

Dir-Workforce

17098 West Prairieview Lane
Gurnee, Illinois 60031

August 5, 2009

Director – Workforce Development Search Committee
Lake County Human Resources
18 North County Street – 7th Floor
Waukegan, Illinois 60085

Dear Chair and Search Committee members;

Recently I discovered the posting for the Director – Workforce Development position on the Lake County Human Resources website. After reading the position description, I believe that my background is a great fit and I could bring a solid understanding of workforce development issues to the position. Attached is my resume for your consideration.

After reviewing my resume I believe that you will find a strong match between my skills and background and what you seek in a candidate. Specifically my skills match the position in this manner:

Position Qualifications	My Skills and Abilities
Bachelors degree required; Masters degree preferred	Doctorate in Higher Education from Loyola University Chicago; Master of Arts in Human Resources and a Bachelor of Science in Business Administration
Three years experience in business or public administration	Twelve plus years of experience at the Director level overseeing staff as large as fifteen; managing budgets; monitoring grants; and producing accountability reports
The ability to understand complex processes	Five years experience working in the Lake County Job Center as a manager ; working with multiple partners to provide streamlined services to job seekers and employers in Lake County
Extensive experience with workforce development issues and strategies to assist people in becoming self-sufficient	Over 12 years experience working directly with job seekers and employers on career and job search readiness; and assisting students with career and educational issues; development of innovative programs to meet the needs of specific population groups such as ex-offenders and youth.

I am very excited by the opportunity that the Director - Workforce Development position presents and look forward to discussing this with you further. Please feel free to contact me to discuss my candidacy further at 224-430-2034 or tberryman2@aol.com.

Sincerely
Terri Berryman, Ph.D

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847.362.9544
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Education: Loyola University Chicago Chicago, Illinois
Doctorate of Philosophy - Higher Education 2005

Northeast Missouri State University Kirksville, Missouri
Master of Arts - Human Resource Management 1985

Western Kentucky University Bowling Green, Kentucky
Bachelor of Science - Business Administration 1983

Experience: Roosevelt University Chicago, Illinois
Director of Career Services October, 2007 to Present

- Manage the operation of a University Career Services office on two campuses
- Supervise a staff of six full-time and six part-time staff.
- Prepare and submit grant applications
- Oversee budget and grant funds
- Conduct assessment of departmental offerings and develop a short and long-range plan to address services and needs of the university community with input from various groups
- Develop pro-active service plans for student groups with career barriers, i.e., international students and undecided students
- Plan and conduct large and medium-sized career and job fairs
- Review current use of technology and develop plans for future uses
- Establish departmental policies and procedures in accordance with broader university policies
- Collaborate with university faculty and Deans to coordinate service-learning offerings

College of Lake County Grayslake, Illinois
Director of Career and Placement Services March, 1994 to August, 2004

- Managed the day-to-day operation of Career Resource Center serving college students, alumni and area residents
- Hired, trained and supervised a center staff of five full-time employees and five part-time faculty members
- Developed an annual budget and monitored expenditures of funds
- Collaborated on grant applications and monitored grant funds
- Coordinated the college's cooperative education program, which included three credit courses and enrolled over 100 students annually

- Collected and analyzed cooperative education data for program improvement and review, including student rating of instruction, enrollment trends and employer satisfaction of students
- Tracked and monitored Service-Learning programs for the college and acted as primary contact for college on Service-Learning
- Provided training and assistance to faculty members conducting Service-Learning projects
- Researched and prepared labor market information for academic divisions as part of on-going curriculum review
- Planned and conducted job fairs and on-campus recruitment activities to facilitate student transition into the workplace
- Partnered with state and local agencies to provide coordinated services to county job seekers
- Created and maintained positive working relationships with area employers to assist with meeting their employment needs
- Presented workshops on job search and career-related topics to community groups including, area high schools and libraries

O/E Management Services
Recruiter

Hoffman Estates, Illinois
 January, 1993 to March, 1994

Atlas Temporaries
Recruiter

St. Paul, Minnesota
 September 1991 to June, 1992

University of Minnesota
Residence Hall Director

Minneapolis, Minnesota
 August, 1986 to June, 1992

College Committees and Governance Groups:

- Assessment Task Force, College of Lake County, 2001-2004
- Academic Quality Improvement Project, Systems Portfolio Team, College of Lake County 2002-2004
- Youth Council, Lake County, 2003-2004
- Department Review, College of Lake County, 1999-2004

Professional Organizations:

- National Association of Colleges and Employers, 1994-present
- Midwest Association of Colleges and Employers, 1994-present
- Illinois Community College Career Planning and Placement Professionals, 1994-2004
- American College Personnel Association, 1995-2004
- National Association of Student Personnel Administrators, 2001-2004
- Campus Compact 1999-present