

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

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

Diligent, well-qualified career services professional with experience in higher education, non-profit, and the corporate sector as an employee and consultant. Known to deliver captivating presentations that motivate students to take actionable steps to pursue their ambitious academic and career goals. Proven ability to self-manage multiple leadership tasks including talent recruitment, project management, curriculum development, partner engagement, and program evaluation. **Desired position:** A challenging and rewarding role within students services that aims to improve the career and educational outcomes of high-achieving underrepresented students.

EXPERIENCE

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

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

- Operated a service business, holding sole responsibility for career coaching, resume editing, workshop facilitating, partner engagement, hiring and training 1099 consultants, 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 (Veterans Career Coach (Virtually), Current), KIPP Schools (Persistence Data Coordinator), Fisher College (Career Instructor), Year Up (Career Instructor), Association for Supervision and Curriculum Development (Human Resources Recruiter), *as well as*, Georgetown University, Federal Reserve Bank, Boston Foundation, Goodwill Industries, Blue Cross, YWCA Chinatown, TJX, PwC, KPMG, EMD Serono, Merck KGaA, National Diversity Council, Black MBA Association, TRIO / Upward Bound, United Way, Massachusetts Housing Authority, George Mason University, Chamber of Commerce, Boston College, MET Schools, EnCompass, Paul Cuffee Charter, MA Housing Authority, MLT (Management Leaders of Tomorrow), Institute for Parent Leaders, AmeriCorps, and more.

YWCA, Malden, MA

3/1/2018 - Present

Director of Teen Services

- 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 and community boards.

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 members and administration.

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

RECOGNITIONS

- 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
- Woman of the Week, YWCH – TMH Washington, D.C., 2013
- 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
- Inspirational Woman Award, Johnson & Wales University, 2008

CAMBRIDGE COLLEGE, Cambridge, MA

10/14/2017 – Present

Senior Instructor MBA Program, School of Management

Course: 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.

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 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 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.

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.

MEDIA

- Global Coaches Academy in Australia, with Keith Keller
- City Line, WCVB/TV/ABC Channel 5, Host Karen Holmes Ward
- 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, e-Distribution
- METRO (MA, NY, PA, Canada)

AFFILIATIONS

- National Career Development Association, Broken Arrow, OK
- Alpha Kappa Alpha Sorority Inc., Chicago, IL
- Delta Sigma Pi Business Fraternity, Oxford, OH
- Professional Association of Resume Writers/Career Coaches (PARW/CC), St. Petersburg, FL
- American Leadership & Policy Foundation, Kansas City, MO
- 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

Presentation: FreeConferenceCall, Any Meeting, GoToMeeting, GoogleDocs, Udemy, Animoto, Lectora, Udemy, Animoto

Channels: Search Engines, GoDaddy, HubSpot

- 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 (4) 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.

ADDITIONAL EXPERIENCE

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.

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

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 commissions for consultants. Prepared asset presentations for stock brokers. Analyzed bond and cash flow including profit/loss. Recruited advisors. Opened over 300 investment advisory accounts including IRAs, Trusts, 401k, 529 Plans. 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 trade reports. Reviewed client internal audit reports in order to clarify contents, transactions, and deadlines. Reported statistical data to fund management and industry financial publications.

PUBLICATIONS

- 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
- Working Mother Magazine, Online Job Coach Junior. Summer 2008

FEATURES

Boston Voyager, El Pueblo Latino News, Blog Talk Radio, COX, She Knows, InsideJobs, Career Builder, Gen Y Radio, Working Mother, Providence Journal, Providence American, Verizon FiOS, Fall River Herald, BU Magazine, JWU Magazine, Color Magazine, Bay State Banner, Boston Globe, Scholastic Choices, Bridges Career Exploration, WCVB, ABC, CKNW Talk 980 Vancouver, WHUR 96.3 Daily Drum, Global Coaches Australia, AFRO, Providence American, U.S. DOE Youth Voices, Voice America, Podcast 'Voice of Job Seekers', Ethnic Online

SELECTED PRESENTATIONS

- 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 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.