

# SHEMIKA L. MOORE, MBA

Mobile: 401-261-0062

Email: hello@shemikamoore.com

LinkedIn Profile: linkedin.com/shemikamoore

## PROFESSIONAL SUMMARY

### **VOLUNTEER MANAGER | EMPOWERING CAREER SUCCESS | WORKFORCE DEVELOPMENT PROFESSIONAL | CAREER COACH | PERSONAL AND PROFESSIONAL DEVELOPMENT FACILITATOR | ADULT EDUCATION**

Detail-oriented, compassionate, creative, and committed leader with strong analytical and exceptional communication skills. Organizational experience with abilities to set priorities, organize and coordinate programs, anticipate client needs, work under the pressure of deadlines and exercise good judgment, particularly with sensitive or confidential matters.

#### **Skills:**

- Adaptation
- Administrative
- Developing and Building Teams
- Developing Meaningful Practices
- Event Management
- Human Resources
- Leadership
- Managing Diverse Activities
- Marketing
- Mentoring
- Organizational
- Personnel Management
- Project Development
- Resource Management
- Thinking Creatively
- Training and Teaching Others
- Volunteers Management

**Computer Skills:** Microsoft Word, PowerPoint, Excel, Adobe, Trello, Slack, Google Drive, Canva, Zoom, and Social Media Channels

## PROFESSIONAL SKILLS

### **CAREER COACHING AND DEVELOPMENT**

- Provided one-on-one career coaching to over 150 individuals through adult education, nonprofits, and higher education institutions.
- Provided services to at-risk young adults/adults to prepare them for successful careers by teaching vocational and employability skills through a combination of classroom, one-on-one career coaching, practical and on-the-job training learning experiences.
- Provided one-on-one career coaching for those entering the tech industry, along with conducting outreach to community partners to recruit 15+ new students per month using multiple social media channels.
- Worked closely with current and former program trainees and On-the-Job Training participants to assist with job search plan, resume, and cover letter edits, provide job leads weekly; and Case Management over 100 Financial Opportunity Center (FOC) program members.

### **PROGRAM DEVELOPMENT**

- Demonstrated viable and ongoing efforts to recruit and retain volunteers, increasing from 1 volunteer to 5 volunteers in a 3 months' timeframe which lead cost savings achieved using additional volunteers.
- Developed syllabuses, curriculum, and all other instructional materials to teach students skills needed to work in a wide variety of jobs.
- Helped build positive relations with over 200 volunteers, 4 staff members, and 4-interns team members, as well as participants, their families, and other external groups.
- Supported planning and coordination of 7 distinctive programs, grants, reporting, and activities to ensure that the organization provided meaningful programs and resources for African immigrants, refugees, and marginalized communities in Rhode Island.
- Coordinated 4 Career Fairs with over 16 employers attending each fair, along with organizing a Mock Interviewing Day for over 60 students, additionally to hosting and coordinating Quarterly Employer Engagement Meetings, Recruitment Fairs, and other workforce development events.
- Coordinated 10-week internships for job seekers and assisted with any questions or concerns of the employers.

### **WORKFORCE DEVELOPMENT**

- Developed trusted relationships with over 60 employers and nonprofits to ensure students received hands on training, career planning and internships opportunities.
- Trained and supervised 2 case management staff, 2 program aides, along with program bus driver.
- Developed relationships with local businesses, organizations, and educational institutions to increase programs' impact.

## CAREER EXPERIENCE

**Alabama Hospice Care of East Alabama**, Jacksonville, AL

*(Providing a specific plan to help families, and patients live as fully and comfortably as possible in the final stages of life)*

**Volunteer Manager, 2023 – Current**

**Higher Ground International NGO**, Providence, RI

*(Provided meaningful opportunities for advocacy, literacy, workforce inclusion, and access to healthcare and community integration for African immigrants, refugees, and marginalized communities in Rhode Island)*

**Program Coordinator, 2019 – 2022**

**OIC Rhode Island, Inc.**, Providence, RI  
(Provides Career Coaching and Case Management to the unemployed and underemployed population)  
**Certified Career Coach and Case Manager, 2019 – 2020**

**Institute of Entrepreneurship and Leadership.** Providence, RI  
(Provided I.T. training to the unemployed and underemployed population)  
**Student Engagement Director, Business Development, and Social Media Strategy, 2017 – 2018**

**Dorcas International Institute of Rhode Island.** Providence, RI  
(Assisted recent immigrants in finding social assistance and jobs. Clients were challenged with recent immigration status, language skills, and basic skills to be effective in the U.S. society.)  
**Employer Relations and Retention Developer, 2015 – 2017**

**Community Care Alliance.** Woonsocket, RI  
(Provided support to prepare job seekers for the work world, job placement assistance, and education)  
**Job Developer**  
**Financial Opportunity Center Employment Coach Business Administration Instructor, 2013 – 2015**

**Exeter Job Corps Academy.** Exeter, RI  
(Provided on-the-job training for those ages 16-24 entering the workforce)  
**Business Instructor, 2008 – 2012**

**MetLife/MetLife Auto & Home.** Baltimore, MD, and Warwick RI  
(Provides Life, Auto, and Home Insurance)  
**Recruiting Coordinator, Continuing Education and Licensing Coordinator, Compliance Specialist, and INROADS Intern/Rotational Development Participant, 2000 – 2008**

---

## EDUCATION & TRAINING

---

Johnson & Wales University, Providence, RI  
**Master of Business Administration, 2006**  
**Concentrations: Global Business Leadership and Organizational Leadership**

Johnson & Wales University, Providence, RI  
**Bachelor of Science, 2002**  
**Concentrations: Business Management and Human Resources Management**

Bootstrap Bootcamp Entrepreneurship Training, 2016  
Motivational Interviewing Training, 2014 and 2016  
RICDA Annual Conference and Trainings, 2015  
Supporting Meaningful Employment, ACRE Approved Basic Certificate, 2015  
Job Coaching in Today's Workplace, NCISI, 2015  
U.S. Committee for Refugees and Immigrants, Matching Grant Certification, 2015  
Case Management & Job Development Institute, RIEPDC, 2014

---

## PROFESSIONAL ACTIVITIES

---

Ocean State Employer Service Network, 2015 – 2020  
Rhode Island Career Development Association, 2015 – 2020  
Rhode Island Adult Education Employer Engagement Committee, 2016 – 2017

---

## VOLUNTEER AND LEADERSHIP ACTIVITIES

---

Thurman Family Educational Foundation, Bowdon, GA  
**Board of Directors, 2022 – Present**

Entrepreneurship for All (EforAll), Boston, MA  
**Mentor, 2019 – 2022**

Providence In-town Churches Association, Providence, RI  
**Board of Directors Community Member, Administrative Vice President & Communications Chairperson, 2010 – 2013**

Rhode Island Young Professionals, Urban of Rhode Island, Providence, RI  
**Treasurer, VP, College Mentoring Program, Personal & Professional Development Com., Charter Member, 2002 – 2015**

National Association for the Advancement of Color People - Providence, RI  
**Member, Youth Council & ACT-SO Program Chairperson and Youth Works Committee Chairperson, 2000 – 2014**