

Rashada Dawan, M.A.

Creative Program Facilitator & Instructional Designer

www.Rashadadawan.com

A strategic, creative community organizer with over 15 years of experience with non-profit organizations serving as a training facilitator, designer and specialist, consultant and program administrator for program development, community building, event coordinating and outreach

WORK EXPERIENCE

B.FLI PRODUCTIONS, INC. – CHICAGO, IL

February 2006- present

Founding Executive Director

Organize and implement community events, develop and implement annual plans and budgets within various communities, coordinate and conduct community seminars, workshops and classes, strategies marketing and advertising campaigns, conduct community engagement through social media networks, develop and maintain effective working relationships with community leaders, stakeholders, local businesses, CPD, CPS and aldermen offices, coordinate and participate in community meetings, manage fiscal operations, Develop and maintain grant proposals and private donor base

BLACK ENSEMBLE THEATRE- CHICAGO, IL

August 2015- present

Program Instructor

Facilitate after school theatre program entitled “Plays With A Purpose” involving elementary students grades 2-5/ write and produced school productions with youth and teachers/ coordinate partnership with school administrators to feature productions and rehearsals

CHICAGO STATE UNIVERSITY- CHICAGO, IL

January 2017- January 2018

Adjunct Professor

Develop and teach syllabi related to public speaking and basic communication courses/ organize, analyze and present knowledge related to courses taught/ Develop weekly lesson plans and exam materials/ grade assignments, midterms and final exams/ create and reinforce rubric to ensure compliance with Illinois state standards

JUVENILE TEMPORARY DETENTION CENTER (JTDC)- CHICAGO, IL

Program Facilitator (Red Clay Dance Theatre- TEMP)

January 2017- May 2017

Develop weekly lesson plans for juvenile boys and girls ages 12-18 in efforts to reduce recidivism rates/ facilitate weekly discussions and classroom activities/ report outcomes, responses and change rates/ maintain healthy relationships with staff, directors and guards on duty

JCC CHICAGO- CHICAGO, IL

January 2017- April 2017

Program Staff Leader (Alcott Elementary)

Arrive on time each day prepared to immediately interact and engage with children ages 5-13/ Ensure safety and security of all children in program/ Assist students during homework time/

Support the planning and implementation of classroom curriculum and weekly lesson plans/ Actively participate in mandatory staff orientations, trainings and quarterly staff meetings

Actress

Toured as a principal actor in Disney's *The Lion King*, Developed and facilitated theatre and vocal workshops to lower, middle and high school students across the nation, Designed & facilitated workshops, Managed independent projects, housing and travel arrangements for self, cast and crew members

CHICAGO PUBLIC SCHOOLS/ BOARD OF EDUCATION- CHICAGO, IL December 2009- March 2010

Coordinated School Health Specialist, Office of Specialized Services

Developed, implemented and evaluated programs, policies and systems for at-risk youth and students with active IEP plans, maintained partnerships with internal and external social services teams, managed district initiatives, identified strategies to improve student health and promote healthy, positive learning environments for CPS students, faculty and staff

ILLINOIS CENTER FOR VIOLENCE PREVENTION – CHICAGO, IL

Training Coordinator, Evaluation and Best Practices Institute March 2009- November 2009

Coordinated, designed & facilitated trainings for diverse populations/ Conducted front and back end program analysis/ Designed evaluations/ Conducted needs assessments/ Organized annual conferences and regional meetings/ Established partnerships with prevention experts and community organizations

COMMUNITY MENTAL HEALTH COUNCIL, INC. – CHICAGO, IL

Assistant Director; Human Resources Division December 2007 – March 2009

Oversaw day-to-day HR operations/ Negotiated insurance policies/ Managed staff/ Coordinated employee awards and incentive packages/ Developed policy and procedures/ Managed policy compliance/ Conducted internal audits/ Facilitated employee trainings/ Managed department budget/ Organized annual employee award benefit/ Oversaw introductory and final interview processes

Training Director; Human Resources Division June 2005 – December 2007

Managed training staff and departmental functions/ Coordinated, facilitated and designed evidence-based trainings/ Assumed leadership in various fundraising initiatives and programs/ Conducted on-going needs assessments/ Designed organizational improvement plans

EDUCATION

Master of Arts in Communications & Training (M.A.) September 2005 – June 2008

Governors State University- University Park, IL

Bachelor of Science in Psychology (B.A.) September 1999 – May 2003

Florida A&M University- Tallahassee, FL

IT SKILLS

Microsoft Office (Excel, Word & PowerPoint)

SPSS

Survey Monkey

Moodle/ Blackboard

Social Media sites (Facebook, Instagram, Twitter, LinkedIn, SnapChat, TikTok)