**BRITTNEY LEBLUE**

(916) 862-7297 – BYL28@csus.edu

#  PROFESSIONAL SUMMARY

Collaborative Leader with professional experience in developing strategic partnerships, community development, and supporting technology frameworks. Highly organized, personable, self-motivated individual seeking a permanent professional position.

# EDUCATION

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| **California State University, Sacramento***M.A. Educational Technology**Spring: 2021* | **California State University, Sacramento** *B.S. Psychology**Applied Behavioral Analysis* *Spring: 2014* |

# AREAS OF EXPERTISE

* Higher Education
* Academic & Career Advising
* Sales Force
* Community Development
* Full Scale-Project Development
* Zoom, Webex, Teams, Microsoft Suite, WizIq, End User Troubleshooting, WIX, Canva
* Excel spreadsheets, CRM tools for internal data tracking and report development, preparing presentations (e.g. PowerPoint, Prezi) for dissemination to a variety of audiences.

# PROFESSIONAL EXPERIENCE

**Origin Physical Therapy- West Hollywood, CA**

## Community Lead ~ *August 2021 – Current*

Hire, train and be a motivating mentor to staff. Lead large group discussions to answer questions and remedy complaints. Create and nurture effective communication within the organization.

Build a strong team through open communication and by collaborating on decision-making responsibilities.

Plan marketing and outreach strategies from start to finish, including identifying processes, deadlines and milestones.

Develop and approve operations and budgets.

**Greater Sacramento Urban League (G.S.U.L) –** Sacramento, CA

**Program Director – ~** *November 2020 – July 2021*

Build partnerships with local businesses and established companies to find Career Placement for 125 participants enrolled in the Advanced Manufacturing job readiness training program. Successfully developed recruitment and outreach strategies. Schedule and align Instructors with class curriculum. Provide direct support to staff to ensure technology is used correctly for all operations (video conferencing, presentations, etc.) Manage and maintain the program’s budget, prepare monthly reports, & advocacy proposals to City Officials for policy support.

**ZOVIO** – *Remote*

## Sr. Education Partnership Representative ~ *November 2019 - September 2020*

B2B relationship development with standing & potential partners. Conducted virtual webinars for companies to inform potential students of educational benefits and enrollment process. Research, identify and attend outreach opportunities (e.g. School District Education Fairs, Employee Orientation) with 70% travel. Manage monthly budget reports of business expenses and prepare reports for management review, which includes using CRM tools such as Salesforce & Microsoft Office suite products.

**Fortune School of Education** - Sacramento, CA

## Admissions Counselor ~ *January 2018 – November 2019*

Provide academic and employment counseling to 100+ potential District Interns Plan, Coordinate and Host: District Partner Visits, Information Sessions & Workshops. Independently recruit all incoming potential students and support interested candidates through the full cycle of the application process. Prepared digital announcements, social media engagement, and other methods of communication regarding program events, application due dates, and supportive resources.

**California State University, Sacramento**

### **Parents & Families Program** – Sacramento, CA

### **Graduate Student Assistant** ~ August 2017 – January 2018

Collaborate with the Director in collecting quantitative and qualitative analysis of student academic data in order to develop and implement supportive services for college students with children. Provide academic and socio-emotional support. Work as liaison between the Director, Community Resources and Families to ensure highest quality of support and resources are available. Coordinate workshops, events and activities for student parents attending Sacramento State. Connect students with supportive resources on campus & in the community.

**California State University, Sacramento**

***Autism Center for Excellence*** – Sacramento, CA

**Lead Team Advisor** ~ August 2013 – October 2017

Provide training and development to college-level interns with implementing various behavioral procedures and intervention plans. Prepare interactive skill building activities & efficiently collaborate with other team staff to organize the daily group station activities. Collect and analyze monthly behavioral data to ensure each individual plan remains current and reflects the clients progress in the program.

Baccalaureate degree in biology, student advising or related science or advising field, or equivalent education and/or advising experience.

Skills to analyze complex information or problems in an objective manner and derives logical conclusions to provide a sound basis for establishing priorities, selecting appropriate courses of action for pursuit or recommendations to others.