



# ALICE RAINE

## TALENT/ORGANIZATIONAL DEVELOPMENT

### Contact

+1 (415) 855 1881

San Francisco Bay Area

www.aliceraine.com

hello@aliceraine.com

### LINKEDIN

www.linkedin.com/in/aliceraine

### LANGUAGES

ENGLISH ██████████  
CHINESE (MANDARIN) ██████████  
CHINESE (TAIWANESE) ██████████  
CHINESE (CHAO ZHOU) ██████████  
ITALIAN ██████████

### CAREER OBJECTIVE

Seeking a position in learning or organizational development where I can utilize my Talent and Organizational Development background to assist in or lead organizational change and transformational leadership. I wish to be part of a team of individuals who will challenge my innate hunger for learning and self-development, as well as appreciate my natural analytical inquiries on efficiencies, productivities, and finding areas for improvement. I bring the value of my interpersonal skills when working with people and strongly believe in creating solutions which would grow individuals in companies as "whole persons". My experience with HR processes, along with my technical and creative abilities add an extra layer to my experience that compliments my organizational skills. I'm a misfit, a jackie of all trades, and determined to find my purpose in a company where I will be able to positively contribute to our society, our humanity in business, and our promise for the future.

### EDUCATION

**PH.D. ORGANIZATIONAL SYSTEMS (OD, LEADERSHIP AND MANAGEMENT)** EXPECTED: SPRING 2018  
SAYBROOK UNIVERSITY - GPA 3.8  
EXPECTED: SPRING 2018

**M.A. APPLIED SOCIOLOGY (TALENT DEVELOPMENT)** 2014  
SAM HOUSTON STATE UNIVERSITY – GPA 3.85

**B.SC. APPLIED BIOLOGY (HUMAN SCIENCES)** 2009  
UNIVERSITY OF LAS VEGAS, NEVADA

### WORK EXPERIENCES

**STUDENT OUTREACH COORDINATOR** SEP 2015 – PRESENT  
SAYBROOK UNIVERSITY

- Develop and implement complete cycle processes focused on Student or client needs
- Test existing processes as Student needs evolve via surveying and interviews
- Provide standard administrative and operational duties needed to accommodate students with disabilities and other accessibility needs.
- Analyze the effectiveness of the processes and collaborate for focus areas of improvement
- Provide one-to-one support to students and faculty needing technical support on course materials, learning needs, and other guidances to optimize the learning environment for all students.

**RECRUITING/TRAINING PROGRAM MANAGER (CONTRACT)** FEB 2017 - AUG 2017  
GLOBAL WOMEN'S LEADERSHIP NETWORK

- Studied and enacted Thought Leader Methodologies by Peter Cook and Matt Church
- Collaborated with organization members to seek insightful data to aid in decision making as well as creating proactive solutions.
- Oversaw on-site installation adjustments as necessary. Make recommendations to senior management on programs and systems to improve functionality and return on investment.
- Ensured the accurate and timely preparation, processing, distribution, and retention of all necessary reports and records regarding assigned programs and projects.
- Helped organize training materials specific to the programs and deliver training to women leaders.

**HEAD OF TEAM DEVELOPMENT** AUG 2014 – FEB 2017  
CHEM IO

- Developed and facilitated supervisor and manager training programs to empower leaders at all levels to effectively coach and train their teams; thereby improving performance and results.
- Conducted training needs assessment/analysis, compile results, and present recommendations based on key business initiatives and Executive Management directives.
- Worked with the CEO in writing grant proposals for startup funding. Once the proposals were accepted, I worked with the CEO to collect user data and continued research on user base development utilizing case studies and quantitative methodologies to improve the platform.
- Worked with CEO and other employees to design and develop Organizational Development for the startup and brainstorming comprehensive user solutions.
- Conducted surveys and collected employee feedback for analysis in improving and growing the employee relations as well as investor relationships.
- Mentor/develop the capabilities newly hired leaders of the startup and building organizational expertise on managerial and leadership competency.
- Acted as a representative of the organization for conferences and conventions to build relationships and connections with potential stakeholders and future investors.

## LEADERSHIP SKILLS

MOTIVATES OTHERS	
INTEGRITY	
PROBLEM SOLVING	
DRIVING FOR RESULTS	
COMMUNICATION	
COLLABORATIVE TW	
BUILD RELATIONSHIPS	
STRATEGIC PROSPECT	
DEVELOPING OTHERS	
TAKES INITIATIVE	
INNOVATES	
EMBRACE CHANGE	
CONNECT TO WORLD	
STRETCH GOALS	
SELF-DEVELOPMENT	
MANAGERIAL COURAGE	
PRESENTATION	
GLOBAL MINDSET	
TIME MANAGEMENT	
ETHICS	
DEALING WITH AMBIGUITY	

## TECHNICAL SKILLS

### PROGRAMMING:

HTML/CSS	
RUBY	
SPREADSHEETS	

### OPERATING SYSTEMS:

WINDOWS (ALL)	
OSX (ALL)	

### PROJECT MANAGERS:

BASECAMP	
TRELLO	
ASANA	
SMARTSHEET	
MICROSOFT PM	

### HR TOOLS:

SMARTRECRUITERS	
SUBMITTABLE	
QANDIDATE	

### CRM:

SALESFORCE	
PIPELINE	

### WRITING:

MICROSOFT OFFICE	
IWORKS	
ADOBE PS	

## CONTINUED WORK EXPERIENCES

### TALENT DEVELOPMENT MANAGER COMPASSIONATE HEALTH OPTIONS

MAY 2015 – DEC 2016

- Supervised employees in a fair, consistent manner, while motivate others, encouraging them to increase both productivity and work quality among 18 different locations. Initiating designing process and implementing the Company's content strategy, creating relevant content, blogging, community participation and leadership.
- Development of the recruitment process and meet internal clients on the regular basis as the potential gaps are identified and researched. Providing regular feedback to HR Recruiters and internal clients.
- Design, develop and personally executed career planning, performance management, coaching, data analysis, learning and development, as well as recognition/reward programs.
- Consulted and worked with CEO and co-leaders to create a comprehensive people plan to influence lasting "transformational change" through compensation and rewards, strategic development, and employee relations.
- Regularly solved problems by identifying the main causes. Often times issues were complex, yet I had worked with the other leaders to design and swiftly implement solutions utilizing my training on Organizational Systems. (Looking for issues from a systems prospective and pinpointing each of the components which would be indirectly or directly affect by the changes.)

### TRAINER/FACILITATOR APPLE INC.

JUN 2010 – MAR 2012

- Coordinated product training for new hires, including developing and scheduling workshops and in-store training events.
- Developed and managed training strategies to align with Apple's corporate vision and quarterly goals; standardized in-core training for the Las Vegas Market.
- Created training incentive programs, including the development of a T-shirt ceremony for new hires after the completion of training.
- Assisted with development of ongoing training programs, and delivering facilitated training to ensure that team needs and performance indicators are met; responsible for ensuring the success of training conducted through analysis, reporting and feedback.
- Worked collaboratively with members of the training team (local, regional and worldwide) and with business partners across the organization.

## ACADEMIC POSITIONS

### GRADUATE TEACHING ASSISTANT (AMY KIRK, PH.D.) SAM HOUSTON UNIVERSITY

JAN 2013 - JUN 2014

- Delivered a range of teaching and assessment activities including tutorials directed towards the delivery of subjects at undergraduate level
- Contributed to the development of appropriate teaching materials to ensure content and methods of delivery meet learning objectives
- Gave feedback by providing guidance where appropriate, including feedback on progress. Assisted in the collation of assessment and other program data/information for review by the academic team, including monitoring of attendance.
- Prepared for professor teaching by reading required books and contextualized and/or summarize the material.
- Completed over 6 teaching duties specified by the instructor responsible for the students.

### UNDERGRADUATE TEACHING ASSISTANT (DENTAL SCHOOL) UNIVERSITY OF LAS VEGAS, NEVADA

JAN 2008 - JUN 2010

- Helped with ongoing development and design of the curriculum in a manner supporting a research-led and scholarly approach to student learning
- Engaged in professional development as appropriate and regularly update subject related knowledge base
- Pursued professional development to remain current and ensure application of recent advances in knowledge to teaching
- Participated in the assessment process using a variety of methods and techniques and provide effective timely and appropriate feedback to students to support their learning