

DR. KORDILIA L. NOBLE



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EDUCATION

**Doctor of Education -
Leadership & Management**

St. Thomas University
Miami, Florida
May 2020

**Master of Art in Educational
Leadership - Concentration
in Higher Education**

Baker College Center for
Graduate Studies
Flint, Michigan
Summa Cum Laude

Professional Leader: committed to the growth, learning, character development, and success of individuals.

PROFILE

I am an **education professional** with:

❖ **Over 15 years** of specialized experience in higher education and 2 years in K-12 developing and managing student, client, employee, and stakeholder relationships within Academic, Corporate, and Nonprofit Sectors.

❖ **Extensive knowledge** in student advising/counseling/diversity and establishing key community relationships internally and externally to support organizational goals.

❖ **Expertise** in Communications, Departmental Oversight, Program Management, Advisory Board Consulting, and Project Planning.

❖ **Recognition and awards** for generating top-rated performance metrics within high-volume environments.

CAREER HIGHLIGHTS

Client Retention

Led programming & increased graduate employment rate 2% year-on-year attaining placement goal of 96% graduates employed in chosen field.

Database Management

Implemented a Handshake Employment System, First Destination System to track/report student data with Oasis and Blackboard Systems to meet NACE and Higher Learning Commission accreditation.

Budget Oversight

Developed contractual documents with families and external organizations to support organization functions; led & managed expense processing in the amount of \$200,000 + with 100% accurate budget reconciliation.

Professional Development & Instructional Design

Led & instructed the Professional Career Strategies professional development 4 credit hour Course per quarter as required for student graduation with class size of 30-40 students using a Blackboard online tracking system and Oasis record database.

PROFESSIONAL EXPERIENCE

Cornerstone Schools | Detroit, MI

2018 – 2020

Career Preparation Manager, Career Services Department

CORE COMPETENCIES



Lead and prepare students/alumni for successful application into the workplace including character development, career coaching, cover letter development, mentoring, resume preparation, mock interviews, workplace professionalism, and industry education.

Key Accomplishments:

- **Work collaboratively** with the principals, deans, teachers and students to align Career Preparation strategy and implementation with the goals of Career Pathways and Cornerstone Schools' overall mission and vision,
- **Leverage resources** that assist and prepare students for college opportunities through participation on the Detroit College Access Network Board,
- **Build partnerships** to collaborate with local Colleges, Universities, and employers to act as a resource for scholars to support their transition to the workforce and/or post-secondary education,
- **Support the scholars and alumni** to assess industries that are a good fit and secure employment by personal mentoring and coaching to develop career-related opportunities,
- **Build the career preparation infrastructure** - including materials/ toolkits/ training/ resources; plan and organize career fairs to support students' career development,
- **Lead the C-Suite Series Business Partnership Presentations** including securing location, menu planning, coaching of students and follow up with presenters to provide career exposure education to scholars,

Goodwill | Detroit, MI

2018

Program Coordinator, STEM Pilot Program

Led STEM career program services & implementation for students to facilitate character, career development, and individual service goals achievement and outcomes.

Key Accomplishments:

- **Effectively redeveloped student services** to include behavior modification, career advising and progress monitoring toward goal attainment,
- **Conducted community outreach** to cultivate positive relationships with outside sources to support mission initiatives and overall company growth,

Baker College | Allen Park, MI

2013 – 2017

Career Services Manager, Career & Placement Program

Increased employability and internship placement rates of students, graduates, and alumni through on-campus employment and placement services program. Implemented strategies to support student character and professional development through project initiatives, while communicating employment trends to key stakeholders, department heads, and college leadership.

Key Accomplishments:

- Collaborated with deans, teachers, students, and faculty to **ensure students received the proper assistance** to help

CREDENTIALS

Business Leadership 21 Certification

South Wayne Regional Chamber

Leadership Muskegon Development Certification

Muskegon Community College

Human Resource Certification

Muskegon Community College

Dale Carnegie Certification

Baker College of Allen Park

PROFESSIONAL AFFILIATIONS

CDJ & Associates
Management Consulting Firm

Advisory Board Member
Detroit, MI
2017 – Present

National Association of Professional Women (NAPW)

Current Member
Garden City, NY
2017 – Present

Society for Human Resource Management, Baker College
Advisory Board Member
Allen Park, MI
2013 – 2017

them succeed in their education including career advising, academic advising, Financial Aid services and other resources,

- **Led & developed professional seminars**, facilitated trainings, presentations on employment search, and social media; collected and managed student data; track, report and evaluate for monthly and annual reporting,
- **Built strategic partnerships** & collaborated with employers to develop a pipeline of qualified candidates for positions,
- **Conducted visits** to internship sites to collaborate with employers to support exceptional student internship experience; developed a pipeline of candidates for employment and internship opportunities,
- **Supported departmental goals**, led & organized a quarterly meeting with Department Heads to review metric-based data to meet accreditation standards; implemented a skills-matching process resulting in **20 graduates hired in first year**,

Adjunct Professor, *Career Strategies*

Instructed the “Professional Career Strategies,” a 4-credit hour course offered quarterly. This course is required for student graduation and has an average class size of 30-40 students.

Key Accomplishments:

- **Increased students’ career search knowledge** pertaining to best practices in cover letters, resumes, interview techniques, professional dress, job search methods, volunteering, professional development courses, LinkedIn, effective networking and professional associations for the purpose of obtaining gainful employment,
- **Mastered the Oasis System** to document and manage attendance,
- **Dynamically utilized Blackboard**, an online teaching platform, for student discussion and outreach. Also, used Blackboard to grade and enter all assignments within specified timeframe per campus policy,

Wayne Children’s Healthcare | Detroit, MI Project Assistant, *Access Program*

2012 – 2013

Developed outreach programs for city residents with human services, living assistance, and family/child needs.

Key Accomplishments:

- **Cultivated positive partnerships** with parents, community organizations to obtain necessary resources such as housing, food, transportation and medical treatment for child/family benefit to help sustain daily living,
- **Led & planned all aspects** of program initiative events, direct service meetings, and presentations to include logistics, staffing and menu to support outreach; managed calendar and scheduling of project activities to ensure office efficiency,

City of Muskegon Heights | Muskegon, MI City Clerk, *State Bureau of Elections*

2005– 2008

SKILLS AND ABILITIES

- Building Business Partnerships
- Community & Employer Relations
- Marketing, Outreach, & Recruitment
- Strategic Growth & Planning
- Career Fairs & Event Planning
- Data Metrics & Trend Reporting
- Communication & Presentation Skills
- Staff Training & Education
- Supervision, Collaboration & Team Building
- Classroom Instruction

Coordinated and facilitated city elections on behalf of the State of Michigan and managed day to day office operations of City Clerk's Office,

Key Accomplishments:

- Recruited, trained and **supervised 18 workers** for city elections,
- **Maintained positive long-term relationships** with community partners, businesses and neighboring municipalities on behalf of the City,
- **Managed departmental budgets of 100K +**, monitor and oversight of purchasing,

Grand Valley State University | Allendale, MI

2001- 2005

Office Manager

Supervised over 80 students and **managed daily operations** such as administrative services, staffing, training, event planning, and served as Liaison for department to other campus departments and local community.

Key Accomplishments:

- Revamped purchasing/ordering processes that **reduced supply cost and waste**
- Scheduled and coordinated interdepartmental, on-campus and community events/functions using the Event Management Software System (EMS) and maximized space for efficiency
- **Compiled data for statistical reports** for distribution to stakeholders
- Directed/coordinated departmental budget, reconciled accounts & activities to fund operations, maximize investments and efficiency
- Implemented a cash register system and administered training of that system to accurately track sales/revenue for accurate accounting purposes
- Developed ads and marketing materials to assist with promotion/awareness of GVSU Athletic events & programming
- **Merged with community schools securing partnerships** and served as sole event planner for all facility rentals including negotiating rental contracts, menus and staffing

Grand Valley State University | Grand Rapids, MI

1998-2001

Seidman School of Business Office Coordinator

Assisted Dean, Assistant Dean, Undergraduate Student Services Internship Coordinator and surrounding SSB departments consisting of approx. 100 faculty members in carrying out SSB office operations

Grand Valley State University | Allendale, MI

1997-1998

Trio Upward Bound Program Secretary

Assisted the Program Director by performing administrative duties in carrying out the Trio Upward Bound Office operations to support community youth for college preparation

SEMINAR DEVELOPMENT AND PRESENTATIONS

2013 Spring Seminar, “Ask the Employer” – Panelist, one on one resume critique, panel of employers to allow students to ask questions pertaining to their cover letter and resume that will help the student perfect their application documents

2014 Spring Seminar, “Getting Employed through LinkedIn” – Guest Speaker, LinkedIn profile building and simple techniques students can incorporate to get noticed on LinkedIn

2015 Spring Seminar, “Are Recruiters Looking for You?” – Panelist, panel of employers speaking on what they look for when hiring candidates

2016 Spring Seminar, “Building Your Brand Bootcamp” – Guest Speaker, crafting your 30-second elevator speech, effective networking; selling yourself, your abilities and accomplishments

VOLUNTEER EXPERIENCE

CDJ & Associates – Detroit, MI
Current Advisory Board Member of Management Consulting Firm,

Reading with Rotary – Allen Park, MI
Read to kindergarten students at Rogers Elementary,

Green Garden Child Development Center – Hazel Park, MI
Read to children at the center,

Allen Park High School Career Preparation Day – Allen Park, MI
Participates in annual career event

Baker College – Allen Park, MI
Former Advisory Board Member, Physical Therapy,
Former Advisory Board Member, Society for Human Resource Management,
Former Advisory Board Member, Human Services,

iChallengeU – Allen Park, MI
Former Planning Committee Member, assist high school students in collaborating with community leaders to develop solutions to real problems as posed by the partnering corporate, civic, and community associates,