

**MEMO**

03/11/15

To: Chancellor Ortiz

From: Michael Goldberg, Interim Director, Workforce Systems

RE: Mia Taylor ICC (North Cities One Stop Career Centers) 2014-2015

Ms. Taylor will provide Alameda County Workforce Investment Board mandated assessments and sector specific counseling to WIA enrolled individuals at our College of Alameda and Berkeley Adult School centers as well as at selected educational partner institutions. Ms. Taylor's service contract, funded by the Alameda County Workforce Investment Board, is for \$24,920 through June 30, 2015.

This request is to increase the contract by \$17,755 to continue to provide workforce development services for the Alameda and North Cities One Stop Career Centers. The initial contract amount was \$24,920. The Interim Director, Workforce Systems is requesting an extension of this ICC and an increase in the amount by \$17,755 to bring the total amount for contractor to \$42,675 for services through 06/30/2015.

**Scope of Work**

1. Administer assessments and develop individual employment plans for all WIA enrolled clients.
2. Provide guidance to individuals seeking training and develop individual training accounts (ITAs).
3. As part of workforce services team, assist in linking jobseekers to employment.
4. Document attendance and assist in obtaining all necessary training documents / certificates required by WIA / ACWIB for participants enrolled in partner institutions.

# Mia M. Taylor

1435 163<sup>rd</sup> Ave., Apt. 28, San Leandro, CA | 510-516-1634 | miamtaylor13@gmail.com | [www.linkedin.com/in/miamtaylor](http://www.linkedin.com/in/miamtaylor)

## CAREER DEVELOPMENT AND ADULT EDUCATION PROFESSIONAL

Career Development Workshop Instructor with a focus on Resume Building, Computer Skills, Social Media and Barriers to Employment. Counsel job seekers in obtaining employment and navigating career transition situations.

Research local, state and national labor market and industry trends.

Pursuing Ph.D. in Career and Workforce Development with a focus on influencing positive and productive cycles of educational attainment, workplace skills and economic attainment within our communities.

## KEY RELEVANT SKILLS

- Case Management
- Project Management
- Proficient in Microsoft Office Applications
- Resume Development
- Employee Recruitment
- GED and ESOL Instruction

## PROFESSIONAL EXPERIENCE

### **Career Development Trainer**

**2013-2014**

*CareerSource Tampa Bay, formally known as Tampa Bay Workforce Alliance, Tampa, FL*

- Designed and facilitated 13 Employability Skills Workshops including Resume Development, Interviewing Skills, Social Media, Labor Market Information and Computer Skills
- Presented workshops for up to 50 customers using PowerPoint presentations and other visual aids
- Hosted sessions of the Job Hunting 101 Video Series aimed at providing relevant information to job seekers
- Assisted customers with job searching techniques and self-marketing skills
- Developed and revised customer resumes, along with reviewing LinkedIn profiles
- Discussed barriers to employment and assist in developing career action plans
- Conducted and attended monthly trainer meetings to monitor and develop workshop material

### **ESOL (English for Speakers of Other Languages) and GED (General Educational Development)**

**2012-2013**

*Family Literacy of Tampa Bay, Plant City, FL*

- Instructed 20 intermediate and advanced ESOL adults in English, parenting, life skills and workforce skills
- Maintained student lesson plans, assignments and course work load
- Achieved nearly 100% of student level gains in CASAS post-assessment tests

### **Assessment Advisor**

**2011-2012**

*Louisiana Delta Community College (Delta LINC), Monroe, LA*

- Administered GED official practice tests and TABE assessments
- Provided GED assessment advisement to 200+ students and 10 teachers
- Conducted monthly student registration and orientation for 60 new students each month
- Compiled, verified, input and maintained student data, including intake information, assessment scores, class/program transfers and withdrawals

## ADDITIONAL PROFESSIONAL EXPERIENCE

### **Operations Supervisor II**

**2009-2011**

*JPMorgan Chase, Monroe, LA*

- Managed, coordinated and directed the operations of 15 employees and team leaders
- Defined and measured performance standards and staff development
- Established workflow priorities and tracked team's performance, service levels and daily volume
- Performed performance appraisals, weekly team meetings and quality reviews
- Created individual and team development plans and monitored progress
- Conducted interviews and attended job fairs as part of the departmental management interview panel
- Participated as a member of various focus groups designed to gain information and improve operations
- Insured adherence to policies and procedures, while seeking opportunities to improve processes
- Managed cost center budget and capacity model planning for 4 department teams of up to 100 staff
- Resolved escalated and complex customer and staff issues

### **Human Resources Administrator**

**2005-2008**

*Derbyshire County Council (DCC), Chapel-en-le-Frith, United Kingdom*

- Drafted and issued contract letters to new employees and existing employees taking on new posts
- Maintaining employee registrations, background re-checks and assessments
- Authorized payroll transactions and employment advertisements
- Answered queries from employees and managers relating to payroll and employee rights

### **Sales Account Manager**

**2001-2004**

*Prontaprint, Manchester, United Kingdom*

- Managed existing accounts for 2 sales offices by via telephone, fax, email and customer visits
- Provided quotations for printing projects, along with advice and guidance in design and printing
- Maintained progress reports of all projects by working with the Design Studio and Project Managers

## EDUCATION AND TRAINING

**Doctorate of Philosophy Degree in Career and Workforce Education, expected 2017**

*University of South Florida, Tampa, FL (Remote Coursework Instruction)*

**Masters of Arts Degree in Adult Education, December 2012**

*Northwestern State University of Louisiana, Natchitoches, LA*

- Focus on Program Development and Implementation

**Bachelor's Degree in General Studies, May 2011**

*University of Louisiana at Monroe, Monroe, LA*

- Social Science concentration in Sociology

## VOLUNTEER EXPERIENCE

- Monroe Peer Support Resource Center
- March of Dimes
- CASA Kids
- Meals on Wheels
- The Albert Kennedy Trust
- Manchester Peer Support

**RECEIVED**  
**RECEIVED**  
 OCT 2 2014  
 NOV 03 2014  
 Purchasing  
 Office of the Chancellor  
 Peralta Community Colleges

Reg. # 2-8/420  
**RECEIVED**

**PERALTA COMMUNITY COLLEGE DISTRICT**

OCT 28 2014

**INDEPENDENT CONTRACTOR/CONSULTANT SERVICES CONTRACT** Purchasing

The contract for personal services is entered into by MIA M TAYLOR  
 Name of Contractor - Business

1435 163rd AVE, APT 28 SAN LEANDRO CA 94578  
 Address City State Zip

called the INDEPENDENT CONTRACTOR, and the Peralta Community College District, 333 East Eighth Street, Oakland, CA 94606, hereinafter called the DISTRICT, for the performance of the services hereinafter described. The INDEPENDENT CONTRACTOR agrees to perform the following services for the DISTRICT under the stated conditions within the limits set forth:

Administer assessments + develop individual employment plan for all WIA enrolled clients; Provide guidance and information regarding training options

The INDEPENDENT CONTRACTOR has presented proof of official business status  
 Business License Number: \_\_\_\_\_

Tax ID Number: 436 37 3698

The work of the INDEPENDENT CONTRACTOR shall be approved by Michael Goldberg, Dir.  
 Unit Manager/Title

The work shall be completed on or before JUNE 30, 2015  
 (712 HRS X 35.00/HR)

COMPENSATION: Compensation shall be \$ 24,920.00, payable within 10 days following completion of the work and authorization by the unit manager. The contractor will be paid out of \_\_\_\_\_

ACCOUNTING CODES								
L	FUND	COST CENT.	OBJECT	PR	ACTIVITY	SUF	SPPJ	LN
2	11	241	5105	1	6470 00	1138	00	00
2	11	241	5105	1	6470 00	1138	01	01

9719.00  
15201.00  
 Funds Verified by Business Officer  
9/30/14  
for MBB

The foregoing provisions along with conditions set forth on the reverse of this document are understood and agreed to by the INDEPENDENT CONTRACTOR.

MIA M TAYLOR  
 Contractor's Printed Name

M-MC 9/10/14  
 Contractor's Signature Date

**RECEIVED**

0000731021 OCT 29 2014  
 Vendor Number District Finance

(Obtain in "VEN" on mainframe program or route to District Business Services with W-9 and Vendor Addition Form.)

Rev. 10/98  
10-29-14

**APPROVAL ROUTING:**  
[Signature] 10-1-14  
 College President/Vice Chancellor Date

[Signature] 10/30/14  
 Vice Chancellor, Financial Services Date

**APPROVED:**  
[Signature]  
 Chancellor

Approval Date 11.3.14