

# *Stephanie Elaine Sullivan*

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*Experienced professional with ability to build relationships with constituents.*

*Lead, develop, guide, and grow programs while working as a team member to benefit the community as a whole.*

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## **EDUCATION**

**Midwestern State University**, Wichita Falls, Texas  
*Master of Arts, Training & Development*

December 2013

**Midwestern State University, Wichita Falls, Texas**  
*Bachelor of Arts, Political Science*

May 1994

## **CERTIFICATIONS**

- NRWA – Writing Excellence Student & New Graduate Resumes
- Handshake Virtual Career Fair Achiever
- Graduate, Leadership Round Rock

## **WORK EXPERIENCE**

**Midwestern State University**, Wichita Falls, Texas  
*Assistant Director, Career Management Center*

May 2015 – present

- Coordinate & plan career fairs for Engineering, Education, & Business for approximately 150 students and 15-45 employers at each event.
- Manage the online job search system, Handshake, for the University.
- Develop relationships and partnerships local and state business partners.
- Coordinate registrations, room layout, budget, & luncheon for career fairs.
- Hire, train, and supervise graduate assistants.
- Critique over 300 resumes, cover letters, and professional statements annually for students and alumni.
- Schedule and conduct approximately 20 mock interviews for students annually.
- Coordinate with College of Business Internship Coordinator for student internship experiences.
- Serve as a member of the Signature Experience Committee for the credit-based internship program.
- Develop and present approximately 50 career development workshops and classroom presentations to over 1200 students each academic year.
- Create marketing materials for Career Management Center events and services such as career fairs and workshops.
- Update and maintain department LinkedIn account.

**Wylie ISD**, Wylie, Texas

*Coordinator, Career and Technical Education*

January 2013 – May 2015

- Developed curriculum materials & coordinate curriculum writing for Career & Technical Education courses.
- Monitored and administered approximately a \$1 million budget.
- Collaborated with Collin College to provide dual credit opportunities for students in Engineering & IT.
- Planned staff development activities for 30 Career & Technical Education (CTE) teachers.
- Conducted training activities on Career Cruising and CTE programs.
- Coordinated and oversaw the district's Career and Technical Education program for 3,000 students.
- Developed budget and travel processes and procedures for teachers.
- Developed, implemented, and incorporated programs of study for CTE areas by coordinating with principals and utilizing local workforce data.
- Developed and coordinated CTE advisory committees that met twice yearly.
- Worked with Technology Department to plan future purchases and upgrades for CTE labs.
- Wrote Perkins grant and Perkins Effectiveness Report for district.
- Collaborated with 30 CTE teachers to grow and develop CTE program areas following HB 5 guidelines.
- Oversaw the Perkins grant expenditures and Birmingham grant expenditures.
- Developed and updated the CTE handbook.

**Round Rock ISD, Round Rock, Texas**

*Assistant Director, Career Development (CTE Department)*

August 2010 – January 2013

- Planned, coordinated, and conducted training sessions for the district's "Career Cruising" program.
- Taught summer staff development programs for the Career Development Program.
- Updated and maintained the Career & Technical Education website.
- Assisted with the planning and delivery of advisory council meetings.
- Recruited business partners for career development events.
- Served as point of contact for Tech Prep articulated courses.
- Collaborated with campus staff, administrators, and business community to implement programs.
- Planned and coordinated annual career fair for 1,000 ninth grade students and 75 community & district volunteers.

*Coordinator, Student Transition & Business Partnerships*

August 2006 – August 2010

- Wrote job postings and descriptions for summer enrichment program.
- Selected candidates and interviewed candidates for summer enrichment program.
- Managed, developed, & implemented the after-school program, New Beginnings, New Directions, & New Horizons, for at-risk students which includes scheduling guest speakers and arranging field trip opportunities.
- Designed & developed program handbook for teachers.
- Facilitated relationship building and partnerships between businesses, program sponsors, and principals.
- Presented information in public forums about Academies & New Beginnings/New Directions/New Horizons.
- Trained & coached teachers & counselors that sponsor the New Beginnings/New Directions/New Horizons program.
- Planned events for business partners as well as coordinate and plan end of year celebrations for 270 students.
- Coordinated monthly Academy Enrichment activities for seven academy programs in the district.

**Midwestern State University, Wichita Falls, Texas**

June 2001 – August 2006

*College Coordinator, Career Management Center*

- Developed and implemented a Career Management Program within the Colleges of Education and Liberal Arts.
- Recruited employers, school districts, & students to participate in the career fairs.
- Coordinated registrations, room layout, budget, & luncheon for career fairs.
- Presented Career Management Center activities to students, faculty members, and community organization.
- Hired, trained, mentored, and supervised student assistants and graduate assistants.
- Assisted in implementing, developing and conducting training programs for staff & students.
- Updated training materials, when necessary, & created & maintained office procedure manual.
- Developed, presented, and scheduled "Don't Give A Walk" professional development programs to students. Topics include resume writing, job interviewing, career planning, and customer service.
- Conducted mandatory resume writing workshops for student teachers.
- Established, maintained relationships, and worked cooperatively with professors, students, and school districts.
- Advised, discussed, evaluated, and explored employment opportunities to students.
- Coordinated and administered professional development activities approximately 400 College of Education students regarding career preparation.
- Critiqued resumes and cover letters and conduct mock job interviews for students and alumni.

**MEMBERSHIPS & HONORS**

- Midwestern State University
  - The National Resume Writers' Association
  - Strength Quest Participant (Discipline, Responsibility, Deliberative, Learner, & Consistency)
  - Southern Association of Colleges & Employers (SOACE)
  - National Association of Colleges & Employers (NACE)
  - Metroplex Area Consortium of Career Centers (MAC3)
  - Signature Experience Committee Member
- Wylie ISD
  - Career & Technical Association of Texas Member
  - CTENT Member
  - Association of Texas Professional Educators
- Round Rock ISD
  - Career & Technical Association of Texas Member
  - Texas Association of Partners In Education Member
  - Business & Parent Involvement Committee