

SANDRA D. HARRISON

Aurora, IL ▪ C: [REDACTED] ▪ [REDACTED]

PROFILE

Customer focused professional with an extensive background in organization training, development and leadership services. High propensity to thrive in difficult situations, capacity for multi-tasking and hyper focus, and calm under pressure. Notable success in design and delivery of relevant programs using innovative training materials, and comprehensive instructional design processes. Draw on portfolio of expertise to create training curriculums that extend personnel capabilities, improve processes, and maximize operations. Persuasive and engaging presenter with high energy and enthusiasm. Remains abreast of current and emerging trends, as well as best practices. Portfolio of expertise includes:

- Training and Development
- Instructional Design
- Curriculum Development
- New Hire On-Boarding
- Workshop Design
- Program Management
- Assessments / ROI Analysis
- Workforce Development
- Needs Analysis
- Program Compliance
- Training Efficacy
- Coaching and Development

PROFESSIONAL EXPERIENCE

DVA LEADERSHIP AND DEVELOPMENT TRAINING CONSULTANT – AURORA, IL

Specializing in learning and development for entry-level – seasoned professionals

Specialty: Youth and youth workers training | Soft skills

Specialty: Train-the-Trainer

CEO/TRAINING & DEVELOPMENT CONSULTANT

JANUARY 2009 - CURRENT

Entrepreneur who grew business from startup to expert delivery of Training & Development with instructional design capabilities. Recognized by clients and colleagues as a consummate professional with high degree of professional integrity. Designing training programs for improving the productivity of an organization's employees and/or participants.

- Delivery of trainings aligned with organizational initiatives related to staff development, talent management, on-boarding, compliance, site inspections, accreditation, environmental change and grant requirements.
- Design and delivery of relevant soft skills learning programs for youth to support social and civic leadership
- Conducting assessments that drive training initiatives – Following up with return on investment (ROI)
- Demonstrated effectiveness of utilization of training materials with a variety of media, gaming and learning theories
- Conducting comprehensive assessments
- Demonstrated expertise for providing comprehensive human resources training and development services for small (under 50 employees) organizations.

LEADERS IN TRANSFORMATIONAL EDUCATION (LITE)

Building creative pathways within low income communities through education and training resulting in higher earning potential for opportunity youth.

CO-OWNER / CHIEF TRAINING OFFICER

AUGUST 2015 – CURRENT

Director of training and community development with community engagement responsibilities. Responsible for the planning and execution of LITE learning and development services, including community workforce training.

Manages the oversight of assessments, design, delivery and measurement of training programs.

Collaborates with community leadership and key stakeholders to identify training and development solutions to support community workforce education needs.

Monitors instructional alignment with organization objectives. Monitors and measures the effectiveness and delivery of leading edge blended learning solutions. Works with the CEO on organization development and funding.

YOUTH OUTREACH SERVICES – CHICAGO, IL

An organization that promotes the strengths and abilities of youth and families by providing community-based services.

DIRECTOR OF PREVENTION SERVICES

AUGUST 2011 - 2015

Director of program operations and budgets for Prevention and Juvenile Justice departments.

Supervising the organization's strategic vision and key objectives while managing results-focused programs.

Development of strategies to increase revenue and maximize departmental efficiencies.

Responsible for the development and supervision of prevention-based services for at-risk youth in Proviso township.

Supervision of substance abuse prevention, school-based programs, serving Chicago and Chicago's west suburbs.

Management of Cook County Recidivism Reduction program for justice involved youth in conjunction with the county.

Organizer of 200+ justice-involved youth for Chicago's Summer Jobs programs with a 92% completion rate.

Director of teen pregnancy prevention program, serving three high schools aimed at reducing teenage pregnancy, sexually transmitted disease/infections and HIV/AIDS among high school adolescents.

Director of operations for Cure Violence program: Ceasefire Austin and Ceasefire Maywood - the campaign to reduce gun violence.

Management of workforce education instruction for youth and youth workers. Providing supervision of evidence-based, state approved training with fidelity checks for prevention and juvenile justice program staff. Providing department staff development and coaching in support of performance goals.

Agency-wide subject matter expert and training facilitator:

- Prevention BASICS
- Positive Youth Development
- Child Welfare: Managing Aggressive Behaviors
- Leadership and Coaching
- De-escalation

HEALTHCARE ALTERNATIVE SYSTEMS – CHICAGO, IL

Behavioral care and social services organization

DIRECTOR OF PROGRAMS

2010

Prevention department leader supporting the organization's values, mission and strategic goals. Collaborator on the organization's policies and procedures update. Oversight of a high performance management team facilitating violence prevention, substance abuse and women's domestic-violence prevention-based programs across multiple sites. Supervised departmental quality assurance and utilization process. Supervised contractual compliance and grant requirements. Supervision of behavioral health skills training and education for cross-sector community stakeholders.

- Managed aspects of project planning and support of external special teams including the Department of Human Services' Strategic Prevention Framework.
- Devised and implemented key strategies to generate resources and increase departmental revenue.
- Managed department's development and fundraising activities including the coordination of a \$10,000 computer lab project for inner city youth.
- Spearheaded the implementation of staff professional development services through the Microsoft Office certificate program.

YOUTH OUTREACH SERVICES – MELROSE PARK, IL

An organization focused on safety, as well as the well-being and self-worth of every child.

PROGRAM MANAGER

1999-2009

Executed and supervised the organization's strategic vision, key objectives, and managed results-focused program staff across multiple sites. Enhanced departmental on-boarding development system of support for new staff, interns, and volunteers. Supervised a \$500,000 budget for prevention-based school programs. Designed and implemented an internal mentoring program with 32 volunteer mentors.

- Instituted a fee-for-service system and a donations program, which significantly increased program revenue during budget cuts.

- Developed and implemented a strategic plan to increase departmental revenue objectives by maximizing efficiencies in staffing, supplies, and service delivery across numerous geographic teams and programs.
- Wrote grants that successfully secured funding totaling prevention based \$187,000 and increased revenue through community-based projects.
- Collaborated with the Village of Bellwood, state senator, and the Illinois Department of Employment to create a Youth Jobs to Work program for ages 16-21. Successfully putting 500+ youth to work in 2004 and received the Illinois Governors Award.
- Coordinated the annual seven-day, multi-state college tour for high school youth including six historical black colleges.

EDUCATION

Master of Arts, Training and Development ▪ Roosevelt University, Schaumburg, IL

Bachelor of Arts, Non-Profit Business Administration ▪ Northeastern Illinois University, Chicago, IL

Early Childhood Education ▪ Triton College

SOFTWARE SKILLS

Microsoft Office 365 ▪ Business Objects ▪ HTML ▪ Google ▪ Evernote ▪ Notability
Mac IOS

Halogen Performance Management ▪ Cityspan (youth services) ▪ Accucare Practice Management
CASAS Workforce Development -Topspro Assessment (Certified Training Facilitator)

RECOGNITION & PROFESSIONAL ASSOCIATIONS

- Aurora Education Commission (AEC) – Executive Leadership | Secretary
- Member, ATD (Association of Talent Development)
- CISPI (Chicago International Society of Performance Improvement)
- IAODAPCA (Illinois Alcohol and other Drug Abuse Professional Certification Association)
- Community Anti-Violence and Restoration Effort (C.A.R.E) – Executive Team Member
- Certified trainer of Managing Aggressive Behaviors: Oklahoma University
- Soft Skills Educator (workforce development) Chicago Public Schools
- Presenter: Opportunity Nation: Leveraging the Opportunity Index
- Presenter: Northeastern Illinois University 2016
- Presenter: Loyola University Medical Center 2014
- Presenter: One Summer Chicago 2017
- Presenter: Illinois Department of Public Health Conference 2018