

Natascha F. Saunders, Ed.D., MBA, MS

[CPCC](#), [CIC](#), [CDCS](#), [FAC](#), [DEI](#)

Boston, MA | 617-615-2838 | NataschaSaunders@gmail.com

Certified Coach | Leadership Consultant | Talent Development

- ✓ Strategic and results-driven career coach with a decade of expertise in advising, program development, and talent management.
- ✓ Proven track record in driving career transformations and global impact for professionals at renowned organizations.
- ✓ Adept at fostering strategic partnerships, leading internal collaboration, and providing impactful insights for career success.
- ✓ Excels in program design, coaching leadership development, and creating innovative career pathways.

EXPERIENCE

Harvard University, John F. Kennedy School of Government: Cambridge, MA **2018 – PRESENT**

Associate Director & Career Coach, Office of Career Advancement, Degree Programs & Student Affairs

Aspire Career Collective, '22 “An elite leadership development training program for emerging career services leaders.”

Harvard Administrative Fellow (AFP), '21 “Leadership and development mentoring program coaching high potential leaders.”

Career Coaching and Job Search Support

- Developed and implemented personalized career coaching programs for over 1100 graduate-level students from 100 countries/territories, significantly enhancing post-graduation job placements.
- Provided strategic thought partnership for individuals managing their careers, resulting in notable improvement in successful job transitions within six months, with a particular focus on a diverse class representing 28% public and IGO, 22% non-profit, and 44% private sector.
- Delivered tactical job search support, including resume and cover letter guidance, interview preparation, and mock interviews, contributing to a marked increase in interview success rates; partnered to ensure 97% of the graduating class was settled within 3-6 months post-graduation.

Strategic Placement and Networking

- Established and nurtured relationships with employers, community stakeholders, and the Office of Diversity, Equity, and Inclusion, significantly expanding employer partnerships and opportunities for coaching students.
- Proactively coached talent with appropriate career opportunities by leveraging relationships with key employers, clients, and alumni, resulting in a substantial increase in successful placements. This includes advising graduates on careers in technology, health, social impact, governance, economic development, education, law, and more.
- Developed connections with Alumni to understand their team’s hiring needs, supporting those considering a job change and contributing to a notable increase in alumni job placements.

Internal Collaboration and Programming

- Collaborated with team members at Harvard to determine the best ways to support a diverse students and alumni community, significantly increasing program effectiveness and participant satisfaction amongst a class with graduates running for office, launching new ventures, or continuing their education within 6 months post completion.
- Collected and shared relevant qualitative and quantitative data with CES teammates and local offices, leading to a marked improvement in data-driven decision-making. Contributed to the success of 129 graduates who joined consulting firms and coached 34 graduates into starting new ventures.
- Oversaw content delivery from 4 coaching partners, 4 program directors, and others to design the MPP and MPA Summer Job Search Orientation Programs. Assessed the effectiveness of these programs in collaboration with a coaching team of external degree program department partners.

Data-Driven Insights and Institutional Impact

- Directed alumni interviews and a year-to-year appointment composition analysis, e.g., from 376 in fall '18 to 441 in fall '19 despite COVID-19 disruptions through '20-'21, culminating in an assessment for the present '24 cohort.
- Led a project using qualitative and quantitative data to identify the expectations of mid-career students, resulting in a notable improvement in increased awareness of appointment usage type, and a job search timeline for 200 students.
- Confidentially read, analyzed, and evaluated admissions applications during recruitment cycles, contributing to a significant increase in competitive yield.
- Managed a \$25K credit line at Harvard to plan alumni and student regional networking events, driving a substantial increase in alumni and student engagement.

Harvard University: Internal Committees

Admissions – review and evaluate qualifications of prospectives | **Concerns of Women at Harvard (CCW)** – board member.

Cultural Lab Innovation Fund (CLIF) – reviewing new programming proposals | **COVID Response Team** – direct student inquiries | **Next-Gen Initiative** – Programming | **Board of First-Year Advisers** – support students with courses and acclimation.

YWCA, Malden, MA

2018

Director of Teen Services

Managed and administered multiple grants, including a \$100K+ Department of Education grant, a \$10K Community Development Block Grant, and a \$15K Workforce Innovation and Employment Board grant, ensuring compliance with all reporting requirements.

- **Managed a team of 19 staff educators** responsible for delivering programs to over 100 students while ensuring timely payroll processing for all staff and monitoring attendance, vacations, and performance.
- **Met stakeholder expectations by measuring the impact of programs**, achieving goals, and analyzing data from SAYO-Y (Survey of Academic and Youth Outcomes - Youth Survey) to evaluate the program's outcomes for youth participants.
- **Acted as a liaison and advocated** by representing community coalitions, school committees, and policy discussions with the mayor's office, fostering positive relationships with key stakeholders.

KIPP Schools, Lynn, MA

2018

Data Persistence Consultant served under the Regional Manager for KIPP

- **Spearheaded a data optimization initiative**, streamlining the Alumni Database through Salesforce, enhancing efficiency.
- **Devised and executed a strategic and systematic approach** to collect and track persistence data for nearly 500 alumni.
- **Leveraged support to aid leadership** in obtaining FERPA Waivers from alumni, ensuring compliance and data privacy.
- **Provided structural support, fortifying persistence efforts and boosting student events attendance**, fostering a robust and engaged student community to foster the 96% of the KIPP Lynn Class of '17 who attended a two or four-year college.

MBA EXCHANGE, Boston, MA

2013 – 2018

Senior MBA Admissions Consultant (Founded by Harvard HBS Alum – Dan Bauer)

Advised 50+ candidates on optimizing their portfolios, providing strategic insights and actionable advice to ensure their candidacy was compelling to the admissions committees.

- **Leveraged expertise in admissions and scholarship processes** to guide clients in gaining admission to top-tier schools and securing substantial merit-based scholarships, with a track record of success in securing full-tuition awards of over \$100,000+.

CLARENDON REAL ESTATE, Cleveland, OH

2012 – 2016

Human Resource Consultant

Carried responsibilities for a fluctuating staff of 2 – 25 employees in the following functional areas: conducted reference and background checks for domestic and international hires, curated and posted job descriptions and vacancy announcements, prepared offer packets, and created policies. Researched benefit providers, employee relations, performance management, and recruitment.

- **Onboarded and managed a top-performing boutique team** of 4 appraisers through proper vetting, evaluations, and recruiting.
- **Authored policies**, including creating a new employee handbook and exit interview policy, while monitoring compliance matters.

GEORGE WASHINGTON UNIVERSITY, Washington, D.C.

2013 – 2015

Senior Recruitment & Employment Consultant / Manager of Academic Administration and Student Affairs (GSPM)

Scheduled courses, onboarded and managed 50+ faculty and facilitators, coordinated student assessments, processed final grade reports for 500+ students, monitored academic probation, and managed 50+ classes per term.

- **Streamlined the accuracy** of award letters, tracked \$100K+ in scholarship funds, and executed yield events attracting prospective applicants by evaluating transcripts with admissions, alumni relations, and financial aid.
- **Traveled, recruited, converted leads**, and nurtured interest to complete applications and enroll students in programs.

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, MA

2010 – 2013

MBA Admissions Committee, MIT Sloan School of Management

- **Synthesized variance data** from reading transcripts, test scores, work history, letters of recommendation, extracurricular involvement, essays, and personal statements to select best-fit candidates out of an applicant pool of 4700+.
- **Collaborated with a team of 20+ members**, attending calibration meetings and providing recommendations on admissibility, contributing to the successful recruitment and selection of highly qualified students.

Employer Relations, Career Programs Consultant / Ph.D. Career Advisor

Collaborated with top recruiters such as NSA, UBS, BCG, IBM, McKinsey, Accenture, and Apple, moderated employer panels, and provided career counseling to students across various academic levels: undergraduate, Master's, Ph.D., and Post-Docs.

- **Developed and executed timelines, benchmarks, policies, and procedures** for student recruiting and provided data-driven insights and advertising materials for articles and President's Reports, contributing to effective planning.
- **Analyzed and researched second-round interview policies** at competitive schools, provided analysis viewpoints, and crafted memos to the Executive Director, demonstrating sound analytical skills.
- **Initiated and prepared a report to the Committee on Academic Performance**, requesting information on interviewing conflicts with student academic commitments, showing the ability to initiate and conduct research in a structured manner.

ADDITIONAL EXPERIENCE

BOSTON UNIVERSITY SCHOOL OF BUSINESS, Assistant Director Career Services; Boston, MA **2008 - 2010**
Provided career coaching and document reviews to hundreds of students, resulting in a 15% increase in successful post-graduation placements. Managed and trained a team of 4 teacher assistants, fostering a collaborative and high-performing work environment. Led a retrieval team of 18 members to gather employment data for 500 graduating seniors, contributing to data-driven decision-making. Spearheaded recruiting initiatives by conducting presentations, classroom visits, and participating in open house events, influencing recruitment renowned employers like JP Morgan, Biogen, Mercer, Goldman Sachs, Fidelity, Bain, and others.

JOHNSON & WALES UNIVERSITY, Co-op & Employment Specialist, Adjunct Instructor; Providence, RI **2006 - 2008**
Co-led employment efforts for over 1600 students, achieving and maintaining a commendable 98% employment rate. Administered the thesis process for 300+ students, ensuring a smooth transition into the workforce. Nurtured employer relationships with key companies, including Target, CVS, Bally, Disney, Hill Holiday, Digitas, and Meditech.

MACY'S, Assistant Human Resource Manager; Providence, RI **2005 - 2006**
Managed and led a team of over 300 associates, driving the development of optimum selling and exceptional customer service skills. Achieved a 100% compliance rate in new hire training targets. Conducted employee reviews, contributing to the professional growth and success of associates.

A.G. EDWARDS & SONS INC. now WELLS FARGO, Finance Brokerage Associate; Boston, MA **2002 - 2005**
Managed portfolios with assets ranging from \$1M to \$100M, ensuring strategic investment decisions and building strong relationships with vendors such as American Funds, John Hancock, MFS, BlackRock, and Vanguard. Executed daily trades in stocks, options, and funds, both domestic and international, while analyzing bond and cash flow reports. Successfully opened 300+ advisory accounts, including IRAs, Trusts, 401k, 403b, Money Market Accounts, and 529 Plans, contributing to the client base.

STATE STREET RESEARCH now BLACK ROCK, Client Reporting Specialist; Boston, MA **2001 - 2002**
Generated investment performance reports using various internal database systems, ensuring high-quality, accurate, and timely reporting for clients and consultants. Reviewed client internal audit reports, clarifying content and meeting deadlines consistently.

AFFILIATIONS Alpha Kappa Alpha Sorority Inc., National Career Development Association, National Urban League, National Center for Faculty Development & Diversity, Professional Association of Resume Writers & Career Coaches, Miss Black USA, Goodwill Ambassador Gambia, NASPA, Student Affairs Administrators, Roxbury Public Defenders (Youth Advocacy Project), FBI Citizens Academy

BOARD SERVICE: Dimock Community Health Center, YWCA – Greater Rhode Island, NAACP Boston

MEDIA WEBZ, NPR/WBUR, ABC / WCVB 5, City Line, New York Times, WHUR, CKNW, Inside Jobs, METRO, COX, Globe, Working Mother, Scholastic Choices, BNN, Providence Journal, BlogTalkRadio, Touch 106.1FM, Verizon Fios, DC.gov

ACADEMIC APPOINTMENTS

RUTGERS UNIVERSITY, Proctor Institute, Visiting Scholar; New Brunswick, NJ **2022 - Present**

BROWN UNIVERSITY, Office of Military-Affiliated, Senior Career Consultant; Providence, RI **2018 - Present**

BOSTON UNIVERSITY College of Education, Dissertation Committee Member; Boston, MA **2021 - 2023**

NORTHEASTERN UNIVERSITY, Lecturer: Organizational Behavior, Leadership, Communications; Boston, MA **2011 - 2022**

**Managed and directed 20+ Northeastern faculty members in redesigning the leadership major curriculum ('15-'16).*

CAMBRIDGE COLLEGE, MBA Senior Instructor, Managing Diverse Teams, Cambridge, MA **2017 - 2020**

AMERICAN LEADERSHIP & POLICY FOUNDATION, Director of Fellowships, Kansas City, MO **2015 - 2020**

UNIVERSITY OF RHODE ISLAND, Adjunct Faculty, Gender Women Studies, Kingston, RI **2009 - 2018**

FISHER COLLEGE, Instructor, Preparation for Internships, Boston, MA **2017**

TRINITY WASHINGTON UNIVERSITY, MBA Adjunct Faculty, Communications, Washington, D.C. **2014 - 2016**

U.S. DEPARTMENT OF EDUCATION, Communications Fellow, *under* Secretary Arne Duncan; Washington D.C. **2013**

PUBLICATIONS

Saunders, N. F. Krumboltz, Career Decision-Making, and METCO, [Book](#). 2022

Saunders, N.F. Krumboltz, Career Decision-Making and METCO [Dissertation](#), ProQuest. 2021

Saunders, N.F. Parent Guide to Starting the Career Conversation, InsideJobs.com. 2012

Saunders, N.F. 18 Internship Stories. Money Can't Buy. Eric Woodard. *Contribution*. Amazon 2012.

Saunders, N.F., Black Youth and Unemployment. Obama & Black Loyalty Vol. 1 Thompson. *Book Chapter*. 2010

PRESENTATIONS

Saunders, N.F. (2023). APA Research Reporting on Resumes, **National Women's Law Center**, December
Saunders, N.F. (2023). Skills Biomedical Science Careers Program, **Harvard Medical School**, November
Saunders, N.F. (2022 – 2023). Career Transition, Young Presidents', **YNG Singapore**, September - December
Saunders, N.F. (2022). Underrepresented and First-Gen Doctorates. **W. Medford Center**, February.
Saunders, N.F. (2020). Krumboltz, Career Decision-Making, **Tufts University**, February.
Saunders, N.F. (2019). Gen Z, Millennials, Gig Economy. **PARW/CC Conference**, Clearwater, FL., April.
Saunders, N.F. & Vacchi, D. (2017). Civilian Career Transition Military Students. **NASPA**. Washington, D.C., February.
Saunders, N.F. (2014). Cultural Perceptions: Family Societal Implications. **Regent**, Virginia Beach, VA, February.

CERTIFICATIONS

Federal Advisor Certificate, Partnership for Public Service, 2023
Certified Interview Coach (CIC), PARW/CC, 2023
Certified Digital Career Strategist (CDCS), PARW/CC, 2023
Black Youth & Theology (BYT), Princeton Theological Seminary, 2022
Black Leadership & Leadership Institute (BTLI), Fellowship, Princeton Theological Seminary, 2021
Diversity, Equity, and Inclusion in the Workplace, University of South Florida, 2021
Human Rights, US Institute of Diplomacy and Human Rights, 2021
Scaling Excellence, Innovation and Entrepreneurship Program, Stanford University, 2014
Entrepreneurship Development Program (EDP), MIT Sloan School of Management, 2013
Leading, Organizing, and Action (HKSEE), Harvard Kennedy School, 2012
Harvard Co-Mediation Program (HMP), Harvard Law School, 2012
The Science of Superior Performance, Burnham Rosen Group, 2010
Certified Professional Career Coach (CPCC), PARW/CC, 2009
Massachusetts Legislative & Budget Training, Commonwealth Seminar, MassCS, 2008

EDUCATION

Master of Arts in Theology (MAT) Justice & Public Life, Princeton Theological Seminary, Princeton, NJ, *Begins:* Summer '24
Doctor of Education (Ed.D.) Organizational Leadership and Communication, Northeastern University, Boston, MA, 2021
Master of Science (MS) Leadership, Northeastern University, Boston, MA, 2009
Master of Business Administration (MBA) Global Business Leadership, Johnson & Wales University, Providence, RI, 2007
Bachelor of Arts (BA) Image Consulting, University of Massachusetts, Amherst, MA, 2001