha F. Saunders

CONTACT

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[LinkedIn.com/in/nataschasaunders](https://www.linkedin.com/in/nataschasaunders)

www.NataschaSaunders.com

www.TheYouthCareerCoach.com

COMPETENCIES

- Performance & Training Management / Counseling
- Recruiting / On-Boarding / Orientation
- Conflict Resolution / Mediation
- Employment Law / Policy Interest
- Job Descriptions / Job Postings
- Industry / Market Research
- Curriculum / Course Development
- Classroom / Online Instruction
- Mentoring / Leadership Development / Teaching
- Faculty / Student Affairs
- Course Evaluations / Assessments
- Admissions / Advising
- Interpreting Vocational Assessments / Marketing / Branding / Interviewing
- Speaking / Training / Workshops

EDUCATION

Doctor of Education (Ed.D.) in Organizational Leadership & Communication, Northeastern University; Boston, MA / **Current**

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

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

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

Dual Enrolled Student, UMASS Boston, Natick High School, Diploma, METCO

Diligently dedicated, certified career coach and compassionate administrator with 10+ years' experience in human resources, financial services, admissions, non-profit, faculty, and designing curriculum. Adept at supervising staff, complex problem solving, analyzing data, fostering relationships, managing classrooms, and delivering captivating presentations. Seeking an opportunity to help guide this next generation of leaders.

EXPERIENCE

HARVARD UNIVERSITY, Cambridge, MA **12/17/2018 - Present**
John F. Kennedy School of Government

Associate Director / Career Coach, Office of Career Advancement

- Hired to use coaching, counseling, and programming skills to play a role in helping master's degree students and alumni - a diverse community ages 23 to 60 drawn from more than 80 countries leverage their experience in support of their career development.
- Creating and delivering a comprehensive series of customized career-related programs, workshops, and networking events; while monitoring the professional markets most relevant to HKS students and graduates, developing relationships with potential employers, including alumni who seek to hire HKS talent
- Collaborating with Degree Programs and Student Affairs Office of Communications and Marketing on online and print publications
- Working alongside teammates within OCA, across HKS student affairs, and across the School, including building productive partnerships with HKS research centers
- Demonstrate an understanding of careers in areas of interest to HKS students such as: social policy, impact investing, urban economic development, international development, human rights, international security, etc.

CAMBRIDGE COLLEGE, Cambridge, MA **10/14/2017 – Present**
Senior Faculty MBA Program, School of Management

Course: 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.

NORTHEASTERN UNIVERSITY, Boston, MA **5/11/2011 - Present**
Lecturer, D'Amore-McKim Business School and College of Professional Studies

Courses: Organizational Behavior, Leadership, Managing Change, Leading Teams, Evidence-Based Leadership, Decision Making. *Academic Curriculum Consultant*, Oversaw the redesigned of courses, prerequisites, and lesson plan content across leadership discipline with 20+ faculty and administration.

THE YOUTH CAREER COACH INC., Boston, MA **8/1/2009 – Present**
Founder | Consultant & Speaker

Creator of M.I.C.R.O. © Personal Branding Assessment Tool

- Operating a service business, holding responsibility for career coaching, resume editing, workshop facilitating, partner engagement, hiring and training 1099 consultants (in person & virtually), marketing, managing email marketing campaign, publication relations, project management, webinar content, issuing and interpreting Myers Briggs / Strength Finder and Brand Assessment, writing curriculum and implementing in schools and monitoring budget for contract services between \$5,000 - \$65,000.
- **Client partners:** Brown University, KIPP, Year Up, Association for Supervision and Curriculum, Georgetown University, Federal Reserve Bank, Boston Foundation, Goodwill, Blue Cross, YWCA, TJX, PwC, KPMG, EMD Serono, Merck KGaA, National Diversity Council, United Way, Massachusetts Housing Authority, George Mason University, Chamber of Commerce, Boston College, AmeriCorps, Roxbury Community College, Piedmont Community College, Lake State Superior, George Washington University, Howard University, TRIO Programs, Upward Bound, Year Up, and more.
- **Pre-College Summer Manager, Bio-Engineering & Co-Instructor, Entrepreneurship, LEVEL** at Northeastern University. Mentored high school students, facilitated career & leadership development content, and managed four staff members. 2017
- **Copyright:** M.I.C.R.O.© Personal Branding Tool & Formula. 2017

CERTIFICATIONS

- 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
- Executive Education Certificate in Leading, Organizing, and Action, Harvard Kennedy School of Government, Cambridge, MA / May 2012
- Mediation Certification, Harvard Mediation Program (HMP), Harvard Law School, Cambridge, MA / September 2012
- E-Certified Online Distance Learning Certificate, Northeastern University, Boston, MA / May 2011
- Certified Career Coach, Professional Association of Resume Writers / Career Coaches, St. Petersburg, FL / May 2009
- Commonwealth Seminar (MassCS), Legislative Training, August 2008

RECOGNITIONS

- Professional Association of Resume Writers & Coaches, 2019
- FBI Citizens Academy, Graduate Certificate, Class of 2018
- BNU Entrepreneurship Institute, 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
- Northeastern University, Nominated for Teaching Excellence, College of Professional Studies, 2015
- Spark & Hustle 'Daring Doer', Tory Johnson ABC Workplace Correspondent, 2011
- Harvard 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

YWCA, Malden, MA

3/1/2018 – 12/14/2018

Director of Teen Services (Grant Funded)

- Oversee operating grant budgets 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 CBDG \$10,000 and Worksmart (WIOA) Regional Employment Board for \$15,000; while applying for additional grant funds.
- Hire, supervise and ensure professional development opportunities for 19 staff members (2 Coordinators, 1 Guidance Counselor, 11 Education Specialists / Teachers, 2 Assistants, and seasonal 3 aids.
- Ensure payroll is met weekly for all staff supervised in addition to 7 teen peer-leaders and monitor vacations/holidays and attendance.
- Develop partnerships with the school department, hosts, police, city officials, local businesses, and others organizations.
- Provided oversight to ensure successful implementation, assessment and performance measures, program goals, SAYO data analysis meet or exceed stakeholder expectations.
- Create opportunities for youth in Leadership Development, Workforce Development, Education and STEM fields.
- Represent the YWCA on coalition, community boards, and national policy discussions.

MBA EXCHANGE, Boston, MA

1/16/13 – 5/31/18

Senior MBA Admissions Consultant (Founded by a Harvard Business Alum.)

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

7/19/2009 – 5/31/2017

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

GWS 301: Women's Professional Development & Leadership

Topics included a variety of organizational contexts: mentoring, negotiation, values/ethics, resonant leader, and authority/power.

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

MBA Adjunct Faculty & Academic Advisor for Business and Graduate Studies

Courses: BADM 603 Corporate Communications for Managers, INT 504 Professional Development for Graduate Students. *Additionally,* focused on helping MBA graduate students matriculate through their academic program.

CLARENDON REAL ESTATE, Cleveland, OH

11/1/2012 – 12/31/2016

Human Resource Manager *consultant capacity focused on interns and appraisers*

Recruited, staffed, and managed a team of four through employee onboarding. 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 while providing strategic HR management. Prepared offer packets for candidates. Created an exit policy. Wrote and investigated policies to include in a new employee handbook.

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

Senior Recruitment & Employment GSPM Specialist: served as part of the marketing recruitment team as the primary contact for qualified prospective students, turning initial leads into contacts and then nurtured the contact's interest to complete an application and enroll. **Interim Director titled as Manager of Academic Administration and Student Affairs:** acted as a liaison between students, faculty, admissions, registrars, international services, etc. **Employer Developer Consultant Center for Career Services:** identified and developed a target list of nonprofit employers and agencies to introduce the GW brand and built relationships. (*Hired to cover two senior-level maternity leaves.*)

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

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

Created briefing papers 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. Attended budget meetings, career readiness panels, and wrote press releases. Managed communication listserv and contact list for 100+ political constituents.

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/TV/ABC, CKNW News Talk 980 Vancouver, WHUR 96.3 The Daily Drum, Journal of Negro Education, Washington Informer, AFRO Newspaper, Ethnic Online, Providence American U.S. Department of Education, Youth Voices News

AFFILIATIONS

- National Career Development Association, Broken Arrow, OK
- Alpha Kappa Alpha Sorority Inc., Chicago, IL
- Delta Sigma Pi Fraternity, Oxford, OH
- Professional Association of Resume Writers/Career Coaches (PARW/CC), St. Petersburg, FL
- BNU Youth Entrepreneur Training Institute, Inc. Boston, MA
- Goodwill Ambassador, (Miss Black USA 2006 & 2007), The Republic of The Gambia, West Africa
- Board of Directors, Institutional Review Board (OIRB) Harvard School of Public Health, Dimock Community Health Center, Boston, MA
- USA Academic Decathlon, Speech & Interview Judge, Mankato, MN
- The Heritage Foundation, Graduate Intern Resident, Washington, D.C.

TECHNOLOGY

Educational: WebCT, Sakai, Blackboard, Banner, Moodle, SAP, CareerBridge, NACE, MiTrac, Symplicity, Career Link, GovDelivery, Salesforce, GWork, DataMarts, Tegrity Lecture Capture
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+ Suite, Pinterest, Instagram, Slideshare, SnapChat, Facebook
Presentation: FreeConferenceCall, Any Meeting, GoToMeeting, GoogleDocs, Udemy, Animoto, Lectora, Udemy, Animoto, BlueJeans

MIT, Cambridge, MA

8/1/2012 – 2/1/2013

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 summary 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 and for IAP (International Provided career counseling and resume edit assistance to undergraduate, graduate, Ph.Ds. and Post-Doc students.
- 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 and updated policy for their website which was utilized both internally and externally.

MIT SLOAN, Cambridge, MA

8/1/2012 – 2/1/2013

MBA Admissions Committee

10/15/2011 – 10/23/2011

Two Year Cycles

10/26/2010 – 6/1/2011

- 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. In a team of 20+ attended weekly calibration meetings and submitted recommendations to the director regarding admissibility.

BOSTON UNIVERSITY Boston, MA

8/18/2008 – 8/13/2010

Assistant Director, Career Services | Lecturer for Organizational Behavior Department, School of Management "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, graded assignments, and career coached students.
- Edited resumes and cover letters 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 open-house, and events to recruit high-achieving students.
- Managed the undergraduate employment data of 18 team members and 500 graduating seniors used for U.S News and Princeton Review rankings.

JOHNSON & WALES UNIVERSITY, Providence, RI

8/28/2006 – 8/16/2008

Co-op & Employment Specialist

- 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 partners such as Target, CVS, Bally, Disney, Hill Holiday, Digitas, TJX, Lamar Advertising, and Meditech.
- 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 individual career 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 & 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
- Constitutional Leadership Seminar, The Fund for American Studies (TFAS)

VOLUNTEER

- American Leadership & Policy Foundation, **Senior Fellow**, Kansas City, MO
- Manuscript Reviewer, Howard University, Journal of Negro Education
- U.S. Black Chambers, Inc., School of Chamber and Business Management, Young Entrepreneur Education Summit, Obtained Security Clearance, The White House
- South Lawn Security, Jacqueline Kennedy Garden, Rose Garden, and House Kitchen Garden Tours, Obtained Security Clearance, The White House

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

- 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
Financial & 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 over 300 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

- New York Times, Late to Launch: The Post Collegiate Struggle. 2019
- Scholastic Choices, Subscribers Article, Should You Get A Summer Job. 2018
- Washington Information Newspaper Article, Prepping for the Future. 2018
- Interview E-News Writer, Journal of Negro Education (Peer-Reviewed, Academic Journal). Year Round 2014 – 2018
- JWU Alumni Magazine, Career Update, What Are You Worth Fall 2015, 2016
- National Black MBA Association, 7 People You Need on Your Personal 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. (2019). Gen Z / Millennials in the Gig Economy. Professional Association of Resume Writers & Career Coaches, Clearwater, FL., April.
- Saunders, N.F. (2018). The Power of Vision Statements & Goal Setting. Presented at the 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.