

Karla M. Wynn, MA

RPCV, GCDF, CPRW, CWDP, CCSP™

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COORDINATOR FOR CAREER SERVICES

“Go-to” professional who excels in, career / workforce development, contracts management and administration, and delivery of education / training services, and building relationships with local and regional employers. Supervised six career consultants, conducted intake, assessment and placement procedures. Provided individualized and group instruction and worked closely with faculty and staff. Designed, promoted, and implemented job readiness programs and career-related events targeted for students and alumni.

AREAS OF EXPERTISE

CAREER, WORKFORCE, AND STUDENT DEVELOPMENT

Top-performer who delivered individualized and group academic and career guidance services to a caseload of 600 + community college students. Collaborated with over 5,000 diverse job seekers – including people of color, immigrants, veterans, justice-involved individuals, people with disabilities, and LGBTQIA – using online tools to research and analyze labor market data; and devise strategies to evaluate, fulfill, and track employment goals. Collated and transferred monthly statistical reports to Management. Supervised and coordinated case management activities of six other career consultants, each with 75+ program participants, while collaborating with them to develop the unit’s standard operating procedures. Familiar with CRM and email marketing software.

- Administered and interpreted workplace literacy assessments (e.g. TABE and CASAS) to determine participants’ eligibility for and success in individualized career attainment activities and professional certification training programs at approved training vendors and accredited institutions of higher education.
- Collaborated with Susquehanna Workforce Network to cultivate business, industry, and community partnerships.
- Conducted vocational, educational and psychological assessment interviews to determine employment suitability and job readiness; as well as, administered and evaluated occupational assessment tools, (e.g. O*NET, MBTI, SII, and Holland Code) to guide individual career and academic development strategies.
- Recruited, screened, and enrolled 140+ executive, professional, paraprofessional, mid-career, and entry-level job seekers into accredited professional certification training programs with approved continuing education training vendors, and area colleges and universities over a period of 4½ years.
- Provided technical assistance to job seekers in creating résumés, cover and follow-up letters, presentations, and professional portfolios.
- Crafted interview and supplemental questions for and conducted mock interview and networking sessions with applicants in preparation for job interviews.
- Engaged business and consulted with hiring managers for vacancies while preparing job seekers students through various screening methods, mock interviews, career exploration, and job retention training programs which resulted in the placement of 2000+ Baltimore youth in after-school, part- and full-time entry-level jobs. This is an increase in business hiring of the City’s youth by 17% (from 214 up to 250).

CONTRACT AND GRANT ADMINISTRATION / MANAGEMENT

Evaluated client training applications and sought management’s approval. Drafted supporting documents demonstrating how academic and career-focused professional certification programs aligned with labor market data within pre-determined growth-industry areas that met federal and state grant funding eligibility requirements. Coordinated and served as liaison for contract activities between Workforce Development agencies and training vendors to ensure the contracts, modifications, and amendments complied with established federal and state contractual and regulatory requirements. Passed all associated audits.

- With a \$325,000 budget, developed and ensured the timely implementation and approval of 110 training grants for 80 individuals [some courses required multiple contracts] seeking certifications from accredited institutions; resulting in 75+% of course attendees returning to full employment.
- With a \$104,000 budget, wrote and executed contracts with accredited institutions, enrolled 60+ jobseekers into five (5) cohorts, and monitored student progress resulting 100% obtaining employment.

EDUCATION / TRAINING /WORKSHOP FACILITATION

Taught life skills, business administration and procedures, and career development courses to community college students seeking professional certifications and associate degrees. Developed course curriculum and academic assessment tools to measure students' comprehension using online records and learning software tools. Experienced in using Canvas, Moodle, Banner, Blackboard, and BrightSpace software. Adjunct instructor with Harford (HCC) and Anne Arundel (AACC) Community Colleges who taught individualized career exploration courses to undeclared and career-directional changing students; career development classes to Dental Assisting students; and, business courses and job-readiness skills to incarcerated men at the Jessup Correctional Institution.

- Collaborated with college faculty and staff to facilitate workshops on a variety of employment-related subjects including: career planning, application and résumé completion, attitude development, and interviewing techniques.
- Developed, implemented, and facilitated the Workforce Academy's 16-module workshop series that helped more than 200 dislocated workers to return to the labor market at a rate of two-months faster than many of their peers.
- Created courseware and taught 300+ jobseekers on how to analyze labor market data using Maryland's Virtual One Stop (VOS) online data tracking system in a workshop developed from the job seekers' "Point of View."
- Planned curriculum, administered career assessments, and facilitated weekly classes for Baltimore's high school students on a variety of employment-related subjects including: career planning, application and résumé completion, attitude development, and interviewing techniques. Provided individualized instruction for a caseload of 75 youths.
- As a substitute teacher, taught more than 550 middle and high school students in Art, English, Foreign Language, Geography, History, Social Studies, Math, and Science. Ensured the continuity in the school's curriculum.

RECENT EXPERIENCE

Career Services Specialist Student Development Specialist	Harford Community College, Bel Air, MD	12/2017 - Present
Adjunct Instructor	Anne Arundel Community College, Arnold, MD	08/2015- Present
Lead Career Coach /Workshop Facilitator	AAWDC, Millersville, MD	09/2012 – 06/2017
Writer, Editor, Graphic Artist	Independent Consultant	02/2004 – 06/2012
Substitute Teacher	Friends School of Baltimore, Baltimore, MD	02/2012 – 06/2012
Chaplaincy Intern	Greater Baltimore Medical Center, Towson, MD	01/2011 – 12/2011

OTHER RELEVANT EXPERIENCE

Peer Grant Reviewer	U.S. Department of Health and Human Services, SAMHSA
Recruiter	US. Peace Corps – Mid Atlantic Regional Recruitment Center
Peace Corps Volunteer/Center Manager	U.S. Peace Corps – Ministry of Youth & Sport Resource Center, Namibia

EDUCATION

Master of Arts: Spiritual and Pastoral Care Loyola University, Maryland
Bachelor of Arts: Political Science Hampton University, Hampton, VA

PROFESSIONAL CERTIFICATIONS / AFFILIATIONS

Harford Leadership Academy, Class of 2024	Harford Community College Harford County Chamber of Commerce
Certified Career Development Provider TM	National Career Development Association
Certified MBTI Step I & Step II Practitioner	The Myers-Briggs Foundation
Certified Workforce Development Professional	National Association of Career Development Professionals
Global Career Development Facilitator	Center for Credentialing & Education
Mental Health First Aid	National Council for Behavioral Health
Certified Professional Résumé Writer (CPRW)	Professional Assoc. of Résumé Writers & Career Coaches
Notary Public for the State of Maryland	Secretary of State for the State of Maryland

National Association of Workforce Development Professionals (NAWDP)

National Career Development Association (NCDA) ♦ MD Career Development Association (MCDA)

Business Engagement Committee, Susquehanna Workforce Network (SWN)

Eastern Association of Colleges & Employers (EACE) ♦ National Association of Colleges and Employers (NACE)