

PERSONAL DATA

Catrina Marie Crane
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VISION

To be a motivator ... to be known for helping others believe in themselves and reach their maximum potential.

TARGET JOB

Desired Responsibility:
N/A
Expected Salary:
(negotiable)

EDUCATION

Master of Science in Business Management
Cardinal Stritch University

Organizational Communication w/ emphasis on Human Resources
University of Wisconsin Whitewater

PROFESSIONAL DEVELOPMENT

Saks Inc., Management Trainee Program

Future Milwaukee, Community Leadership Program

Associates in Commercial Real Estate, Marquette University

WORKING EXPERIENCE

Menomonee Valley Partners, Inc.
Director of Workforce and Business Solutions
July 2006 – present

Industry: Community & Economic Development
Manages and coordinates the implementation of district-wide services related to workforce, youth engagement, community and economic stability/growth of 110+ businesses and 8,000 employees in the Menomonee Valley area as defined by BID #26 Operation Plan. Responsibilities include managing the Business Association, communication between public/private entities, community collaboration, coordination of workforce-targeted events, and being the staff lead for the Business Improvement District.

Bryant & Stratton College
Adjunct Instructor, Social Sciences/Sociology/Psychology
September 2004 – 2011

Industry: Post - Secondary Education
Provide instruction, mentoring, and coaching for up to 35 students to prepare new and second semester students on making better decisions with their career, life, and transition as a new student.

Department of City Development (Neighborhood Improvement Development Corporation)

Project Manager (Consultant)
April 2004 – July 2006

Industry: Housing & Community Development
Managed day-to-day operations of a \$1 million Federal HUD Healthy Homes Grant. Responsibilities included conducting quarterly fiscal analysis, setting goals, and led multi-departmental and organizational meetings to facilitate the grants strategic plan.

Wisconsin Regional Training Partnership
Employee Resource Coordinator / Workforce Trainer
February 2000 -- April 2004

Industry: Workforce Development
Represented WRTP with funders, community presentations, and interested organizations seeking collaborative opportunities. Provided skills training to new employees and management, interviewed and referred candidates. Managed the Section 8 housing project and two WIA contracts.

VOLUNTEER EXPERIENCE (Current only)

Aurora Sinai Medical Center Community Steering Council
Urban Ecology Center Advisory Committee
Washington High School Alumni Foundation
Discovery World STEM Committee