

Natascha F. Saunders, MBA, MS, CPCC

P.O. Box 320090 ▪ West Roxbury, MA 02132 ▪ (P. 401-323-5404) ▪ YouthCareerCoach@yahoo.com

LinkedIn: www.linkedin.com/in/nataschasaunders

Website: www.theyouthcareercoach.com

CAREER DEVELOPMENT EXPERT

Passionate about education, career & professional development while achieving challenging goals and meeting deadlines. Persuasive communication skills and strategic presentation abilities while being student centered. Strong interpersonal skills with families, faculty, and students. Able to demonstrate cultural adaptability, high level of integrity and professionalism.

- **Exceptional presentation skills serving as guest speaker** for schools, community centers, churches, and companies such as: State Street, TJX, PWC, KPMG, Federal Reserve Bank, Harvard University, Brown University, Boston College, The Fenway, East Boston High, Paul Cuffee, West Roxbury High School and The Met Schools
- **Able to build strong relationships with school administration** having had entrepreneurial endeavors focused on targeting schools in order to service their students
- **Volunteered within the admissions office** of New England School of Law, 1992-2011
- **Project management** experience having been exposed to: Six Sigma, Quality, and Scope
- **Applications:** (Outlook, Word, PowerPoint, Excel); XP/Vista, WebCT, Sakai, Blackboard, Banner, SAP, NACELink/MiTrac/Symplicity, Career Link; Social: Twitter, Facebook, MySpace, LinkedIn, Blogger, Skype
- **Media features:** City Line ABC Channel 5 (1st for BU, 2nd as entrepreneur), NYC Avenue Pink, BNN, Cox Cable, Gen Y Radio
- **Print features:** Working Mother Magazine, Providence Journal, Fall River Herald News, BU SMGazette, Color Magazine, The Banner, The Globe, The Metro, Scholastic Choices Educational Magazine and Bridges Career Exploration

"Thank you again for volunteering to be our keynote speaker this morning! You were absolutely wonderful. I had several people comment to me that your message was very on point."

Boston Private Industry Council

EDUCATION

DOCTOR OF EDUCATION (Ed.D.)

Northeastern University; Boston, MA

- Area of focus: Higher Administration

January 2011 - Present

MASTER OF SCIENCE (MS)

Northeastern University; Boston, MA

- Area of focus: Leadership

August, 2009

MASTER OF BUSINESS ADMINISTRATION (MBA)

Johnson & Wales University; Providence, RI

- Area of focus: Global Business Leadership (Organizational)

May, 2007

BACHELOR OF ARTS with Individual Concentration (BA)

University of Massachusetts; Amherst, MA

- Areas of focus: Image Consulting (Finance, Apparel Marketing, Exercise Science)

May, 2001

TRAINING & DEVELOPMENT

Institutional Review Board Regulatory Training, Harvard School of Public Health - Dimock Health Center
Helping International Students Achieve Academic Success, Northeastern Global Faculty Development
Minimizing Unconscious Bias, Dr. Robbin Chapman, Manager of Diversity Recruitment – MIT Sloan
Legal Issues in the Admissions Process, Mark DiVincenzo, JD, Deputy General Counsel – MIT Sloan
Money Smart Training Seminar to Teach, Federal Deposit Insurance Corporation (FDIC) w/Eastern Bank
Government/Political Layout, The Commonwealth Seminar of Boston
Leadership Training Program, Institute for Labor Studies – Rhode Island Community & Justice
Cultural Awareness Training, Facilitated by: Culture Coach International

EXPERIENCE

NORTHEASTERN UNIVERSITY; Boston, MA

June 2011-Present

Global Leadership Faculty (p/t), College of Professional Studies

Course: LDR2720 Evidence Based Leadership & Decision Making

(Globalization has transformed the business landscape and what is expected of today's professionals. The economic rise of countries like China, India, and Brazil points to a future that will demand a unique set of skills in order to compete in a global marketplace and require broad perspectives, international insight, and the ability to lead strategically, and effectively. Neu.edu)

MASSACHUSETTS INSTITUTE OF TECHNOLOGY; Cambridge, MA

9/2010-Present

MBA Admissions Committee, Sloan School of Management

- Review & evaluate applications for admission into Sloan out of an applicant pool of 4700+; analyze qualifications of prospective students utilizing established University admissions standards; submit evaluations and recommendations to Associate Director of Admissions and Director of Admissions regarding admissibility of applicants
- Attend weekly calibration meetings to discuss with board members students who should move into the interviewing phase

UNIVERSITY OF RHODE ISLAND; Kingston, RI

12/2008-Present

Adjunct Faculty (Online) – Women's Studies Department

Course examines the theory and practice of women's professional development and leadership in a variety of organizational contexts. Topics: mentoring, negotiation, communication, values/ethics, gender issues in organizational settings. Some authors used: Babcock & Laschever, Kouzes & Posner, Kellerman & Rhode, Manning-Curtis; along with HBS Case Studies

BOSTON UNIVERSITY SCHOOL OF MANAGEMENT; Boston, MA

8/2008-8/2010

Assistant Director, Undergraduate Career Services

Participated as part of a cross-functional team that worked with all divisions of career services to foster career readiness

- Provided counseling sessions approx 20-80/week; ensured student's needs were met by monitoring career progression
- Collaborated with student leaders, faculty and staff to deliver career-focus curriculum while addressing industry needs
- Managed and trained 4 teacher assistants who provided curriculum development and career coaching to students
- Reviewed resumes & cover letters approx 60/week of students and professional candidates to influence hiring selections
- Partnered with admissions in order to assist students in marketing curriculum choices to employers
- Conducted weekly presentations, class room visits on campus, off campus and during open house events

Manager, School of Management Undergraduate Employment Report

Published annually, the employment report which provided students, employers and other interested parties a snapshot of employment data for undergraduate program. Each report provided employment information such as: salary, offers, functions and concentration breakdowns. Retrieved data through the management of 18 team members and 500 graduating students

Lecturer, Organizational Behavior Department

- Taught the School of Management's Career Development Course, entitled, "Charting Your Career Path" 60 students per class

Recruiting Initiatives, Feld Career Center

- Supported Director of Corporate Relations and Recruiters by attending events in their absence and making referrals
- Partnered with companies and corporate relations to support corporate clients such as: **JP Morgan, PWC, Biogen, Mercer, Staples, FBI, Goldman Sachs, Fidelity, INROADS, and SEO** in order to identify, recruit and attract best candidates
- Established relationships with local affinity groups and nationally recognized organizations including: ALPFA, NABA, MLT, Black MBA, NSHMBA, Pappas etc. in order to provide additional opportunities in sourcing best-fit candidates

Project Manager, Boston University Rhett-Working Events

- Collaborated with a team of 6 on executing networking events & mentoring programs for Consulting, Marketing & Finance
- Worked in partnership with a BU Alum from **Oliver Wyman** Consulting to establish a mentoring program to attract top quality students to be mentored by alum from consulting firms such as: **Bain, BCG, McKenzie, & Deloitte**

JOHNSON & WALES UNIVERSITY; Providence, RI

8/2006-8/2008

Co-op & Employment Specialist, College of Business

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. Included: editing over 150 resumes per term, & career counseling; while contributing to **maintaining the 98% employment rate**. Supported the recruitment of candidates and employer relationships with companies such as Target, CVS, Bally, Disney, Hill Holiday, and Meditech.

- **Instructor - for College of Business Students:** Taught an 11 week course, Introduction to Career Management
- **Attended and spoke** at open house events in order to inform parents and students about the university

EXPERIENCE cont.

MACY'S (formerly FILENE'S); Providence, RI

6/2005-6/2006

Assistant Human Resource Manager

Managed & led over 300 associates in developing optimum selling and exceptional customer service skills. Achieved new hire compliance targets of 100%. Negotiated salaries with new hires in: sales, customer service, and management positions while comparing to budget. Conducted employee reviews, and **hired and trained over 200 associates** under my tenure.

A.G. EDWARDS & SONS., INC./Wells Fargo Advisors; Boston, MA

11/2002-06/2005

Financial & Operations Associate (Reporting directly to VP of Investments & Branch Manager)

- Handled multiple aspects of investment portfolios with assets between 1 - 100 million. Built rapport with vendors: American Funds, John Hancock, MFS, BlackRock and Vanguard. Monitored and calculated monthly trade commissions for consultants
- Executed daily wire transfers, trade processing of stocks, options trading and writing of fund tickets both domestic and international, while analyzing bond and cash flow reports in order to accurately and timely advise clients
- Opened over 300 investment advisory accounts including: IRAs, Trusts, 401k, 403b, Money Market Accounts and 529 Plans

STATE STREET RESEARCH & MANAGEMENT; Boston, MA

10/2001-05/2002

Client Reporting Specialist (Generated investment performance reports for portfolios valued between \$25,000 – Millions.)

ENTREPRENEURIAL

Education Consultant (EMD Serono), EnCompass Education; Braintree, MA

9/2010- Present

CEO/Founder, The Youth Career Coach Inc.; Boston, MA

8/2009- Present

AWARDS & RECOGNITIONS

- Harvard WECAN Empowerment 'Woman of the Year' Award **2010**
- Service Award, Zeta Phi Beta Sorority Incorporated **2010**
- Outstanding Academic Award *Initiation*, Sigma Epsilon Rho Honor Society, Northeastern University **2009**
- Boston University, Feld Career Center, Kudos Recognition for New Idea in Counseling **2008**
- Inspirational Woman Award, Johnson & Wales University **2008**
- Achievement Award, Omega Psi Phi Fraternity Incorporated **2006**
- ACE Administrative & Finance Award, University of Massachusetts at Amherst **2000**

AFFILIATIONS

- Board of Directors (IRB), Dimock Community Health Center
- Honorary BU Member, Delta Sigma Pi *Business* Fraternity
- Alpha Kappa Alpha Sorority Incorporated
- NAACP Boston Branch (Chair, Labor & Industry)
- National Career Development Association
- Sigma Epsilon Rho Honor Society
- Association of Resume Writers and Career Coaches
- Urban League of Eastern Massachusetts

CERTIFICATIONS

- Certification in Professional Coaching; PARW/CC **Certified, May 2009**
- Speech & Interview Rhode Island Finals; USA Academic Decathlon **Certificate, March 2008**
- Operations Certification Program; A.G. Edwards Sons. Inc. **Certificate, August 2004**

Workshops/Webinars/PRESENTATIONS

- **Life Skills**, 'Instructor', BU Upward Bound Program (Summer 2011); Boston, MA
- **College Prep Strategies**, 'Speaker/Workshop Facilitator/Mentor', Brook Farm Academy; West Roxbury, MA
- **Conflict Resolution**, 'Speaker/Workshop Facilitator', Johnson & Wales University; Providence, RI
- **Speaker**~ Preparing for College, 'Honor's Student Group, Stoughton High School; Stoughton, MA
- **Commencement Address**, Community Academy High School; Roxbury, MA
- **Moderator/Guest Speaker**, College Intern Event: 'Job Search Campaign', Federal Reserve Bank; Boston, MA
- **Coaching Diverse Constituents**, 'Panel Participant' *staff*, AmeriCorps, Brown University; Providence, RI
- **Career Exploration**, 'Key Note', 500 members, staff & parents, Girl Scouts of America, Battle Ship Cove; Fall River, MA
- **Managing Expectations**, 'Speaker', PWC (PricewaterhouseCoopers); Boston, MA
- **Problem-Solving**, 'Parent Workshop Facilitator', Institute for Parent Leaders; Providence, RI
- **Positive Thinking/Mission**, 'Workshop Facilitator' *students & staff*, for The College Crusade; Providence, RI
- **Resume Tips**, 'Adult Co-Workshop Facilitator', Latina Leadership Institute; Providence, RI
- **Workshop Facilitator**, Adult Professionals: 'Resumes & Networking', Harvard University; Cambridge, MA
- **3 visits Motivation & Continuing Education**, The Goodwill Industries; Boston, MA
- **Workshop**, Developing Soft Skills/Public Speaking, The Boston Foundation Chinatown YWCA; Boston, MA
- **Career Counseling**, 'M.Ed Program Guest Lecturer', Boston College Lynch School of Education; Brookline, MA
- **Talentmarks.com, Webinar for University Career Service Offices**; Topic: Networking with Facebook; **Virtual**