

Elise Walter Elisewalter09@gmail.com / PH: 504-919-6125

SKILLS SUMMARY:

- Instruction at a Technical College
- Strategic Planning
- State/Federal Programs and contracts
- Workforce Recruiting, Internships and On the Job Training
- Business Development, Sales and Customer Services

WORK EXPERIENCE:

Cosmetology Instructor/Part-time – Lively Technical College – May 2022 – June 2023

Planned, prepared, and implemented curriculum, practical's, tests, and lesson plans.

Taught students a range of cosmetology courses that include hair and makeup techniques, skin care, and nail technology.

Ensured safe handling of chemicals and other equipment during practical sessions.

Placed orders for stock supplies required for the various courses.

Reviewed and graded tests.

Oversaw the performance of students during practical sessions.

Submitted course feedback to the institute.

Remained up-to-date with new techniques and technology in the cosmetology field.

Offered improvement suggestions during course preparation and practical demonstrations.

Business Developer - Noble HR Consulting, Inc. - 2015 - 2020

Networked events to acquire businesses looking to obtain SBA HubZone, 8a and Section 3 contracts. Including cold calls and email blasts.

Assessed expansion potential and facilitated the application process for qualified companies.

Recruited potential applicants for all HubZone affiliated employers.

E-Verified new hires and maintained the 35 percent ratio of employees to ensure compliance with SBA guidelines.

Internship and Recruitment Manager – Loyola University 2016-2017

Planned and executed 7 PY job fairs for a student body of 4300 within budget.

Managed internships and job postings on the university job board EMPLOYOLA.

Verified employers for scams, misinformation, etc....

Credited students for completion of internships.

Assessed client needs and market trends in order to provide effective solutions.

Built and maintained a business client base via cold calls, events, job fairs, etc....

Communicated with executives and upper management in order to demonstrate how a program can fill their hiring needs.

Implemented departmental goals and policies.

Organized job fairs continually for job seekers, NOPD, Costco, Marriott and Re-entry job seekers.

Established new and cultivated old clients while maintaining a database of leads.

Made presentations to large and small groups promoting tools and services.

Strategized and developed strong sales-minded approaches to procure clients, customers and contracts.

Business Services Representative – JOB1 Career Solutions - 2010-2015

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Customer Service Agent – First American Title Insurance Corporation - 2006-2010

- Facilitated the distribution and administration of cash grants for the government funded Road Home program for over 100,000 homeowners after Hurricane Katrina.

Volunteer Services Coordinator – Dillard University - 1999-2005

Managed the planning and implementation of procedures and timelines for the university's accreditation.

Met with all faculty and staff (71 units) to review recommendations of Southern Accreditation for Colleges and Schools (SACS).

Updated and distributed zip drive when corrections were made.

Developed new events and opportunities for 1200 students to obtain volunteer hours which was a mandatory course for graduation.

Maintained database, volunteer tracking and follow-up.

Maintained and cultivated community organization relationships.

Submitted grades to Registrar's Office quarterly.

Education: Eastern Michigan – Organizational Communications – 1987

University of New Orleans – Political Science - 2010