



STACY WENDT

Learning & Development Professional

EXPERIENCE

Administrative Coordinator Employee Development Waubonsee Community College 2017 - Current

- Coordinate and Schedule Training Events – Plan Employee Development training, secure event logistics, manage facilitators, track attendance, and handle post-event surveys.
- Create Digital and Print Assets – Design graphics and promotional materials for training using tools like Adobe and Canva, and update training documents.
- Manage and Support the LMS – Oversee LMS operations (Cornerstone), update content, track compliance, assist users, and troubleshoot technical issues.
- Develop and Maintain Training Content – Collaborate with SMEs to create engaging training, upload resources, and ensure compliance with regulations.
- Track Training Metrics and Reports – Monitor LMS usage, generate reports on training completion, and contribute to the department's annual report.

Technical Services Clerk & Administrative Assistant Sandwich Public Library 2013-2017

- Provided administrative support to the Director.
- Assisted in processing paid time off, employee schedules, and attendance reports.
- Cataloged all library media types.
- Compiled board packets and composed library board meeting minutes

PROFESSIONAL ENGAGEMENT

- Building Emergency Response Leader (BERL)
- Alumni Event Planning Committee
- LGBTQ+ History
- Womens' History Month
- Latinx Heritage Month
- Strategic Planning Steering Committee
- Support Staff Committee
- Student Technology Advisory Group (STAG)
- Various Talent Search Committees

COMMUNITY INVOLVEMENT

Sandwich Public Library District Board Trustee, Chair Policy Committee, Co-Chair Building and Grounds Committee 2023-2024



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SKILLS

- Microsoft Office Suite (Outlook, Teams, Excel, Word)
- Zoom
- Maxient, Ellucian, QuickBooks, and Cornerstone Learning Management (LMS) Software
- FOIA & OMA Certified
- Mental Health First Aid Certified
- Communication & Creativity

EDUCATION

Grand Canyon University Bachelor of Science Applied Human Resource Management 2026

DEI Awareness Professional Certificate 2024

Essential Business Communication Skills Professional Certificate 2024

Waubonsee Community College Associate General Studies 2020