

# Loren M Kelly

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## Objective

To serve as Faculty Coordinator and Student-Intern Mentor for West Hills College Lemoore's involvement in the Department of Defense Cadence Grant Student Internship Project

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## Relevant Work-Based Learning Projects & Professional Achievements

### Campus Liaison, SoCal Edison and Tulare-Kings STEM Manufacturing Internship Program

During employment at College of the Sequoias | March – August 2017

- Mentored 15 students through application process, resume writing, and interview prep
- Coordinated interview day for five employers **resulting in 10 manufacturing internships**
- **Met with employers to determine scope of student internships** and advise on duties
- Collaborated with employers to place student interns in best-fit internship roles
- Visited internship sites to assess student learning and assist with employer engagement

### Faculty Coordinator, Cooperative Work Experience Program

During employment at West Hills College Lemoore | August 2013 – August 2017

- Developed college's first internship program and **placed 81 student interns in four years**
- Assisted employers with writing internship descriptions and determining scope of work
- **Mentored and vetted students through application process** prior to employer interviews
- Communicated with student interns and industry hosts monthly to ensure success

### Project Coordinator, Entrée to Employment Professional Development Program

During employment at College of the Sequoias | Fall 2016, Spring 2017, Fall 2017

- **Established student application process** to vet students for prestigious event
- Managed event budgets of \$20,000 and effectively allocated funds to maximize student impact
- Developed professional workshops to **prepare students to network with industry guests**
- Built relationships with industry professionals to foster engagement at event
- Demonstrated exceptional attention to detail with large-scale event planning and execution

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## Work Experience

<b>Career Coach &amp; Consultant in Higher Education</b> Loren Kelly Coaching & Consulting	March 2018 – Present
<i>Business, Career Planning, and Work Experience</i> Adjunct Faculty West Hills College Lemoore	August 2013 – Present
<i>Career Technical Education Student Success Coordinator</i> College of the Sequoias	February 2016 – December 2017
<i>Business Communication Lecturer, College of Business Administration</i> Texas A&M University Kingsville	August 2012 – May 2014

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## Education and Certifications

Career Coach Institute	May 2019
<b>Certified Global Career Development Facilitator</b>	Certified since February 2018
Master of Science in Business Education   Emporia State University	December 2011
Bachelor of Science in Business Education   Emporia State University	May 2009