

Jessica Damián

Workforce Development Specialist

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Summary 9 years managing non-profit, academic, and government-based workforce programs for young adults 18-24 and marginalized groups. Focused on cultivating community partnerships, providing empowering case management, and developing innovative curriculum.

Education

B.A.: Social Welfare, Minor: African American Studies (GPA 3.95)

University of California, Berkeley

General Education (GPA 4.0)

Cosumnes River College, Sacramento

Skills and Trainings

- Bilingual in English and Spanish
- Advanced Microsoft Office + Sharepoint
- Salesforce CRM
- CalCareers, CalJobs, USA Jobs
- National Resume Writing Association
- Program Satisfaction & Engagement
- Job Retention Strategies
- Youth Employer Partnerships
- Workshop Engagement Practices
- High Impact LinkedIn Profiles

Experience

Career and Transition Navigator

Mar'22- Present (30 mo)

California Conservation Corps, *Sacramento, Fresno, & Solano*

- Create and implement unique professional development curriculum focused on identifying and articulating strengths, including
 - A resume template that is simple, accessible and contains reference links
 - A cover letter format that supports the purpose of sharing relevant accomplishments
 - My “CHARM” method for interviewing that improves storytelling and emphasizes growth
- Develop working relationships with 5 local apprenticeship programs and unions
- Establish partnerships with Sacramento City College’s HVAC program, American River College’s Natural Resource program, and Reedly College’s Natural Resource Program (Fresno)
- Initiate and implement three week-long career weeks featuring guided tours and guest speakers from trade organizations, academic programs, and natural resource employers
- Develop new internships with Community Resource Project and Yolo-Basin Wildlife Foundation
- Initiate and bolster pathways with CA State Parks, CA Fish and Wildlife, US Forest Service, Sacramento County Parks, and local trade apprenticeships
- Promote higher education and guide college enrollment and financial aid process
- Provide comprehensive case management for over 90 participants using a strengths-based approach and document case notes in Salesforce
- Create website to accessibly host career resources and professional development templates

HSI-STEM Grant (STEM@CSM) Program Coordinator

Jul '18- Sept '21 (39 mo)

College of San Mateo, *San Mateo*

- Coordinated student services, events, and opportunities centered on STEM academic and career success, for Latino and low-income students for a target group of 1.5k-2k students
- Recruited speakers and organized our semester-long STEM speaker series featuring diverse guests from local STEM industries, resulting in an average of 200-300 attendees, per semester.
- Host group and individual personal statement sessions on behalf of the MESA program, which resulted in 30 students successfully receiving transfer admission, internships or scholarships
- Lead outreach for “Math Jam”, weeklong event that prepares students for their upcoming math course-resulting in our target group (low-income, Latino youth) comprising 25% of attendees
- Developed "STEM Speaks"-video clips that featured student and faculty interviews to motivate students to pursue STEM careers
- Managed and evaluated our digital outreach campaigns including our monthly newsletter, website updates and social media accounts

Young Adult Workforce Program Coordinator

Jul '15- Jan '18 (30 mo)

Youth Radio, *Oakland CA*

- I coordinated digital media training, professional development, and direct services to out-of-school Oakland youth with barriers to employment under WIOA.
- Applied workforce trainings to improve retention from 70% to 90%
- Supervised curriculum, retention, and outcomes of 5 cohorts of 20 students
- Coordinated professional and academic field trips-including visits to Slack HQ, Pandora Radio, California College of the Arts, and local job fairs
- Applied youth development strategies to provide career and life skills counseling, academic advising, job referrals, and case management to participants
- Placed and students in internships based on student interests and strengths and employer needs
- Compiled database of student career interests and created action plans based on assessments

Executive Assistant

Feb '12-Oct '14 (30 mo)

94.1 KPFA Radio, *Berkeley CA*

- Managed communication with over 150 staff members, administered the job application and interview process for new hires, and served as the main point of contact to the public.
- Served as a liaison for the UC Berkeley Work Study department to recruit and support student assistants each school semester
- Prepared invoices, reconciled accounts, and assisted in budget preparation

Housing Clerk

Aug '11- Feb '12 (6 mo)

Evans Manor Student Housing, *Berkeley CA*

- Managed daily maintenance requests and addressed concerns of tenants
- Managed student waitlist and showed vacant units to prospective tenants
- Assessed applicant finances and unit availability to assign housing