

DANA LEAVY-DETRICK

DIRECTOR, TALENT DEVELOPMENT | P: (123) 456-7890 | E: hello@brooklynresumestudio.com

- **Over 15 years of experience shaping organizational and talent development for top-tier organizations**, with a track record of elevating employee experience, engagement, and performance on a global scale.
- **Expertise consulting and advising senior leaders on organizational change management** and workplace development. Continually entrusted to lead high-priority projects impacting culture, retention, and employee wellbeing.
- **A well-rounded leader who blends strong business and financial acumen**, with the skills to cultivate and retain top talent. Advanced training in employee engagement sciences and wellbeing. *Areas of expertise include:*

Organizational Development | Talent Development & Coaching | Employee Experience | Culture Building
Workplace Engagement | Performance Management Systems | Project Management | Diversity, Equity & Inclusion

EXPERIENCE

TOP CONSULTING FIRM | New York, NY

2017 - Present

Managing Consultant (2020 - Present) | Senior Consultant (2018 - 2019) | Consultant (2017 - 2018)

Core Functions: Organizational Development, Talent Development & Retention, Coaching, Succession Planning, Client Management

- Brought on to manage account relationships within the Public Sector Education Research group. Manage and coach a client-facing team tasked with improving student experiences through research, analysis, and organizational consulting.
- Expanded role as primary contact for enterprise and complex account relationships (Amazon, Google, Citi, Franklin Templeton, top universities), overseeing teams and consulting engagements from inception through delivery.
- Responsible for attaining divisional targets through team development, goal setting, and performance management.
- Shape talent development and culture across the organization, ensuring employee success through access to top-tier training and customized paths for development. Create roadmaps outlining core competencies for advancement.
- Partner with Director of Talent Acquisition on hiring and succession planning for the division and broader organization.
- Devise monthly programming to increase manager competency around coaching and talent development strategies.

Key Accomplishments:

- Continually expanded role as team and client-facing lead during a period of 5X growth across the division.
- Rolled out a comprehensive learning management system for the Public Sector to train and onboard new members.
- *Awards:* Public Sector People Manager of the Year; MVP Award; All-Star Awards (4X), Rising Star Award (2X)

NATIONAL MEDIA COMPANY | New York, NY

2010 - 2017

VP, Operations (2014 - 2017) | Senior Director, Operations (2012 - 2014) | Operations Manager (2010 - 2012)

Core Functions: Operations & Finance, Talent Development, Organizational Development & Growth, Process Implementation

- Hired as employee #2 to lead multiple areas of business operations with an eye towards scaling the organization.
- Expanded role to include oversight of hiring and talent development, marketing campaigns, and financial planning.
- Drove performance management including development of assessment and reporting tools for team members.
- Worked closely with leadership to shape the overall business strategy and annual operating budget.
- Established key internal processes, systems, and infrastructure to support scalability and growth.
- Shaped standard operating procedures to streamline warehousing, distribution, and inventory monitoring.
- Oversaw monthly and quarterly financial statements and supported CEO in developing investor communications.

Key Accomplishments:

- Played an integral role in scaling the organization from a startup to profitable mid-sized organization with 25 staff.
- Hired staff into critical roles and helped shape a positive working culture to attract and retain top talent.
- Launched a new performance tracking system that elevated effectiveness within the Customer Care department.
- Ensured the company was poised to grow by implementing key operating processes and budgeting structure.

EDUCATION

Master of Education in Positive Coaching | NEW YORK UNIVERSITY | 4.0 GPA / National Society of Academic Excellence

Bachelor of Arts in International Business | BOSTON UNIVERSITY

Training & Certifications:

- Franklin Covey Courses in Leadership Foundations; Project Management; FOCUS: Achieving Your Highest Priorities
- Certified Professional Coach (CPC) - International Coach Federation (ICF)