

NATASCHA F. SAUNDERS

CONTACT



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CORE COMPETENCIES

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

EDUCATION

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

PROFILE STATEMENT

Diligent, well-qualified human resources professional with full life cycle recruitment experience within higher education and the private sector as an employee and consultant. Build and maintain candidate channels and strong referral platforms to ensure a consistent flow of viable talent. Proven ability to self-manage multiple recruitment tasks including coaching, editing job descriptions, sourcing, screening, qualifying, coordinating interviews, running background checks, negotiating offers, post-management follow-up meetings, and closing candidates. **Desired position:** A challenging and rewarding senior level role.

EXPERIENCE

1/16/2013 - PRESENT: THE MBA EXCHANGE, Boston, MA

Senior MBA Admissions Consultant: Deliver strategic insights and actionable advice to help clients gain admission to top schools.

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

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

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

Human Resources Consultant

- Carried out responsibilities for a fluctuating staff of 2 – 25 employees in the following functional areas: researched benefit providers, employee relations, performance management, on boarding, policy creation, recruitment/employment and compliance.
- Recommended new approaches, policies, and procedures to effect continual improvements in hiring efficiency.
- Recruited: Appraisal Coordinators, Analyst I (researcher, database), and Analyst II (reporter, licensed appraiser).
- Reviewed past hiring documents and streamlined the creation of updating all manuscripts and forms.
- Researched recruiting agencies to source employees and interns in Asia; while creating an intern hiring process.
- Conducted reference checks and investigated background check companies and software for new hires.
- Prepared offer packets, handled employee relations counseling, outplacement counseling, and exit interviews

4/16/2013 – 4/2/2015: George Washington University, Washington, D.C.

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

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

2/3/2014 - 10/6/2014: Manager of Academic Administration and Student Affairs

- 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.

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
- Leading, Organizing, and Action, Harvard Kennedy School of Government; Cambridge, MA / May 2012
- Mediation Certification, Harvard Mediation Program, 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

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

4/16/2013 – 8/15/2013: 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.

2/5/2013 – 8/8/2013: U.S. Department of Education, Washington, D.C. 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.

8/1/2012 – 2/1/2013: Massachusetts Institute of Technology, Cambridge, MA 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.

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.

Recruitment & 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.

10/26/2010 – 6/1/2011: MIT Sloan School of Management, Cambridge, MA

10/15/2011 – 10/23/2011: MBA Admissions Committee

- 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.

8/18/2008 – 8/13/2010: Boston University School of Management, Boston, MA 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.

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. | 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

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

- Managed the collection of hiring data such salary, bonuses, and location to generate the university rankings report.

8/28/2006 – 8/16/2008: Johnson & Wales University, Providence, RI 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.

6/8/2005 – 6/4/2006: MACY'S (formerly FILENE'S), Providence, RI 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.
- Maintained administrative practices concerning payroll, timekeeping, and benefits qualifications.
- Ensured proper completion and input of new hire paperwork; while inputting all status changes, salaries, and exits.
- Maintained personnel files for all associates and maintained records for transfers and adjustments through Kronos.
- Assisted in resolving associates payroll problems and communicating employee issues to HRM. Facilitated and provided training (including new-hire orientation) to the associate workforce.
- Referred employee relation issues such as employee complaints, harassment allegations, and civil rights complaints.
- Represented management in investigating, answering and settling grievances, by arranging and scheduling grievance hearings between employee, supervisor and the management team.
- Ensured all compliance and OSHA guidelines (fliers, posters) were hung in required areas.

9/2002 – 5/2005: A.G. Edwards & Sons. INC. | now Wells Fargo, Boston, MA 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.

9/2001 – 8/2002: State Street Research Management | now BLACK ROCK, Boston, M. 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.

FACULTY APPOINTMENTS *Denotes position ending

5/11/2011 - Present: Northeastern University, Boston, MA 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.

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
- Professional Association of Resume Writers/Career Coaches; St. Petersburg, FL
- Senior Fellow, American Leadership & Policy Foundation; Kansas City, MO
- BNU Youth Entrepreneur Training Institute, Inc. Boston, MA
- Goodwill Ambassador, The Republic of The Gambia, West Africa (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.

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, Udemu, Animoto, etc.

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 – 4/30/2018*

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

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

10/14/2017 – 12/22/2017: Cambridge College, Cambridge, MA

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.

PRESENTATIONS

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:

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

Colleges / Universities:

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:

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.

COMMUNITY SERVICE

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