

## **KIM TRAHAN, PhD, LPC, ACS**

The Pennsylvania State University, School of Labor and Employment  
Relations Organizational Leadership (OLEAD) Program  
506 Keller Building, University Park, PA  
16803 Phone: 814-865-5425/Email:  
kzt74@psu.edu

### **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; Emotional Social, and Cultural Intelligence and the Implications for Leadership; Collective Decision Making; Communication Skills for Leaders in Groups and Organizations; and Leadership Development courses. Lead Instructor for the Introduction to Leadership course. Utilize Canvas Learning Management System. Serve as a director for the Leadership Readiness Initiative, which is a multi-tiered extracurricular program to support leadership development, including coaching, mentoring, and webinars. Member of the SLER Online Team.
- Designed and taught leadership hybrid/online courses for undergraduate students to support a leadership skills minor program. Familiar with Canvas and eCollege Learning Management Systems. Courses included Leadership Development: Theory and Practice, Emotionally Intelligent Leadership, Transformational Leadership, and Principles of Leadership. Curricula design included 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. Focused on knowledge, skill development, and real-world application. Supported 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 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**

- Search Inside Yourself Certified Teacher. 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.
- 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 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, and a healthcare start-up in the areas of career management, diversity awareness, management development, outreach and education, and mindfulness-based stress reduction for managers, professionals and clerical staff.

## WORK HISTORY

**The Pennsylvania State University**, Associate Teaching Professor, School of Labor and Employment Relations, Organizational Leadership (OLEAD) Program, 2022--present.

**The Pennsylvania State University**, Assistant Teaching Professor, School of Labor and Employment Relations, Organizational Leadership (OLEAD) Program, 2017-2022.

**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, 2010-2017.

**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.

## 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

**Certificate in Foundations for Online Teaching**, The Pennsylvania State University, Penn State University Faculty Development, State College, PA

## PROFESSIONAL PRESENTATIONS

Trahan, K. (2022). *Enhancing Leadership Effectiveness Through the Development of Emotional, Social, and Cultural Intelligence Competencies*. Penn State World Campus Student Leadership Conference.

Trahan, K., Williams, J. R., & Redmond, B. F. (2022). *Getting OLDI: A virtual leadership assessment center*. Teaching and Learning with Technology Conference.

Williams, J., R., & Trahan, K. (2022). *Expanding the dimensions of online learning: The online Leadership Development Institute*. Hendrick Best Practices for Adult Learner Conference.

Williams, J., R., Trahan, K., & Redmond, B. F. (2021). *Competency-based leadership assessment in a virtual environment*. Penn State World Campus Student Leadership Conference.

Trahan, p. 4

Trahan, K., Raish, V.R., Spencer, D.B., & Jones, C. (2021). *Using high-level embedded librarianship to enhance student learning and reduce academic anxiety in an online leadership course.* virtual Management and Organization Behavior Teaching Society Conference.

Trahan, K., Raish, V.R., Spencer, D.B., & Jones, C. (2021). *Reduced library anxiety through librarian involvement in a foundational course.* Teaching and Learning with Technology Conference.

Williams, J., R., Trahan, K., & Redmond, B. F. (2021). *Getting real: Online leadership development group.* Teaching and Learning with Technology Conference.

Trahan, K. (2020). *Advancing career and leadership in the post-pandemic workplace.* Penn State World Campus Student Leadership Conference.

Trahan, K., William, J. R., & Redmond, B. F. (2020). *Getting real: Online leadership assessment center.* virtual Management and Organization Behavior Teaching Society Conference.

## PUBLICATIONS

Trahan, K., Raish, V.R., Spencer, D.B., & Jones, C. (2021). Using high-level embedded librarianship to enhance student learning and reduce academic anxiety in an online leadership course. *Proceedings of the virtual Management and Organization Behavior Teaching Society Conference.*

Trahan, K., Williams, J. R., & Redmond, B. F. (2020). Getting real: Online leadership assessment center. *Proceedings of the virtual Management and Organization Behavior Teaching Society Conference*, ISBN: 978-0-9886569-9-

## HONORS

- Accompanying the OLEAD Student Marshal as OLEAD Faculty Marshal for the May 2022 Commencement

## PROFESSIONAL LICENSURE, CERTIFICATION, AND RELEVANT TRAINING

**Personality Ability and Assessment Certification**, SHL, 2021-present

**EQ-i 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**

**International Leadership**

**Association**

**Management and Organizational Teaching Society**