

March 21, 2017

To Whom It May Concern:

Please consider this cover letter and *Curriculum Vitae* as a framework to share with your hiring committee accordingly. I bring a record of excellence and experience throughout my career in higher education (academic affairs, admissions, career services), human resources (recruiting, on-boarding, training, management), and financial services (investment planning), in addition to owning a small business focused on student academic, career, and leadership development. This combined experience has equipped me with the skills to work collaboratively with other leaders and staff across departments to identify key areas for business and organizational improvement to optimize the university's operational efficiency and effectiveness.

I have combined my passion for higher education and human resource development with a concrete knowledge base in classroom and online teaching, university operations, training and development, and process management to solve complex problems and support effective organizational structures wherever I have worked.

Below I list a myriad of additional experiences, which show the wide variety of transferable skills and experiences that I bring to the table:

- ✓ Served as **Interim Director of Academic Administration and Student Affairs** at George Washington University Graduate School of Political Management, overseeing the project management of course scheduling, facilitated on-boarding and management of 50+ faculty, coordinated student evaluations, processed final grade reports (≥500 students), supported classroom management of 50+ classes per term insuring proper faculty placement, performed transcript evaluations and partnered with admissions to streamline accuracy, tracked scholarship budget funds of \$100k+ and attended recruitment fairs (including out of state) to attract prospective students.
- ✓ Served as the **Academic Consultant** for the Undergraduate Leadership Program at Northeastern University, conducted preliminary assessments and review of previous curriculum, established a communication mechanism with all adjunct faculty, engaged in dialogue around pre-requisites, suggested and pitched new course names, charted the equivalency between quarter-based courses and the new semester-based curriculum, crafted new descriptions for each course, created new template syllabus, suggested new text selections, and drafted in-class assignments.
- ✓ Am an experienced **Human Resources** Consultant, Human Resources Manager and Assistant Human Resource Manager having overseen staff recruiting, 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.
- ✓ Currently serving as a **Senior Fellow** for the American Leadership & Policy Foundation (ALPF) collaborating with other scholars to develop leaders and public servants whose commitment to America's citizens transcends special interests and parties; with former experience serving as Director of Fellowships helping to interview and onboard new fellows.
- ✓ Served on the **board of directors** of two non-profit organizations, in which capacity I supported fundraising (Dimock Community Health Center, YWCA – Greater Rhode Island) and organizational initiatives; in addition, as part of an IRB (Institutional Review Board) for the health center, I evaluated management decisions on patient research, staff hiring, and community impact.
- ✓ **As part of a team of four, designed a mentoring program** for individuals interested in consulting careers (Partners: Faculty/Alumni, Oliver Wyman, BCG, McKinsey, Bain, and Deloitte) created at Boston University School of Management.

- ✓ **Advised student-led organizations** within the areas of event planning, outreach and student / staff inclusion for: 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 (Facebook, Twitter, Google+, Yahoo Groups, LinkedIn etc.).
- ✓ Provided **continuing education consulting for mid-senior level executives at EMD Serono**, the biopharmaceutical division of Merck KGaA, Darmstadt, Germany, a global pharmaceutical and chemical group contracted by EnCompass Education LLC.
- ✓ Experienced in **travel abroad** to locations such as: Mexico, Morocco, Jamaica, Bahamas, and served as a Goodwill Ambassador for The Gambia, West Africa 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 institution in coaching, consulting or as part-time faculty, you would gain a highly analytical and collaborative leader who routinely keeps abreast of evidence-based research, relevant policy, and theoretical best-practice; also a pleasant colleague who believes there is always room for improvement.

I look forward to offering these skills and experiences to your institution 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 1-202-400-2562 (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

Natascha F. Saunders

Alexandria, VA 22311 | Mobile. 202-400-2562

NataschaSaunders@gmail.com | LinkedIn.com/in/nataschasaunders

www.NataschaSaunders.com | www.TheYouthCareerCoach.com

SUMMARY

Higher education professional with results-driven experience in career development, human resources, and leadership development. Experienced faculty member, consultant, and facilitator able to deliver engaging content aligned with the organizational mission. At ease with establishing rapport with colleagues, recruiters, learners, political constituents, and external partners. An entrepreneurial thinker and creative problem-solver with integrity executing high caliber deliverables with a pleasant and respectful demeanor.

Additional skills:

- | | | |
|-------------------------------------|--|---|
| • Verbal & Written Communication | • On-Boarding / Talent Transition | • Resolution / Mediation / Feedback |
| • Employment Law & Policy Interest | • Job Descriptions / Job Postings | • Industry Trends / Leadership Research |
| • Career Coaching & Mentoring | • Online Instructor for Adult Learners | • Strength Finders / Personality Traits |
| • Employee Development & Engagement | • Evaluations / Assessments | • Facilitator / Training / Seminars |

ADDITIONAL QUALIFICATIONS

- **Project Management** experience in various roles, with training in: Six Sigma, Quality, Timelines, Budget and Scope
- **Speaker:** U.S. Chamber of Commerce, Asian Alliance, National Urban League, Latino Parent Association, KPMG, FDIC
- **Supervisory experience:** Managing staff, interns, teaching assistants, and employees in various environments
- **Vocational instruments familiarity:** MBTI/Myers Briggs, Jung Typology, Strengths Finder, Strong Interest
- **Adaptability to modes of technology:** Sample applications include: (*Microsoft Office Suite:* 365, Outlook, Word, PowerPoint, Excel, Paint, SharePoint); Adobe, XP/Vista, WebCT, Sakai, PowerCampus, Self-Service, Blackboard, Banner, Moodle, SAP, CareerBridge, NACE, MiTrac, Quickbooks, Symplicity, Career Link, GovDelivery, Salesforce, GWork, DataMarts; *HR:* Kronos, Bamboo, TAM, HireRight. *Extra:* Video Conferencing, Presentation Software: FreeConferenceCall, Any Meeting, GoToMeeting, GoogleDocs, etc.
- **Social Media:** Twitter (41K+), LinkedIn, (6K+ connections, 6K+ followers), BlackPlanet (300K +), Facebook (8K+), YouTube, Blogger (44K+ page views), Skype, Google+ (105K+ page views), Pinterest, Instagram (2K+), Slideshare
- **Featured in:** El Pueblo Latino News, InsideJobs, Career Builder, Gen Y Radio, Working Mother Magazine, Providence Journal, Fall River Herald, Boston University Magazine, JWU Magazine, Color Magazine USA, COX, Bay State Banner, Globe, METRO (MA, NY, PA, Canada), Scholastic Choices and Bridges Career Exploration, WCVB, ABC, CKNW, WHUR 96.3
- **Interests/Hobbies:** Taekwondo, Tennis, Cooking/Baking, Scholarship Pageants, Reading, Running

EDUCATION

- | | |
|--|----------------------------|
| Northeastern University , Boston, MA
(Ed.D.) Doctor of Education in Organizational Leadership and Communication | <i>Candidate, May 2018</i> |
| Stanford Graduate School of Business , Stanford, CA
(Certificate) NovoEd Scaling Up Your Venture | October 2014 |
| MIT Sloan School of Management , Cambridge, MA
(Executive Education) Entrepreneurship Development Program | February 2013 |
| Harvard Law School , Cambridge, MA
(Mediation Certificate) <i>under the auspices of the</i> Harvard Negotiation & Mediation Clinical Program | September 2012 |
| Harvard University John F. Kennedy School of Government , Cambridge, MA
(Executive Education) Leadership, Organizing and Action | May 2012 |
| Northeastern University , Boston, MA
(M.S.) Master of Science in Leadership | August 2009 |
| Johnson & Wales University , Providence, RI
(MBA) Master of Business Administration in Global Business Organizational Leadership | May 2007 |
| University of Massachusetts , Amherst, MA
(BA) BDIC with a concentration in Image Consulting <i>Combined:</i> Exercise Science, Apparel Marketing, and Finance | May 2001 |

CERTIFICATIONS

NIH Training Protecting Human Research Participants: Number: 1614992; Bethesda, MD
e-Certified Online Distance Learning Northeastern University Instructor; **Boston, MA**
PARW/CC Certification in Professional Career Coaching; **St. Petersburg, FL**
Operations Certification Program; A.G. Edwards / Wells Fargo; Boston, MA

Nov. 2014
May 2011
May 2009
August 2004

COMMUNITY SERVICE

President, Career Development Ministry, Alfred Street Baptist Church in Alexandria
Veterans Career Coach, U.S. Chamber of Commerce, Hiring Our Heroes
Garden Tour Security for South Lawn, The White House, Security Clearance
Goodwill Ambassador, The Gambia, West Africa
Volunteer English Tutor, ESL Programs, Dorcas International Institute of Rhode Island (DIIRI)

2016 – 2017
March 2015
October 2014
2006 – 2008
2005 - 2006

TRAINING & DEVELOPMENT

Writing a Federal Résumé (Career Counselors), **U.S. Office of Personnel Management, Recruitment Policy and Outreach**
TEDx Tips and Social Media, Seminar Training, **Ragan Communications**
Grow with Inbound Marketing, Seminar, **HubSpot**
The Principles and Practice of Effective Classroom Discussions, (Hosler, Arend Cognitive), Dr. Douglas Harrison, Trinity DC
Education Policy Briefing, OVAE Asst. Sec. Brenda Dann-Messier, Career Readiness, **U.S. Department of Education**
Minimizing Unconscious Bias Diversity Dialogue, Dr. Robbin Chapman, **MIT Sloan**
Helping International Students Achieve Academic Success, Northeastern Global Faculty Development
Government/Political Layout, Commonwealth of Massachusetts Seminar (masscs.org)
Cultural Awareness Training, facilitated by **Culture Coach International**
Business Processes Creation, facilitated by Lisa Shaughnessy, **Simplified Workflows**

EXPERIENCE

THE MBA EXCHANGE, Washington, D.C.

2/1/2013 – Present

Senior MBA Admissions Consultant (International & Domestic) (Online)

Provide coaching for applicants to optimize academic profiles to ensure a more competitive and compelling candidacy.

NORTHEASTERN UNIVERSITY, Boston, MA

5/11/2011 - Present

Leadership Lecturer, CPS Global International and Fast-Track Degree Program (Online)

LDR 1200: Assessing Your Leadership Capacity (*Topics*: Motivation, Traits Identification, Vision, Influence, Character, etc.)

LDR 3200: Leading and Managing Change (*Topics*: 360° Approach, Case Studies, Psychology, Innovative Technology, etc.)

LDR 3250: Leading Teams Locally and Virtually (*Topics*: Skills, Leverage, Barriers, Strategy, Optimization, Formation, etc.)

LDR 3400: Evidence-Based Leadership & Decision Making (*Topics*: Models, Scientific Data, Ethics, Society, etc.)

LDR 4850: Capstone – Strategic Decision Making (*Topics*: Test Theory in Practice, Experiential Action Project, etc.)

Additional duties: teaching both lower and upper level classes for adult learners in person and on campus and providing mentorship and coaching support for workplace and/or organizational action learning projects. **I/O specific tasks**: preparing activities, lectures and materials, grading assignments, planning research projects, collecting and analyzing data, writing articles, supervising graduating students, advising students through design and pitch, serving on university *ad hoc* committees.

Academic Curriculum Consultant, Redesign Leadership Major, Bachelor Program

8/24/2015 – 3/31/2016

Identification of course names, numbers and pre-requisites to be implemented in the new semester design, while charting equivalency. Development of syllabi for each course including all assignments while managing 20+ faculty and staff members

I/O specific tasks: sending out questionnaires to faculty to determine teaching methods, materials/ texts used, connection between student and materials; setting up group calls – online group chat to foster cross-functional team development, submitting proposals to senior leaders with course change and implementation suggestions

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 (Online)

Course examines the theory and practice of women's professional development and leadership in a variety of organizational contexts. Topics: mentoring, negotiation, communication, values/ethics, resonant leader, authority/power, and gender issues.

TRINITY WASHINGTON UNIVERSITY, Washington, D.C.

10/10/14 – 10/28/16

MBA Adjunct Faculty, The School of Business and Graduate Studies

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

Academic Advisor focused on helping all graduate students move through to matriculation, monitoring class scheduling, sharing campus activities, academic standing assessments, communicating with financial aid and admissions.

EXPERIENCE cont.

THE CLARENDON GROUP, Cleveland, OH

11/1/2012 – 12/31/16

Human Resource Consultant evolved into Manager

Recruited, staffed, and managed employee on-boarding. Researched international hiring agencies to hire employees in South East Asia. 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 exit interview policy. Wrote and investigated policies to include in a new employee handbook. Redesigned intern hiring processes. Attended conferences for Business Development.

GEORGE WASHINGTON UNIVERSITY, Washington, D.C.

4/16/2013 – 4/2/2015

Graduate School of Political Management

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

Served as part of the marketing recruitment team as primary contact for qualified prospective students, turning initial leads into contacts and then nurtured the contact's interest to initiate and complete an application; supported recruiting events.

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

Direct contact with current and potential students on a wide array of academic and administrative issues. Liaison to admissions department, registrar's office, international services, etc. Managed student records in Banner System. Tracked students' progress toward graduation. Worked with program directors to provide academic advising. Served as a resource to faculty.

Career Services: Employer Developer Consultant, 4/16/2013 – 8/15/2013

Identified and developed a target list of employers to introduce the GW brand. Built relationships with employers within the non-profit sector for the recruitment of GW students. Helped to increase the number of employer accounts and activities.

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

2/5/2013 – 8/8/2013

Doctoral Administrative Intern, Office of Communications and Outreach

Direct reports: Karen Stratman-Krusemark, Deputy Assistant Secretary for External Affairs, Jacqueline Cortez-Wang, Director Hispanic Communications and Outreach, and Kimberly Watkins-Foote, Director of African American Outreach.

Created briefing papers for the Secretary of Education and senior executive travel reports for the White House. Conducted research on a variety of education topics. Attended events in order to extract talking points from speakers to use in articles. Attended communication strategy meetings around the budget and career readiness. Wrote press releases and pre-screened policy. Managed the communication listserv and contact list for key political constituents.

HERITAGE FOUNDATION, Washington, D.C.

1/5/2013 – 8/8/2013

Resident Intern: Johnson Building Program which aims to bring young conservatives together to share an enriching environment while they gain education and work experience in Washington, D.C.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, MA *contract

8/1/2012 – 2/1/2013

Ph.D. Graduate Advisor, Global Education & Career Development (GECD)

Employer Relations & Career Programs Manager, Global Education & Career Development (GECD)

Project Management 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.
- Conducted research on the second-round interview policies at competitive schools, analyzed data, generated an excel report, and wrote an executive summary for the Executive Director providing additional viewpoints of analysis.
- Generated solutions and policies for students, employers and faculty 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 edit assistance to MIT undergraduate, graduate, Ph.Ds 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.

EXPERIENCE cont.

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 out of an applicant pool of 4700+
- Synthesized variance data for transcripts (domestic, international), test scores, professional history, letters of recommendations, extracurricular involvement, essays, and personal statements in an effort to select best-fit candidates.

BOSTON UNIVERSITY SCHOOL OF MANAGEMENT, Boston, MA

8/18/2008 – 8/13/2010

Lecturer, Organizational Behavior Department, “Charting Your Career Path” 60+ students per class, 2 courses per term

- A requirement for graduation and is taken concurrently with the course: The Dynamics of Leadership, that covers what people think, feel and do in organizational settings, focusing on individual, interpersonal, group and organizational processes. Topics included: teamwork, employer expectations, conflict resolution, MBTI/Jung Assessment, decision making, employment offers, presentation skills, and interviews (behavioral, case, credential etc.).

Assistant Director, Undergraduate Career Services

- Provided counseling sessions approx. 20-80/week; ensured student’s needs were met by monitoring career progression
- Managed and trained 4 teacher assistants who provided curriculum development and career coaching to students.
- Edited resumes and cover letters approx. 60/week of students and professional candidates to influence hiring selections
- Conducted weekly presentations, classroom visits on campus, off campus, and during open house events to recruit students.

Manager, School of Management Undergraduate Employment Data Reporting

Published annually the employment report, which provided students, employers, and other interested parties employment data of the undergraduate program. Retrieved analytical data through the management of 18 team members and 500 graduating seniors. Delivered presentations of research findings to colleagues, upper level management, and community partners.

Recruiting Initiatives (Undergraduates & Graduates), Feld Career Center

- Partnered with corporate relations to support clients such as: **JP Morgan, PWC, Biogen, Mercer, Staples, FBI, Goldman Sachs, Fidelity, INROADS, and SEO** in order to identify, recruit and attract best candidates.
- Established relationships with affinity groups including: **ALPFA, NABA, MLT, Black MBA, NSHMBA**, etc.

Project Manager, Boston University Networking Events

- Conducted research and made cold-calls to alumni in order to obtain resources for a new mentorship program, resulting in stronger relationships with **Oliver Wyman, Bain, BCG, McKenzie, Deloitte** and faculty.

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 the course: Introduction to Career Management.

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 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.

ENTREPRENEURIAL

Founder, The Youth Career Coach Inc. *est. in Boston, MA now in Alexandria, VA*

8/2009 - Present

www.theyouthcareercoach.com | **Domestic & International!** Provider of career coaching, workshops, curriculum and consulting that serves teens, young adults, and adults from high school through Executive MBA.

I/O specific tasks included: meeting with clients and managers to discuss nature of problems (unemployment, unable to connect content with outcome), conduct interviews, assessments and questionnaires to educators, etc.) to provide ideas that generate long-term solutions.

CONSULTING APPOINTMENTS *(shorten list)*

- Boston Public Schools (Student Mentoring Program)
- Year Up (Professional Development Training with corporate partners, Ex: State Street Bank and Brown Brothers)
- Clarendon Real Estate (HR consulting, hiring, employee handbook, international & internship hiring)
- EnCompass (Executive C-Suite continuing education workshops and career coaching)
- HeartShare/St. Vincent's Brooklyn, NY (foster care, recidivism youth career development training)
- Luke C. More Alternative High School in D.C. (career curriculum design)
- Hopkins House (Interim Director of early childhood education programs, serving immigrant students in transition)

RECOGNITIONS *(shorten list)*

- Howard University, TRIO Programs, Graduation Key-Note Address, Speaker Appreciation **2016**
- Girl Inc., Got The Intelligence to Rule My Life, Speaker Appreciation **2016**
- Defense Intelligence Agency, Chapter of Federally Employed Women, Facilitator Appreciation **2015**
- Woman of the Week - Young Woman's Christian Home – TMH **2013**
- Spark & Hustle 'Daring Doer', Tory Johnson ABC Workplace Correspondent **2011**
- Harvard WECAN Empowerment 'Woman of the Year' Award **2010**

WEBINARS *(shorten list)*

- **Networking with Facebook Career Series; TalentMarks.com**, many USA schools including: University of Minnesota Crookston, Southern Illinois University, Indiana University of Pennsylvania, State University, Tufts University, University of Kentucky, Fairleigh Dickinson University, and 50+ more.

PUBLICATIONS *(shorten list)*

- **Interview E-News Writer, Journal of Negro Education** (peer reviewed academic journal). 2014 - Current
- **JWU Alumni Magazine, Career Update, What Are You Worth?** Fall 2015, Advisory Board. Winter 2016
- **National Black MBA Association**, 7 People You Need on Your Personal Advisory Board. Fall 2015
- **Special Writer, AFRO Newspaper**. 2014 -2015
- **Book title: 18 Internship Stories. Why Internships Are Good: The Best Education Money Can't Buy.** Author: Eric Woodard. Amazon 2012 | Contributor, Natascha Saunders
- **Book title: Obama & Black Loyalty Vol. 1.** Author Bankole Thompson 2010 | Contributor, Natascha Saunders. Chapter 5: Black Youth & Unemployment.
- **Parent Guide to Starting the Career Conversation**, InsideJobs.com Youth Career Coach Inc. 2012. Natascha Saunders
- **Working Mother Magazine**, Online Job Coach Junior. Summer 2008

MEDIA *(shorten list)*

- Global Social Media Radio Interview, 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
- U.S. Department of Education, Youth Voices News, Distribution

AFFILIATIONS *(shorten list)*

- African American Women in Higher Education
- Alpha Kappa Alpha Sorority Inc.
- American Leadership & Policy Foundation; Kansas City, MO
- Association of Colleges Unions International (ACUI)
- Board of Directors, Institutional Review Board (OIRB) Harvard School of Public Health, Dimock Health Center
- Career Counselors Consortium of New England
- Goodwill Ambassador, The Republic of The Gambia (Miss Black USA)
- Heritage Foundation
- Honorary Faculty Member, Delta Sigma Pi Business Fraternity
- NAACP Boston Branch, Education and Labor Committees

AFFILIATIONS *cont.*

- NASPA - Student Affairs Administrators in Higher Education *Served as a readers
- National Association of Professional Women
- National Black MBA Association; Washington, DC
- National Career Development Association
- National Urban League: Young Professionals Network
- Notary Public, Massachusetts
- Past Board of Directors, YWCA Greater Rhode Island
- Past Vice President Public Relations, JWU Toastmasters International Club
- Professional Association of Resume Writers and Career Coaches
- Sigma Epsilon Rho Honor Society
- Smithsonian Associates; Washington, DC
- The City Club of Washington, DC

PRESENTATIONS *(shorten list)*

Academic Conferences

Saunders, N.F. & Vacchi, D. (2017, February). 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.

K-12 Schools

- Career Development Curriculum for Teachers, Luke C. Moore High School; Washington, DC
- Find your Passion, 'METCO Alumni Panel,' Natick High School; Natick, MA
- Finding your Career, 'Guest Speaker,' The Met School; Providence, RI

Colleges / Universities

- Key Note Speaker, 'College is a Business', **Howard University** Upward Bound; Washington, D.C.
- Guest Lecturer on Career Counseling, Mentoring, **Boston College Lynch School of Education**; Chestnut Hill, MA
- Personal Branding, 'Workshop Facilitator', **George Mason University**; Fairfax, VA
- Speaker, ABPsi's, **Regent University School of Psychology & Counseling**; Virginia Beach, VA
- Coaching Diverse Students, 'Panelist,' AmeriCorps members, at **Brown University**; Providence, RI
- Careers in Consulting, Panel Moderator, **Massachusetts Institute of Technology**; Cambridge, MA

Corporations

- Marketing Diversity Training, 'Call To Action | Creating a Vision,' **Blue Cross Blue Shield**, Boston, MA
- Recruiting, 'Panel Participant', **TJX Corporation**; Framingham, MA
- Management Expectations, Leadership, Student Intern Success, **PwC**; Boston, MA
- Continuing Education in Graduate School, **EMD Serono** the biopharmaceutical division of **Merck KGaA**; Rockland, MA

Non Profits

- Career Readiness Training, **Career Team** Southwest; Washington, DC
- Panel Presenter: Leadership, Work Evaluations, Personal Branding, **Black MBA Association** DC Chapter; Washington, DC
- Relationship Building through Effective Listening, **New Bethel Baptist Church**; Washington, DC
- Women's Month Panel Moderator, Leadership, **The National Diversity Council**; Washington, DC
- Mock Interviews, 'Facilitator', **INROADS.org**; Boston, MA
- Career Strategies, 'Facilitator and Summer Teacher', **Upward Bound**; Boston, MA
- Career Exploration, 'Key Note', to over 500 members, **Girl Scouts of America** at Battle Ship Cove; Fall River, MA
- Customer Service Training and Multiple Workshops, **The Goodwill Industries**; Boston, MA
- Panelist/Moderator National Conference, **National Urban League**; Boston, MA
- Speaker, Youth Venture Selection Panel, **United Way**; Boston, MA
- Resume Writing Workshop, **Zeta Phi Beta Sorority Inc.**, **Children's Services of Roxbury**; Roxbury, MA
- Problem Solving, **Institute for Parent Leaders**; Providence, RI
- Developing Soft Skills, **The Boston Foundation**; Boston, MA

Agencies

- Key Note, Social Worker & Black History, **Department of Children & Families: Health & Human Services**; Boston, MA
- Think Big Dream Big, **Professional Development Trainer**, **Massachusetts Housing Authority**; Cambridge, MA
- Career Development for Foster Care Kids, **Department of Human Services, ShareHeart/St. Vincent's**; Brooklyn, NY
- Career Training Facilitator. **Defense Intelligence Agency**: Federally Employed Women; Greenbelt, MD



Cory Domina
Northeastern University
360 Huntington Avenue, 30 BV
Boston, MA 02115

To Whom It May Concern,

It is with great pleasure that I write to you to provide my highest recommendation on behalf of Natascha Saunders. I strongly feel that Natascha possesses the knowledge, skills, and attitude necessary to excel within your organization. She is not only an excellent instructor, but an excellent colleague, as well.

As Natascha's program manager in the College of Professional Studies at Northeastern University, I have worked with her for the past year and a half. Over this time, she has provided outstanding instruction in multiple leadership courses including Assessing and Building Leadership Capacity, Evidence Based Leadership and Decision Making, and Leadership Practicum, among others. Overall, she has successfully taught dozens of courses within the College of Professional Studies over the past five years. In each of her courses, she receives student evaluations that regularly surpass our means and many times, are ranked among our highest instructors. Numerous students regard Natascha as a great communicator that helps them understand course concepts easily and provides helpful and timely feedback. This is especially impressive as she teaches across numerous formats such as on-ground face to face, blended, and online, and teaches a variety of student populations including working adults and international students.

In addition to her exceptional work in the classroom, Natascha is a pleasure to work with from an administrative standpoint, as well. She responds promptly and positively when I offer course assignments and review course syllabi. She also provides useful feedback about her courses and is always proactive if there are any student issues throughout the term. I highly recommend Natascha for this position.

Sincerely,

Cory Domina

Former, Undergraduate Program Manager
College of Professional Studies, Northeastern University
Current, Manager Employer Relations, Experiential Network

"It is difficult to get from theory to execution, and Ms. Saunders has the most eloquent way of getting you there. Always positive, professional, and personable."

~ Mark Hinch, VP Operations, Brand & Oppenheimer Co. New Jersey