

KIM TRAHAN, PhD, LPC, ACS

The Pennsylvania State University, School of Labor and Employment Relations
Organizational Leadership (OLEAD) Program
501D Keller Building, University Park, PA 16803
Phone: 814-865-1685/Email: kzt74@psu.edu

EDUCATION

Ph.D., Organizational Systems, Saybrook University, San Francisco, CA, August 2010

Concentration: Organizational Development and Transformation

Promising Dissertation Award, Third Prize Recipient, Management, Spirituality, and Religion Interest Group, Academy of Management, 2005.

Dissertation Topic: A Grounded Theory of Building Capacity in Organizational Leadership Through the Cultivation of Awareness, Attention, and Caring.

M.S., Counseling & Human Development, The University of Rochester, Warner School of Education, Rochester, NY

Member, Kappa Delta Pi (Honor Society in Education)

B.A., Psychology & B.A., History, The University of Rochester, Rochester, N.Y.

Concentration: Developmental Psychology

ACADEMIC EXPERIENCE

Organizational Leadership

- Teach and design online undergraduate organizational leadership courses for a B.A. and B.S. degree program. Teach Introduction to Leadership, Collective Decision Making, Communication Skills for Leaders in Groups and Organizations, and Leadership Development courses. Utilize Canvas Learning Management System. Serve in supportive departmental roles, such as the Teaching Faculty Representative for department Faculty Advisory Committee. Write letters of recommendation for students.
- Design and teach leadership hybrid/online courses for undergraduate students to support a leadership skills minor program. Familiar with Canvas and eCollege Learning Management Systems. Courses include Leadership Development: Theory and Practice, Emotionally Intelligent Leadership, Transformational Leadership, and Principles of Leadership. Curricula design includes experiential learning in addition to self-assessment to enhance leadership development, such as leadership interviews for professional development and mentoring opportunities as well as service learning projects. Focus on knowledge, skill development, and real world application. Support instructors in developing learning management system capacities.

Career Development

- Delivered individual comprehensive career counseling and development services to over 8,000 students and alumni. Helped students to assess and relate their personal competencies, skills, values and goals to the world of work in order to make appropriate career decisions. Helped students to choose a major, enhance their self-knowledge, clarify their career direction, gain relevant practical experience and apply for work or graduate school. Broad expertise working with students with diverse majors and career interests. This includes the liberal arts, the sciences, engineering, math, computer science and more. Work with students throughout their academic life span, from pre-enrollment summer students to alumni with advanced degrees. Provide multiple program delivery modalities, including distance career counseling services to adult students (entry-level to mid-career level professionals) enrolled in various universities throughout the country. Served as site supervisor and clinical supervisor for graduate student interns completing practicum requirements.
- Managed the daily operation of a university career placement department. Coordinated on-campus recruiting activities, including career fairs, internship opportunities (domestic and abroad), full-time jobs

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interviews, employer information and networking events. Supervised professional and support staff, graduate interns, and student workers.

- Created and managed the career program function for a university career services department. Managed the presentation of over 300 programs for a wide variety of audiences, including students, alumni, and the university community. Key accomplishment included the development and presentation of a successful weeklong series of career programs critically acclaimed by the local newspaper, which were part of a university-wide conference event. Ensured the program's success by convening key university administrators in the planning committee.
- Created a systematic plan for developing, implementing and evaluating all career services programs. Conducted needs assessment. Planned program curriculum. Coordinated departmental staff coverage. Coordinated the development of written materials and promotional strategies for programs. Promoted collaborative efforts with other departments, organizations, administrators, and faculty. Strategies resulted in 100% increase in program attendance in a calendar year.
- Presented an average of 50 workshops a year for university settings focusing on core topics such as career planning, networking, applying for internships, resume writing, interview skills, job search strategies, graduate school application process and more.
- Offered programs for diverse student populations in conjunction with the Coordinator of Retention Programs, such as internship opportunities and an annual diversity job fair. Developed a speaker series to provide role models and career information.
- Served as a member of university-wide committees, including the Retention and TQM committees, which analyzed large data sets related to university-wide and comparative industry sector information in order to provide recommendations for improvement in institutional practices and policies. Designed large-scale program in response to the Retention committee recommendations, a weeklong series of career programs, which were part of a university-wide event. Worked in conjunction with Academic Advising as a member of the Academic Review Hearings.

OTHER EXPERIENCE

Counseling and Coaching

- Offer career counseling and coaching services in private practice as a licensed professional counselor to mid-career managers and professionals addressing issues such as career transition and work-life integration. Provided corporate outplacement services to displaced professionals and executives.

Professional and Personal Development Consulting

- One of a selected 100 Search Inside Yourself Certified Teachers worldwide. This program is an emotional intelligence based mindfulness program grounded in neuroscience research providing evidence-based practices to build leadership capacity. The Search Inside Yourself program was originally developed within Google; now offered to organizations and the public.
- Consulted with a start-up healthcare organization. Wrote a \$ 1.8M federal grant proposal to support outreach and education efforts for a multistate patient navigation and health information technology project targeting uninsured and special population groups. The program including printed and online sources, website, webinars, pilot study, train-the-trainer sessions, ongoing supervision and research regarding the program effectiveness. Subsequently served on the start-up organization's executive team contributing to the initial development of educational programs for health care practitioners to address professional skill gaps.
- Managed the daily operation and administrative function of a healthcare system's training and education department. Hired and supervised departmental instructors and staff. Training department initiatives included working collaboratively with department managers to fulfill the president's mandate to provide customer service training to all employees (in all shifts) working in two hospitals to improve

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financial standing. In addition, coordinated the hospital system's orientation program and the department managers' monthly meeting as well as professional development.

- Served as a training consultant to corporations such as Verizon, AT&T, and Bristol-Myers Squibb in the areas of career management, diversity awareness, management development, and mindfulness-based stress reduction for managers, professionals and clerical staff.

WORK HISTORY

The Pennsylvania State University, Assistant Teaching Faculty, School of Labor and Employment Relations, Organizational Leadership (OLEAD) Program, 2017-present.

Rutgers, The State University of New Jersey, Adjunct Faculty, School of Environmental and Biological Sciences (Leadership Skills Minor), 2011-2017.

Working Skillfully, Career Counselor/Coach/Consultant, 1992 – 2008, 2010--present.

Cofactors, Interim Senior Vice-President, Training, Consulting, and Client Relationship Management, 2014—2015.

Rider University, Associate Director, Office of Career Placement, 1992 - 1994.

Franciscan Health System of New Jersey, Corporate Manager, Training & Education, 1991.

Rutgers, The State University of New Jersey, Assistant Director, Career Services, 1988-1991.

University of Rochester, Assistant Director, Career Services and Placement Center, 1986-1987;
Career and Placement Advisor, Career Services and Placement Center, 1984-1986.

PROFESSIONAL LICENSURE, CERTIFICATION, AND RELEVANT TRAINING

EQi 2.0 & EQ 360 Certification, College of Executive Coaching, 2018-present.

Approved Clinical Supervisor (ACS), Center for Credentialing and Education, 2016 – present.

Search Inside Yourself Certified Teacher, Search Inside Yourself Leadership Institute, 2015 - present.

Board Certified Coach Training, College of Executive Coaching, 2014.

Licensed Professional Counselor, State of New Jersey, 1999 – present.

Myers Briggs Type Indicator Certification (MBTI), Association for Psychological Type, 1994.

Professional Training in Mindfulness Based Stress Reduction, under the direction of Jon Kabat-Zinn, Ph.D., 1994.

PROFESSIONAL AFFILIATIONS

Academy of Management

Association for Talent and Development

National Association of Career Development