

# LESLIE LABONTE

2214 S. Kinnickinnic Ave, Milwaukee, WI 53207 \* 715.212.4092 \* lesliechristine@gmail.com

## PROFILE

Committed to practicing consistent stewardship, engaged leadership and service. Offering 8 years experience in nonprofit, strengths-based / education programs. Providing a combination of skills in grants and budget management, cross-cultural relations, program development, policy review, student training, event planning / service coordination and strategic thinking.

## EDUCATIONAL BACKGROUND

Marquette University, Milwaukee, WI 53201

### **Master of Arts in Public Service: Nonprofit specialization**

3.83 GPA May 2009

\*Trinity Fellowship (Selective program cultivating urban leaders for public service)

\*Preparing Future Faculty Workshops

Transfer Credits: **University of Wisconsin- Milwaukee, Milwaukee, WI**

4.00 GPA Spring 2009

St. Norbert College, De Pere, WI 54115

*magna cum laude*

### **Bachelor of Arts: Spanish & Sociology with Human Services concentration**

3.88 GPA May 2003

\*Pi Gamma Mu (International Honor Society in Social Sciences)

\*Phi Beta Delta (National Honor Society for International Scholars)

*sobresaliente*

Study Abroad: **Fundación Ortega y Gasset, Toledo, Spain**

4.00 GPA Fall 2001

Transfer Credits: **Nicolet Area Technical College, Rhinelander, WI**

4.00 GPA Summers 99, 00, 01

## HIGHER EDUCATION STUDENT AFFAIRS EXPERIENCE

Marquette University, Milwaukee, WI

### **Coordinator of Community Service Programs, Aug. 2010 – Present**

\*Develop and maintain partnerships with community agencies; guide student staff in coordination of campus-wide events

\*Manage budgets and build sustainable service opportunities to enhance student development and promote social justice

Oberlin College, Oberlin, OH

### **Resident Director of Program and Language Houses, July 2003 – June 2004**

\*Managed budgets & events/programs for 10 buildings (380 students); supervised, mentored, & trained staff of 15 students

\*Served on service learning, strategic planning, hiring/training & multicultural committees; inspected facilities for safety

\*Provided academic advisement, on-call crisis response, mediation & referral; adjudicated conduct and policy violations

St. Norbert College, De Pere, WI

### **Assistant Hall Director, Dec. 2001 – May 2002**

\*Supported staff of 5 Resident Assistants, coordinated scheduling in oversight of all-female residence hall (187 students)

\*Managed incident reports for judicial process, implemented 15+ student events and served as maintenance liaison

\*Facilitated Liability, Off-Campus Programming, and Networking training sessions for 46 Residents Assistants

### **Resident Assistant, Aug. 2000 - May 2001**

\*Provided mentoring, referral & conflict mediation in all-freshman residence hall (84 students); advised hall council

\*Responded to crisis, performed night duty, enforced policy and safety regulations, and detailed incident reports

\*Promoted community involvement through coordination of social, educational, recreational and spiritual events

## LEADERSHIP IN SERVICE, MENTORING & MULTI-CULTURAL ACTIVITIES

\*Turning Responsibility Into Powerful Service (Jackson, MS: Poverty & Civil Rights) **Co-Leader**, Sept. 2002 – May 2003

\*First Year Experience (St. Norbert College, De Pere) **Mentor**, Aug. 2002 – May 2003

\*Vive Español (Spanish Club, St. Norbert College, De Pere) **Founder**, Aug. 2002 - May 2003

\*Case Study: International & Domestic Student Interaction (St. Norbert College) **Researcher**, Aug. 2002 - Dec. 2002

\*English as a Second Language Program (St. Norbert College, De Pere) **Mentor**, Jan. 2002 – July 2003

\*Volvamos a Casa (Family Services After-School Program, Green Bay) **Youth Mentor**, Jan. 2002 – May 2002

\*La Cruz Roja (The Red Cross, Spain) **Volunteer**, Sept. 2001 – Dec. 2001

\*La Escuela de Idiomas (School of Languages, Spain) **Teacher's Assistant**, Sept. 2001 – Dec. 2001

\*Dare to Dream (Mentoring / Pre-College Program, St. Norbert College, De Pere) **Co-Developer**, Jan. 2001 – Dec. 2001

\*Turning Responsibility Into Powerful Service (Chicago, IL: Inner City Education) **Co-Leader**, Sept. 2000 - May 2001

\*Turning Responsibility Into Powerful Service (Appalachia: Poverty & Housing) **Communication Coordinator**, Sep. 99-May 00

\*One-day volunteer examples: Special Olympics, Relay for Life, Habitat Humanity, and local homeless shelters/food pantry

# **LESLIE LABONTE** (p2)

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## **PUBLIC SERVICE MANAGEMENT AND FUND DEVELOPMENT EXPERIENCE**

YMCA of Metropolitan Milwaukee, Milwaukee, WI

**Financial Development Grant Writer, Oct. 2009 – Aug. 2010**

- \*Research foundation, corporate, government leads, review RFP requirements and write proposals to meet \$2 million goal
- \*Manage contract agreements, acknowledgements, reports, cultivation letters / contacts for awards; utilize Raisers Edge
- \*Coordinate finance review process and assist program staff with researching evidence-based models and statistics to use in case for support, adhering to timelines, developing program logic models / outcomes, evaluations tools and budgets

City of Milwaukee, Department of Employee Relations, Milwaukee, WI

**Equal Rights Commission (ERC) Graduate Assistant / Human Resources Analyst, Jan. 2009 – Sept. 2009**

- \*Researched 150 prospective local nonprofits, ERC best practices and budgets; created website content & resource guide
- \*Developed job announcements, facilitated recruitment & interviews, prepared examinations for city employee selection
- \*Edited Paid Sick Leave administrative rules, formulated timeline & FAQs; created discrimination complaint forms
- \*Interpreted comparative Civil Service rules of 50 plus municipalities, counties and states for Commission tailored reports

Badger Association of the Blind and Visually Impaired, Milwaukee, WI

**Program Development Director / Grant Writer, Aug. 2006 – May 2009**

- \*Created youth work program, timeline, budget & site placements, provided job-coaching, assessment & led advisory team
- \*Facilitated application / planning process to host AmeriCorps, enhanced measurable outcomes & developed capital budgets
- \*Doubled strategic grant calendar for \$1.2 million in requests and crafted government & foundation grants for \$500,000 goal

Milwaukee Community Service Corps, Milwaukee, WI

**Board Director, Governance Committee Chair, and Finance Committee Member, Jan. 2007 – Jan. 2009**

- \*Reviewed financials & audits (\$2M budget) to ensure sustainable education and job training program for low-income youth
- \*Provided strategic guidance, assisted with fundraising and developed governance calendar & online communication tool

## **EDUCATION AND YOUTH DEVELOPMENT EXPERIENCE**

Big Brothers Big Sisters, Wausau, WI

**School-Based Liaison / AmeriCorps Member, Sept. 2005 – Aug. 2006**

- \*Scheduled and provided monthly follow-up & case notes for 115 matches (volunteers & clients) in 4 districts / 21 schools
- \*Designed monthly newsletters; implemented 30 school events; facilitated evaluations with teachers, volunteers & clients
- \*Coached mentors on approach to academic & social concerns and offered strategies for match development; made referrals

21<sup>st</sup> Century Community Learning Centers, Wausau, WI

**Tutoring Coordinator, Sept. 2005- Dec. 2005**

- \*Supported 6 tutors & maintained positive learning environment for 18 elementary students in after-school program
- \*Compiled learning packets, tracked progress on curriculum, maintained tutors' time sheets & ensured safe departures

Holy Trinity School, Hawaii Kai, HI

**5<sup>th</sup> Grade Teacher, Aug. 2004 – July 2005**

- \*Instructed 18 students in general education, accommodated learning styles & disabilities and coached drama & volleyball
- \*Incorporated civil rights, diversity and workers' rights lessons, service activities, music and world geography / languages
- \*Used positive reinforcement / student choice; compiled Organizations & Support for Student Learning for accreditation

Brown County Human Services Department, Green Bay, WI

**Social Work and Spanish Internship, Dec. 2002 - May 2003**

- \*Offered translation, presented Spanish basics workshop & served as social worker liaison in teen juvenile disposition
- \*Planned holiday/social events, managed administrative operations, conducted home visits/ interviews for PALS Mentoring
- \*Supervised & enforced policy for child protection visits, wrote case notes & partook in intake & foster care case reviews

Forward Service Corporation: Upward Bound, Ripon / Eagle River, WI

**Head Counselor & Communication Basics Supplemental Instructor (UW-Oshkosh), June 2002 – July 2002**

- \*Facilitated staff scheduling / payroll for 10 counselors and provided direct supervision & evaluation of 5 counselors
- \*Developed procedures & documentation system for counselors' incident reports, duty logs and safety rounds
- \*Served as liaison for 8 students by providing speech workshops, college study skill strategies and exam preparation

**Line Counselor and Algebra Teacher, June 2001 - July 2001**

- \*Supervised & advised 65 students, coordinated recreational & educational programming and tutored in Spanish
- \*Provided emergency / on-call response and assisted with mediation, counseling, referral & policy education
- \*Planned daily algebra lessons & assignments, provided evening tutoring / study sessions and evaluated 5 students

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## **PROFESSIONAL ORGANIZATIONS, CONFERENCES AND MEMBERSHIPS**

- \*Young Nonprofit Professionals Network Milwaukee: Oct. 2006 – Present
- \*Association of Fundraising Professionals: **Marketing Principles in Government & Private Grants** Feb. 2010
- \*Donor By Design: **Grant Writing for Public and Private Funders** Nov 2009
- \*Greater Milwaukee Sponsors: “**Community Organizing Institute**” Feb. 2008
- \*BoardStar: **On Board- Fiscal, Fiduciary & Fundraising Responsibilities** Feb. 2007
- \*UW-Milwaukee: “**Diversity in Action: Historical Look at Nonprofit Organizations**” Oct. 2006
- \*American Red Cross: **National & Local Volunteer Disaster Response Training** Oct. 2005- Apr. 2006
- \*Wisconsin Department of Public Instruction: “**Service Learning and Democracy**” Nov. 2005
- \*ACPA (American College Personnel Association): 2004 - 2005
- \*GLACHO (Great Lakes Association of College /University Housing Officers): 2003- 2004  
Social Justice Education Committee Member and Service Learning Sub-Committee Chair

## **CONTACTS AND / OR REFERENCES**

**Carole Ferrara** (Former Advisor / Personal Contact)

Marquette University Trinity Fellows Program: Program Coordinator  
707 Building, Room 303, (414) 288-5861, carole.ferrara@marquette.edu

**Patrick Brown** (Former Supervisor)

Badger Association of the Blind and Visually Impaired: Executive Director  
912 N Hawley Road, Milwaukee, WI 53213, (414) 615-0108, p.brown@badgerassoc.org

**Chris Litzau** (Personal Contact)

Milwaukee Community Service Corps: Executive Director  
1441 N 7<sup>th</sup> Street, Milwaukee, WI 53205, (414) 372-9040, investinyouth@wi.rr.com

**Dr. Thomas Jablonsky** (Former Professor / Advisor)

Marquette University, History Department: Professor  
Coughlin Hall 307, (414) 288-5300, thomas.jablonsky@marquette.edu

**Jane Moore** (Former Professor)

The Burke Foundation: Consultant (use e-mail below)  
Milwaukee, WI, jmoore5633@gmail.com

**Tom Kellnhauser** (Former Director)

Big Brothers Big Sisters of Northcentral Wisconsin: Executive Director  
2600 Stewart Ave. Suite 262, Wausau, WI 54401, (715) 848-7207, TomK@bbbsncw.org

**Kevin Williams** (Former Supervisor)

Oberlin College: Former Associate Director of Residence Life (use e-mail below)  
kwwillia@yahoo.com

**Dwayne Hunt** (Former Work Contact / Personal Contact)

Penn State University Center for Academic Achievement: Coordinator  
200 University Drive, Schuylkill Haven, PA 17972, (570) 385-6145, dah43@psu.edu

**Jane Stahmer** (Former Director / Personal Contact)

Forward Service Corporation: Former Director of Education Programs (use e-mail below)  
2007 Seward Street, Evanston, IL 60202, jostahmer@gmail.com

**Nancy Mathias** (Former Advisor)

St. Norbert College: Associate Director of Leadership and Service  
100 Grant Street, De Pere, WI 54115, (920) 403-4040, nancy.mathias@snc.edu