

# Jennifer Serino

## INNOVATIVE LEADER AND EXECUTIVE

Results-driven strategic leader with extensive experience serving communities and designing innovative workforce solutions through board and partner strategies. Effective grants and financial administrator with demonstrated ability in maintaining the integrity of federal grant funds and aligning financing opportunities with collaborative program delivery models.

### AREAS OF EXPERTISE

Strategic Planning	Grant Administrator	Proven Grant Writer
Change Management	Due Diligence/Compliance	Business-led board
Team Building	Procurement Management	management
New Program Development	Advocacy for vulnerable	Skilled research analyst
National Presentations	populations	Chief Financial Director

### PROFESSIONAL EXPERIENCE

**Lake County Workforce Development Department** - Waukegan, Illinois 2012 – Current

Director of Workforce Development

- Director of a county department, leading a team of 25 highly skilled workforce development professionals in delivering innovative workforce development programming across diverse populations and showing measureable improvements in addressing the skills gaps within high demand industry sectors.
- Lead and administer multiple and diverse job-driven grants and programs, successfully meeting the needs of over 200 local and regional employers annually; providing access to a talent pool in order to stay competitive in the global economy.
- Created a partnership between economic and workforce development agencies resulting in an elevated awareness of workforce development services as an asset to the communities and businesses.
- Manage an annual operating budget of over \$6 million with an eye for maximizing the resources to serve over 1,000 job seekers annually and build program capacity.
- Created a business environment of financial transparency that has led to a low risk status in audits and grant compliance monitoring.
- Instrumental in turning around deficient financial management procedures and practices in a short period resulting in more effective and timely use of grant funds and bringing the grant status back to compliance.

**Workforce Board of Northern Cook County** - Park Ridge, Illinois 2003 - 2012

Executive Director (2006-2012)

Director of Administration (2003-3006)

- Provided leadership to a board of directors who led the charge to build the capacity of the local human capital base through high performing training and education programs in order to provide businesses with a more competitive workforce.
- Managed an annual budget of over \$12 million in federal funds and provided the oversight and direction to grant funded programs resulting in continuously meeting and exceeding 9 federally mandated performance measures. Awarded grants in excess of \$5 million to develop and implement regional projects.
- Instrumental in fostering relationships with regional colleagues and across diverse community and statewide agencies as a change leader; taking the initiative to leverage resources, seek out additional funding opportunities and institute system-wide standards.
- Demonstrated success managing grant-funded programs in a collaborative manner and through continuous improvements served a greater number of individuals and earned a higher level of satisfaction from local/regional employers in meeting workforce needs.

**Workforce Development Inc.** (Private Industry Council or Northern Cook County) 1989 - 2003  
 Director of Finance & Administration (1999-2003)  
 Program Manager (1996-1998)  
 Program Assistant & Performance Coordinator (1989-1995)  
 - Managed grant and financial systems as well as the overall program evaluations of local job training programs. Responsible for administering the agency's grants that grew from \$6 million to over \$15 million in federal and state funds.

**CONSULTING**

Chicago Workforce Board - Chicago, Illinois 2003 - 2004  
 Worked directly with the executive director of the agency to change practices and improve process efficiencies to ensure projects were implemented and operating within compliance guidelines of grants and legislation.

Working Solutions, Inc. - Park Ridge, Illinois 1999 - 2002  
 Managed the operations of a non-profit offering temporary work opportunities to the immigrant population. Established training and succession plans for the workers to advance into full-time permanent employment.

**EDUCATION**

Keller Graduate of Management, Chicago, Illinois 2006 - 2007  
 Pursuing a Master of Business Administration

Northeastern Illinois University, Chicago, Illinois 1995  
 Graduate course work in adult career counseling

Loyola University, Chicago, Illinois 1989  
 Bachelor of Science, cum laude

**PROFESSIONAL MEMBERSHIPS**

Lake County Workforce Investment Board Member	2012 – Current
Health Professional Education Consortium	2012 – Current
Northeastern Illinois Workforce Coalition	2010 – Current
National Association of Workforce Board	2003 – Current
Workforce Boards of Metropolitan Chicago	2003 – 2012
Workforce Innovators Club	2003 – 2007
Illinois Workforce Partnership	2000 – Current