<u>ilshnrmss01@outlook.com</u>

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Professional Narrative - who I am

Organizational leadership development specialist with over 20 years of performing program service delivery for government/nonprofit organizations, and over 10 years of directing policy advocacy and professional development activities for local municipal/state government agencies developing expertise in program services delivery management, policy analysis, development, and implementation through leading professional development training program implementation and management.

My career journey has included multiple industries and dozens of companies, both international and domestic, of various sizes. My experiences have included managing data analysis activities, developing educational and economic mobility policies, and conducting organizational design research. My extensive career includes multiple experiences within start-up environments, entrepreneurial endeavors, and integrated systems navigation and manipulation to achieve optimum capacity and efficiency.

Ecosystem of Professional Experiences - what I done previously

Higher Education/Post-secondary

- Office of Student Affairs
 - o UTA, TRIO/Upward Bound 1994
 - o DCCCD, TRIO/Student Support Services 2011 to 2014
- Office of Multicultural Affairs
 - University of Texas at Arlington 2006
- Office of Alumni Services
 - o University of Texas at Arlington 1995; 2005
- Advising Department
 - o Dallas County Community College District, MVC Advising Center 2008 to 2011
- Office of Advancement
 - Seattle Colleges, SSC Foundation 13th Year Promise Scholarship Program 2015 to 2017

Early Learning

- Seattle Department of Education and Early Learning
 - Quality Practice and Professional Development Unit 2017 to 2020

Economic Mobility

- Centers for Civic Impact
 - Economic Mobility Policy Group 2019 to 2020
 - o GovEx Academy 2020 to 2021
- Seattle Economic and Educational Development Services
 - Economic Development Administration grant support 2021

Educational Leadership

- Dallas Colleges
 - o TRIO Student Leadership Development Program 2011 to 2014

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- Seattle Colleges
 - o 13th Year Promise Scholarship Leadership Development Program 2015 to 2017
- Seattle Department of Education and Early Learning
 - Seattle Preschool Program Lead Teacher Professional Development Scholarship Program - 2017 to 2020
- Seattle University
 - College of Education Educational Leadership Doctoral program 2019 to 2022

Equity and Inclusion

- Seattle Department of Education and Early Learning
 - Race and Social Justice Initiative Change Team 2018 to 2020
- Seattle University College of Arts and Sciences
 - o Leadership Committee on Intersectionality and Justice 2022
- Puget Sound Regional Council
 - Equity Advisory Committee 2023

Food Security

- Center for Social Transformation and Leadership
 - SEED grant support 2022

Public Health

- Dallas Colleges
 - o Community Health Awareness Fair 2011
- That's Our Truth Productions
 - o City of Desoto Public Access, multiple episodes 2011
 - o "Dying Alone," stage play 2013, 2014
 - HIV/AIDS community testing events

<u>Education</u> - what I have accomplished

Seattle University

Angelo State University

Ed.D. (awarded 2022)

M.Ed (awarded '13)

University of Texas

Dallas Colleges

MPA (awarded '17)

AA (awarded '04)

BA in History (awarded '06)

Equity Work Experiences - recent achievements

Equity Advisory Committee, Pierce County Regional Council

'23-'24 Cohort Member

Leadership Committee for Intersectionality and Justice, SU - College of Arts & Sciences AY22-23 Co-Chair, Staff Representative

2022 WA State BIPOC Economic Summit, *Central & Eastern Washington Regions*Event Planning Advisor, Economic Data Researcher

Race & Social Justice Initiative, Seattle Department of Education and Early Learning

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FY18-19 Team Member, FY19-20 Co-Lead

Overview of Professional Experiences - what I have achieved

Seattle University, College of Arts & Sciences (2021 to present)

Program Coordinator, *Kinesiology Department* (08/21 - present)

- Manage client-based data management software tools for academic programs aimed at guiding adult educational opportunities on a Jesuit-centered, privately-funded institution
 - Supervise departmental communications, marketing and promoting activities including podcast production and web-based content

Johns Hopkins University Centers for Civic Impact, GovEx Academy (2019-2021)

Instructional Technologist, Center for Government Excellence Academy (08/20 - 03/21)

- Developed and taught data-driven curricula for an internationally-recognized foundation that builds data programs and workforce skills for public sector NGOs (non-government organizations) while delivering content to municipal government policy makers
- Taught online course(s)
 - Performance Analytics (September 2020)
- Presented online webinars
 - Performance Metrics (*October 2020*); Problem Mapping (*January 2021*)

Economic Mobility Policy Fellow, Center for Applied Public Research (07/19 - 07/20)

- Developed actions and recommendations for a policy advocacy think tank which focused on regional economic policy development specifically for municipal government leadership seeking to increase awareness through equitable decision making
- Presented one webinar on Measuring Racial Equity in Municipal Government (*September 2019*)

Seattle Department of Education and Early Learning, *Quality Practice and Professional Development Unit* (2017-2020)

Manager, Professional Development Training Team; Racial Equity and Social Justice Change Team; Seattle Preschool Program Professional Development Fund (10/17 - 02/20)

- Managed two City ordinance compliance programs for a municipal government agency funded by a \$40 million Levy initiative aimed at increasing equity and providing professional development training events for staff located within City-funded preschool sites by strategically aligning with federal, state, county, and school district policies
 - Created two annual data reports for assessment, data visualization platform,
 comprehensive program evaluation, and systems performance metrics purposes
 - Hosted two annual professional development institutes which included event planning, marketing, registration, contracting, purchasing, procurement, delivery, reconciliation, encumberment, and accounts resolution
 - Led professional development team that curated, crafted and implemented nationally-recognized and award-winning training modules framed around achieving lifespan development goals

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- Led City-led Racial Equity and Social Justice initiative through professional development activities which included hosting two annual retreats and monthly meetings
- Negotiated contract services with multiple vendors necessary to implement organizational goals and program services
- Served as Accounting Team liaison for external vendor reconciliation issues involving the City Business Office, the Financial Administrative Services Department, Seattle Public Schools, Seattle Colleges, the University of Washington, Antioch University, and others

Seattle Colleges

Director, The 13th Year Promise Scholarship Program; Leadership Team Seminar; Annual Bridge Program (09/15 - 09/17)

- Managed two Institutional-based educational opportunity programs for an
 educationally-based nonprofit foundation with an endowment of \$7 million aimed at
 increasing equity among marginalized communities while navigating multiple
 government systems to reallocate resources to underserved populations
 - o Created and performed professional development for organizational leadership
 - Created two annual data reports that served as references for grant applications
 - Hosted three annual orientation programs and two annual support seminars
 - Led two recruitment and retainment cycles that covered four local-area communities

Dallas Colleges (2008-2014)

• Senior Advisor, Academic Partnership programs; Educational Opportunity programs; Four-year university transfer programs; Student Leadership Organizations

University of Texas - Arlington Campus (1994-1995; 2005-2006)

- Tutor Counselor, Upward Bound; Alumni Outreach Team, Office of Advancement
- Alumni Outreach Team, Office of Advancement; Administrative Assistant, Office of Multicultural Affairs

Recent Publications - what I have published

- Hicks, S., Lassiter, S., Miller, A., and Moss, J. (2022). Implementing organizational change in a multidimensional community college district, *dissertation*, *SeattleU ScholarWorks*, https://scholarworks.seattleu.edu/eoll-dissertations/15/.
- Shultz, S., Moss, J., Hicks, L., and Brubeck, R. (2022). A tale of two communities: Improving student engagement through experiential learning, *Kinesiology Review*, https://doi.org/10.1123/kr.2022-0023.