

John Doe

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PROFILE

- 10+ years experience in Recruitment, Diversity and Human Resource consulting.
- 7+ years experience as an Educator, Mentor and Coach.

EDUCATION

HARVARD UNIVERSITY GRADUATE SCHOOL OF EDUCATION, Cambridge, MA.
Master of Education, 1998 Concentration: Administration, Planning and Social Policy

YALE COLLEGE, New Haven, CT.
Bachelor of Arts, 1994 Major: Political Science Concentration: Teacher Education

PROFESSIONAL EXPERIENCE

Assistant Director, Teach First, Inc. 7/1995 – Present

Teach First, Inc. is a national recruitment firm that assists public and private schools [k-12], colleges and universities, and non-profit organizations in the identification and recruitment of minority teachers, administrators and coaches.

- Manage a 300 client consortium of schools [k-12], colleges and universities, and non-profit organizations.
- Responsible for identifying and recruiting of over 2000 minority teachers annually, nationwide.
- Advise and counsel candidates regarding interviews, employment offers, and contract negotiations.
- Compile and maintain a national resume database.

Assistant Director, Brown University Undergraduate Career Services, Providence, RI 7/1998 – 12/1998

- Counseled, advised, and supported undergraduate students and alumni in employment search process.
- Conducted career development workshops including; Career Assessment and Workplace Mentoring.
- Produced a comprehensive internet resource guide for students interested in working in independent schools.

Director of Multicultural Affairs, Circle School, Denver, CO 8/1994 – 6/1997

- Developed and implemented programs that supported and promoted the school's diversity initiatives.
- Advisor to Multicultural student organization.
- Facilitator, Voice Round Tables. A forum for community dialogue regarding issues of race and culture.
- Responsible for teaching World History [10th grade] and U.S. History [11th grade].

VOLUNTEER WORK

Mentor, Colorado Youth Collaborative, Inc.
Basketball Coach, 7th Grade Boys Basketball, North Mission Hill, VA

HONORS and AWARDS

Recipient of Harvard Club of New York Grant
Fellow, Institute for Urban Education, Columbia University
Fellow, DeWitt Wallace – Readers' Digest Fund