

Leah Velarde

Tyler, TX | leahvelarde.email@gmail.com |

Summary of Qualifications

Dynamic career development professional and Board Certified Coach with over 15 years' experience training and mentoring people from diverse communities. Action-oriented leader who seizes opportunities to accomplish and exceed goals. Key skills include:

- *Leadership Development*
- *Project Management*
- *Strengths-Based Coaching*
- *Relationship Building*
- *Communication*
- *Program Implementation*
- *Problem-Solving*
- *Customer Focus*
- *Critical Thinking*

Work Experience

Leadership Coach- Contract, Leadership Tyler; Tyler, Texas 2023-Present

- Equipped Core Program cohort by providing personal leadership coaching to enhance the lives of adult working learners
- Empowered participants to develop the necessary skills for future leadership positions in the community

Director of Career Success, The University of Texas at Tyler; Tyler, Texas 2020-Present

- Led a team of Career Success Coaches to successfully meet the career development needs of students by providing individualized guidance and resources for job searching, resume building, and interview preparation.
- Collaborated with faculty and staff on five campuses to develop and implement comprehensive career development programs to support over 10,000 students in achieving their professional goals
- Awarded a Work-based Learning Opportunities Grant from the Texas Higher Education Coordinating Board which supported and expanded paid internships for our students
- Implemented and maintained a First Destination Survey which ensures the ability of the university to capture the next steps of all graduates to establish the integrity of placement rates
- Maintained all aspects of Handshake, the recruiting platform, to ensure all students have equal access to job opportunities and career development
- Created and presented a Learning Cohort in conjunction with the Center of Excellence in Teaching and Learning titled *Assessing and Using Your Strengths to Thrive at Work*

Career Success Coach, The University of Texas at Tyler; Tyler, Texas 2018-2020

- Provided individualized support to over 500 students which included personalized career assessments, resume reviews, and mock interviews to ensure prompt placement into the desired career path
- Initiated contact and established relationships with over 150 healthcare facilities across the country such as the Cleveland Clinic and National Institutes of Health to enhance the national visibility of the university

- Implemented a project management tool to help streamline event planning
- Maintained expertise in career development software and assessments including Focus 2, Strong Interest Inventory, and Gallup's StrengthsFinder
- Planned and marketed events including career fairs, career workshops, and the annual Career Success Conference which engaged over 3500 students and 190 speakers from corporations across the country

Career Transition Trainer, The AFX Group and GBX Consultants; Tyler, Texas

2016-2018

- Instructed over 1500 military service members in the Department of Labor Employment Workshop on military bases throughout the country and online through the Army's virtual training platform
- Trained and demonstrated all necessary employment skills such as resume building, interview techniques, navigating career change, LinkedIn, and federal employment to all class participants
- Evaluated and assessed the quality of over 1000 resumes for military service members entering a variety of occupations
- Incorporated a variety of teaching techniques to encourage critical thinking and discussion in each workshop

Director of Children's Ministry, Momentum Church; Gulf Breeze, FL

2014-2016

- Provided vision, leadership, and direction in a children's ministry with over 200 preschool and school-age children in 2 separate cities
- Managed 2 staff members that oversaw and scheduled 100 volunteers to serve weekly in various aspects of the children's ministry
- Recruited and trained over 125 adults to successfully volunteer with children

Education

Master of Science, Educational Administration 2003
Pensacola Christian College, Pensacola, Florida

Bachelor of Science, Elementary Education 2000
Pensacola Christian College, Pensacola, Florida

Certificates

Google Project Management Certificate 2023
Strong Interest Inventory Certification 2023
The Myers-Briggs Company
Board Certified Coach 2021
Center for Credentialing & Education
Gallup-Certified Strengths Coach 2021

Professional Organizations

National Association of Colleges and Employers 2018-Present
Southern Association of Colleges and Employers 2018-Present
Professional Development Scholarships Assistant Chair
Leadership Tyler- Class of 36 2022-2023