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**VALUE SUMMARY**

Experienced program and operations leader with 10+ years optimizing recruiting, onboarding, and employee engagement in high-volume, mission-driven environments. Skilled in building and scaling candidate-focused programs, leading cross-functional projects, and using data to drive operational excellence. Strong background in interview logistics, stakeholder management, DEI integration, and high-touch experience design.

**CliftonStrengths (StrengthsFinder) Top 5 Themes:** Strategic | Relator | Connectedness | Restorative | Deliberative

**PROFESSIONAL EXPERIENCE**

**Dallas Independent School District Employee Experience Manager 09/2023 – 06/2025**

Expanded scope to lead large-scale interview experience, onboarding, and engagement initiatives for over 20,000 employees.

* Led development of internal recognition communications and storytelling campaigns to amplify culture and morale.
* Designed and executed new initiatives including the **Superintendent’s Monthly Touchpoint Program**, to humanize senior leadership communication and promote organizational alignment.
* Championed the adoption of an employee listening model to monitor, assess, and respond to insights.
* Developed executive summaries and interactive dashboards to visualize key trends and inform leadership strategies.
* Delivered strategic consultation to senior leadership, aligning employee experience goals with operational performance and engagement metrics.
* Produced and executed large-scale, high-profile events including the **Master Principal Recognition Dinner** and **Winners Circle**, managing **$250K+ budgets** and **securing $67K+ in external partnerships** based on employee feedback and industry trends.
* Lead cross-functional planning and execution of enterprise-wide engagement initiatives, supporting the Superintendent and Deputy Superintendent in staff morale and culture strategy.
* Managed and mentored a team of coordinators and vendors to ensure high-impact delivery and operational excellence.

**Dallas Independent School District Manager, Onboarding & Retention 02/2020 – 08/2023**

Led onboarding and retention strategy for a district serving nearly 20,000 employees.

* Managed a $1.5M budget and designed leadership development initiatives, recognition events, and DEI training programs aligned with district goals.
* Spearheaded leadership development initiatives in partnership with the University of Texas at Dallas, supporting over 100 new, experienced and emerging leaders annually.
* Enhanced employee onboarding by transitioning training to virtual platforms, reducing time to effectiveness.
* Led districtwide diversity, equity, and inclusion (DEI) training initiatives within the Human Capital Management division, achieving 100% completion rate three weeks before target date.
* Conceptualized employee recognition programs, including event production and creative direction, delegating through cross-functional teams:
  + **New Teacher Academy –** Budget: $225k, ~1600 attendees *Branding: Bright, Inviting, High Energy.*
  + **Mentor-Mentee Fall Mixer –** Budget: $65k, ~500 attendees *Design: Bright, Inviting, Energetic.*
  + **Winners Circle –** Post-pandemic relaunch of the Dallas ISD Campus Teacher of the Year reception, expanding the audience to include a newly launched Teacher of Promise (rookie teacher of the year). Led team in sourcing donations of over $30,000 in raffle prizes. Budget: $150k, ~750 attendees. *Design: Bright, Playful, Elegant.*
  + **Salute to Service –** Designed and implemented a program recognizing employees’ tenure with Dallas ISD. Budget: $40k, ~700 attendees *Design: Bold, Retro, Dallas ISD palette.*
  + **Educator of the Year –** Collaborated with Director of Creative Services on creation of the culminating Teacher of the Year/Principal of the event. Budget: $120k ~450 attendees *Design: Vibrant, Rich, Inviting*

**Houston Independent School District Professional Training Specialist 10/2018 – 02/2020**

Directed leadership development and executive programming for over 280 school leaders, supporting superintendent and cabinet-level strategic initiatives.

* Managed content and logistics for monthly Principals’ Meetings and a three-day annual Leadership Conference with $50K in sponsorship.
* Aligned executive goals with development programs and streamlined school leader hiring processes, reducing selection timeline by 50%.

**Houston Independent School District Onboarding Program Specialist 01/2015 – 09/2018**

Redesigned districtwide onboarding and orientation systems to improve efficiency and new hire satisfaction. Led cross-department collaboration to support 3,000+ new employees annually.

* Secured over $75K in annual sponsorships for the New Teacher Academy, enhancing onboarding experience.
* Developed centralized onboarding protocols, supporting 3,000+ new employees and 500+ managers annually.
* Managed New Teacher Support website with 500+ impressions per month/1,000+ impressions during peak season, providing new teachers with resources, data, and conference information
* Led weekly New Teacher Academy Planning Committee meetings with 15+ district-level leaders

**EARLY CAREER EXPERIENCE**

**Robert Half Technology Senior Technical Recruiter 04/2014 – 12/2014**

**Apple, Inc. Preservation & Operations Specialist 09/2012 – 04/2014**

**Apple, Inc. Specialist 03/2011 – 09/2012**

**Cornerstone Mortgage Company Accounts Payable Specialist 8/2009 – 12/2010**

**Best Buy Media Specialist 04/2009 – 08/2009**

**Gap Inc Sales Specialist 08/2008 – 04/2009**

**EDUCATION**

**University of Houston, Bauer College of Business 12/2012**  
***Bachelor of Business Administration in Marketing, Sales***

**SKILLS**

* Strategic Planning & Execution
* Program & Event Management
* Stakeholder Engagement
* Executive Operations & Support
* Budget & Resource Management
* Leadership Development
* Organizational Development & Transformation
* Business & Creative Writing
* Cross-functional Team Management
* Performance Management
* Content Development
* Microsoft Office   
  (Word, Excel, PowerPoint, Outlook)
* Canva
* Adobe Acrobat
* Hirevue
* Qualtrics XM (CX & EX)
* Mailchimp
* Survey Monkey
* Google Apps
* Website Administration   
  (SchoolWires, FinalSite, HTML)