

## Professional Summary

Results-driven **workforce development and process training expert** with extensive experience in **software systems administration, curriculum development for career pathways, and compliance training**. Proven track record of designing **scalable workforce solutions** that enhance job readiness and support employment programs. Expertise in **technology-driven learning management systems, vocational training design, employer engagement, and regulatory compliance**.

## Core Competencies

- **Software & Systems Administration**
- **Curriculum Development for Workforce Training**
- **Process Training & Compliance**
- **Career Pathway Development**
- **Learning Management Systems (LMS) Integration**
- **Data-Driven Workforce Planning**
- **Technology-Enabled Vocational Training**
- **Strategic Employer Partnerships**
- **Federal & State Workforce Program Compliance**

## Professional Experience

### Workforce Development & Training Solutions

#### Senior Director of Projects – Richard Lincoln Development

*2019 – Present*

- Lead **curriculum design and implementation** for workforce development programs, integrating **career pathway models** to support industry-specific job training.
- Develop and oversee **software systems administration** to enhance workforce analytics, performance tracking, and compliance reporting.
- Implement **technology-driven process training solutions**, ensuring standardized compliance with **Workforce Innovation and Opportunity Act (WIOA)** and **ACCESS-VR Core Rehabilitation Services**.
- Coordinate **learning management system (LMS) integration** to streamline online and hybrid workforce training programs.
- Design **customized skills-based training** for job seekers, with a focus on **digital literacy, administrative services, and career transitions**.

### Employer Engagement & Technology Integration

- Build **strategic partnerships with industries, government agencies, and training institutions** to align workforce curricula with labor market needs.

- Lead **software system optimization projects**, ensuring efficient workforce tracking and skills assessment.
- Implement **data-driven job placement strategies**, leveraging **analytics tools** to assess training program effectiveness and employment retention.
- Develop **compliance and reporting frameworks** for state and federal workforce programs, ensuring alignment with **ACCESS-VR, NYSED, and WIOA**.

### Process Training & Compliance

- Establish and manage **training compliance frameworks** for workforce programs, ensuring adherence to state and federal policies.
- Conduct **process training workshops** for workforce development staff, focusing on best practices in **case management, career coaching, and program evaluation**.
- Develop **standard operating procedures (SOPs)** for workforce training, ensuring alignment with employer expectations and regulatory standards.

### Notable Projects & Achievements

- Designed and implemented **statewide curriculum models** that streamlined **career pathway programs** across multiple industries.
- Led **software integration projects** to modernize workforce analytics and participant tracking, increasing training program efficiency by 30%.
- Secured over **\$5M in federal and state grants** to support career readiness initiatives.
- Spearheaded **compliance audits and program assessments**, ensuring 100% adherence to **NYSED and ACCESS-VR regulations**.

### Education & Certifications

- **Master's in Public Administration (MPA)** – Syracuse University
- **Certified Workforce Development Professional (CWDP)**
- **Certified Learning & Development Professional (CLDP)**
- **Advanced Compliance Training Certification**

### Affiliations & Community Involvement

- Member – **National Workforce Development Association (NWDA)**
- Advisor – **Digital Skills for Career Readiness Initiative**
- Volunteer – **STEM & Workforce Education Programs**

### Technology & Tools

- **Learning Management Systems (LMS):** Moodle, Blackboard, TalentLMS
- **Workforce Data Analytics:** Tableau, Power BI, Excel
- **Compliance & Case Management Software:** Salesforce, Efforts to Outcomes (ETO), Apricot

- **Process Training & Documentation Tools:** SOP Express, Confluence, SharePoint

## **Proposal Alignment for CORE Rehabilitation Services 2024 Rebid**

- **Expertise in career pathway curriculum development** for individuals seeking vocational training and job placement.
- Strong background in **software systems administration and compliance reporting**, ensuring efficient workforce program tracking.
- Proven leadership in **technology-driven process training**, optimizing workforce readiness initiatives.
- Demonstrated experience with **NYSED regulations, ACCESS-VR services, and workforce innovation programs**.
- Extensive work in **partnership development with employers, government agencies, and educational institutions**.