

# Natalie C. Hayden

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## **Professional Summary**

Compassionate Career Development Specialist understands how difficult navigating through the workforce, obtaining and sustaining a career is the ultimate end goal. Dedicated to serving incapacitated and underprivileged young adults seek out training and careers. Guidance includes but not limited to offering support and resources to completing the program. Resume writing, finding adaptive technology, dressing for success interview skills, housing and how to locate occupation listings.

## **Core Qualifications**

- Administer career interest and assessments with students to identify next level: military, secondary education, skilled trade or apprenticeship programs
- Monthly individual/ group counseling session with young adults
- Broad knowledge of financial aid resources for higher education and vocational technical programs
- Excellent communication skills
- Exceptional report writing (case management, measuring program expectations)
- Advanced computer knowledge; skills include Microsoft Word, Excel, PowerPoint, Publisher and exceptional internet navigation skills
- Extensive knowledge of employment and community resources to aid in securing employment training

## **WORK EXPERIENCE**

Milwaukee Job Corps

January 2018 – Present

### **Career Development Specialist**

- Assess students' needs as they enroll in our local Job Corps program by utilizing competency assessment
- Assist students by placing them in suitable employment or educational opportunities that support successful job retention
- Achieve departmental goals and assist with preparing trained graduates
- Manage and work with team to assure Performance Outcome Measurements goals are achieved
- Understand students transitional needs by connecting students with local CTS (Career Transitional Specialist)
- Coordinate and facilitate monthly job readiness workshops to address soft skills need
- Monthly meetings to assess needs of soon to be graduates, keeping students on track to by providing updates to meet projected graduation date
- Take young adults out in the community to engage with employers, resources and other community activities

### **Accountability Attendance Coordinator**

August 2017 – January 2018

- Responsible to maintain attendance records and to ensure students adhere by the strict attendance regulations
- Issue guidelines and communicate the regulations to students about attendance in accordance with Center rules and protocols
- List out and evaluate the reason for students' absenteeism and find out ways to curb the trend and promote voluntary attendance incentives
- Keep track of the attendance records of every student from each class and make certain it is updated on a daily basis
- Study the attendance sheet in order to make a list of the defaulting students and forward them to management for further action
- Call up a meeting of student, counselor and managers to implement a plan of action in reducing attendance barriers

Rufus King International High School (Volunteer Opportunity)

**Career Mentorship /Rufus King International High School**

- Managed a caseload of 100-plus individuals who qualified for Vocational Rehabilitation Services
- Assisted individuals with accessing adaptive technology for careers to make them accessible
- Helped clients write resumes draft cover letters and learn how to promote and market themselves
- Assisted individuals with accessing financial aid resources if they desired college attendance
- Administered career aptitude tests and had planning meetings regarding appropriate career fields and interests
- Assisted clients in locating technical vocational training programs
- Taught interview skills
- Helped clients understand appropriate dress and demeanor for applications interviews and the workplace

**Customer Service Skills**

- Fostered a teamwork/open door policy environment conducive to positive dialogue across the organization
- Advocate mediations and conflict resolutions, maintained competent direct communication of leadership and regional directives
- Employee recruitment and retention, panel interviewing, ensured employee relations through reaching out to meet anticipated needs

**ADDITIONAL WORK HISTORY**

<b><i>Table Games Dealer</i></b>	Potowatomi Hotel & Casino, Milwaukee, WI	<i>8/2015- 8/2017</i>
<b><i>Wellness Coach</i></b>	NatalieHaydenFitness, Milwaukee, WI	<i>3/2014-Present</i>
<b><i>US. Postal Mail Carrier</i></b>	United States Postal Service, Milwaukee, WI	<i>2/2013- 3/2014</i>
<b><i>Payroll/ Benefits Specialist</i></b>	Whole Foods Market, Milwaukee, WI	<i>5/2010-2/2013</i>

## **EDUCATION**

University of Wisconsin-Milwaukee/ Bachelor of Arts Communications

Jan/2012 - Present

## **COMMUNITY ENGAGEMENT**

### **Rufus King International High School College Prep Mentorship, Milwaukee, WI**

*November 2016- Present*

Committee member of mentor/mentee program offering networking, career assessment and job readiness skills.

### **Signature Dance Company, Milwaukee, WI**

*January 2004-Present*

Make-up application and Confidence workshops 2-4 times a year to assist company during recitals and summer/fall camps.

### **YMCA Fitness Instructor/Black Girls Run Captain, Milwaukee, WI**

*2006- Present*

Participates as lead runner during local/national race day events. Healthy lifestyle advocate assisting with wellness awareness workshops to disadvantaged communities.

### **Sojourner Family Peace Center, Milwaukee, WI**

*2016- Present*

*Program Board Committee Community Member*

*Voices Advisory Board Committee Member*

Community Advocate/Survivor serviced to end Domestic Abuse through Philanthropist Awareness, Motivational Speaking and Policy change.