

CHRISTINA E. MITCHELL, PH.D.

775.340.6839 • Mitchell.Christina.E@gmail.com

Passionate advocate for the advancement of women and marginalized populations in diverse and global communities through professional, economic, and community learning and development initiatives. Proven ability to leverage qualitative research methods in creating content and stories that engage stakeholders in the vision and mission of organizations. Seeking opportunity to collaborate with internal teams on organizational development and strategic planning to support growth and introduce operational processes that yield big-picture results. Commitment to cultural sensitivity and awareness, including through global travel and relationship building. Fluent in English with Basic Spanish and willingness to learn new languages.

CORE COMPETENCIES/AREAS OF EXPERTISE

Leadership | Professional & Organizational Development | Strategic Guidance & Consulting | Project Management
Sustainable & Transformative Change | Stakeholder Communications | Operations & Procedures | Analysis
Strategic Planning | Process Improvements | Writing & Editing | Evaluation | Presentations | Event Planning & Logistics
Economic & Community Development | Women's Advocacy & Gender Equality | Diversity & Inclusion
Qualitative Research | Grant Writing & Administration | Research Methods & Design Standards
Innovative Technology Solutions | Interdisciplinary Collaboration | Overcoming Barriers

PROFESSIONAL EXPERIENCE

Senior Facilitator | PRINCE GEORGE'S COMMUNITY COLLEGE

2022–Present

Develop learning modules, workshops, and programs to help administrators, faculty, and staff learn and sharpen essential workplace and leadership skills. Use interpersonal communication skills as well as creativity to curate specialized team sessions designed to assess and improve the current skill level of employees. Create effective learning materials and deliver effective learning experiences and programs meant to meet the strategic objectives of the College, the operational objectives of the team, and objectives of individual development plans.

- Designed well-received custom learning experiences for groups and teams, as needed, utilizing adult learning theory and practices to answer the professional development needs of the College and the individual.
- Lead and performed learning and program redesigns, updates, revisions, and customizations, as necessary, in support of the College's strategic plan.
- Managed learning and development programs by evaluating and revising learning content, creating/revising learning materials, and coordinating necessary information and logistics with other facilitators and staff.
- Provided planning expertise and schedule management, effectively communicating with the project team throughout development, maintenance, and monitoring cycle, resulting in coordinated programs and events.
- Designed and implemented a uniform, multi-level evaluation process providing the unit with comprehensive feedback on the application and integration of received learning.
- Reviewed and analyzed learning evaluations and participant/stakeholder feedback to identify opportunities to improve learning curriculum and effectiveness.
- Pursued and utilized industry-standard training and coaching certifications to deliver learning experiences and programs, customizing material as appropriate to meet learner needs.
- Assigned as a primary HR Business Partner to the College division responsible for academic and student success.
- Oversaw and managed the planning and execution of the college's professional development day of in-service training, an annual mini-conference, that is the signature event of the unit, in collaboration with a planning team.
- Implemented various standard operating procedures to bring the unit into compliance and streamline operations, moving the unit towards data-backed analysis of organizational and professional development needs.

Adjunct Professor | PRINCE GEORGE'S COMMUNITY COLLEGE

2022-Present

Teach within the Department of Humanities in the area of Speech & Public Relations/Journalism. Create comprehensive lesson plans, assignments, and opportunities for practical use of received education. Effectively use technology, strategies, and a variety of teaching styles to provide flexible, reflexive, inclusive learning targeted toward traditional and non-traditional students. Experienced communication trainer and instructor ensuring learning by a diverse, community college student body through innovative learning methods, thorough material delivery, and application of newly learned principles.

- Developed and managed syllabus materials in accordance with departmental expectations and guidelines fully

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skilled in synchronous and asynchronous delivery.

- Selected and compiled outline for in-class discussion, exercises, assignments, and assessments, which permit measurement of student performance relative to standardized learning objectives.
- Coordinated Canvas LMS and curriculum with the assigned academic coordinator.
- Implemented OER as the department's standardized text, including participating in collaborative departmental forums to modify and improve the digital text.
- Facilitated class instruction in accordance with learning objectives and planned session outlines as specified by the department.
- Evaluated student performance based on course deliverables and course rubrics.

Administrative Specialist | CITY OF BAINBRIDGE ISLAND

2016–2021

Build relationships with internal stakeholders, community members, and partners to nurture strategic vision for City. Collaborate with multidisciplinary teams on daily operations, including database administration, information sharing, reporting and recordkeeping, and public relations. Organize travel through vehicle pool and ferry. Write and edit a variety of communications on behalf of City, including technical reports and employee manuals. Coordinate meeting and event logistics. Guide members of the community in reporting compliance issues. Process permit and license applications. Prepare and deliver bank deposits of up to \$90K per day, as well as pay utility invoices. Update and maintain websites.

- Led Green Team and earned formal recognition as a City-supported committee, as well as wrote monthly digital newsletters to advocate for environmental sustainability initiatives throughout City operations.
- Collaborated on City-wide energy audit and introduced strategies for minimizing carbon footprint, including championing public transportation opportunities for staff.
- Spearheaded digitization and automation of daily deposit process to streamline operations.
- Managed redesign of lobby for City's municipal office, securing funding for installation of slat wall to house communications materials for visitors and establishing partnership with local history museum for lobby exhibits.
- Secured partnership with Department of Revenue's Business Licensing Service, which increased compliance and introduced specialized, cloud-based technology solution that improved timeliness of licensing.
- Contributed to interview process for recruiting new civil service employees, partnering with EOC Administrator on ensuring adherence to organizational standards for diversity and inclusion.
- Created department leave notification policy, including preparing instructional video for employees.
- Drafted correspondence on behalf of multiple citizens' committees to ensure open lines of communication between City and community members.

Certified Nonprofit Professional/Consultant | CE MITCHELL CONSULTING

2016–Present

Launched consulting service for nonprofit organizations and leaders within the community, providing insights and research design guidance. Edited theses and dissertations for nonprofit leaders in graduate and continuing education programs.

- Met with visionaries and leaders at Free2luv grassroots nonprofit, advising them on funding sources and grant writing strategies to support initiatives and program mission.
- Maintained relationship with National Community College Hispanic Council nurtured during doctoral studies and continued to expand membership and awareness of nonprofit's services.
- Selected for Women's Global Leadership Initiative in San Francisco.

Program Specialist | NATIONAL COMMUNITY COLLEGE HISPANIC COUNCIL

2015–2016

Drove membership relations and program expansion while completing research on Central and Latin American cultures and communities. Identified program mission and coordinated events, including conferences, to improve advocacy and outreach. Served as liaison to key stakeholders. Maintained records and administered budget, as well as paid invoices.

- Completed transformative research in the nonprofit sector for Guatemalan communities following conflicts, which was compiled for manuscripts in review through University of San Diego.

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- Presented at 2013 USD Action Research conference on engaging with women in understanding post-conflict Guatemala and leveraging feminist action research principles.
- Contributed theoretical paper in intersectionality of advocacy and leadership to Transnational Activism by Southern CSOs without Northern Partners panel at annual ARNOVA conference.
- Authored paper and presented findings at 2015 annual Latin America-Caribbean regional meeting of the International Society of Third Sector research on transformative research models in the nonprofit sector.

Graduate Professional | UNIVERSITY OF SAN DIEGO

2013–2016

Partnered with team members within Development Office on fundraising strategy, event coordination, donor cultivation, and alumni outreach. Identified alumni contacts for outreach efforts to capture engaging stories that would create enthusiasm for donors. Continued to research nonprofit challenges and successes as part of PhD program.

- Provided guidance, oversight, and support to Professors Zachary Green and Steven Gelb, assisting with course content and student engagement for courses in nonprofit leadership and research.
- Published content on transnational nonprofits and success within post-conflict communities for Alliance for Peacebuilding while completing doctoral studies.
- Co-presented panel, Living Action Research, during USD Action Research annual conference in 2013.

Research Assistant | CASTER CENTER FOR NONPROFIT & PHILANTHROPIC RESEARCH

2012–2014

Consulted with nonprofit leaders within research center on publications and presentations that would enhance community understanding of global issues. Developed contact lists and nurtured partnerships with community agencies to support organizational mission. Engaged with members of the community and assessed their needs to define short- and long-term project goals for Caster Center. Designed surveys and other research tools to capture insights into community needs.

- Selected for panel at 2014 annual conference of Peace and Justice Studies Association in partnership with colleagues, speaking on Lanterman Act's impact on California communities over nearly 50 years.
- Prepared annual report on state of nonprofit services in San Diego area.
- Managed annual and charitable giving programs, including securing sponsorships with local banks and businesses.

Project Coordinator | SOUTHERN AFRICAN MEDIA & GENDER INSTITUTE

2010–2011

Managed project planning for Racism and Xenophobia study, including submitting and administering grant funding. Designed research methods and project vision, as well as identified resource allocation strategies to optimize results.

- Nurtured relationships with project partners for international project focused on improving dialogue between diverse communities in Southern Africa.

EDUCATION & CREDENTIALS

DOCTOR OF PHILOSOPHY, NONPROFIT LEADERSHIP

University of San Diego—San Diego, CA

Dissertation: When Worlds Collide: Bringing the Native/Indigenous Transnational Nonprofit Leader to the Conversation

Presented at 2014 ARNOVA and West Coast Data annual conferences on bridging the gap between research and practice

Dean's Merit Scholar & Diversity Scholar

MASTER OF SCIENCE, CONFLICT RESOLUTION

University of Oregon School of Law—Eugene, OR

Thesis: Women in Peacebuilding in Democratic Republic of Congo: Advocating for Activist Approach to Conflict Resolution

Published in Peer-Reviewed Peace Studies Journal in 2012 (does this go here?)

Published "Congolese Women: We're Not Just Victims" for Peace X Peace: Raise Women's Voices, Build Cultures of Peace

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Guest Lecturer: Politics of Africa (Professor Courtney Smith)
Center for Study of Women in Society “Roads Scholar;” Dean’s List
Recipient of Abbie Jane Bakony and Baker Family Foundation Scholarships

BACHELOR OF ARTS, WOMEN’S AND GENDER STUDIES
University of Oregon—Eugene, OR
Concentration in Grassroots Women’s Advocacy and Activism; Minor in Political Science

ASSOCIATE OF ARTS & SCIENCES
Front Range Community College—Westminster, CO

CREDENTIALS
Certified Nonprofit Professional, Nonprofit Leadership Alliance

PROFESSIONAL DEVELOPMENT
Project Planning & Management | Technology of Participation Facilitation Methods Training | Mediation

COMMUNITY LEADERSHIP & SERVICE

Presenter & Former Board of Directors, Committee on Diversity, & Elected Early Scholars Section Chair—ARNOVA
Presented webinars on work-life balance and productivity in nonprofit settings for Early Scholars Program
Named ARNOVA Diversity Scholar and Unanimous Winner of Best Research Poster at ARNOVA 2013

Board Member—Bainbridge Island Historical Museum

Invited Peer Reviewer—Case Western University UK/Wiley Publishing

Invited Peer Reviewer—Advancing Women in Leadership Journal/Texas A&M University

AFFILIATIONS

Alliance for Peacebuilding (AfP) | American Society for Public Administration (ASPA) | Nonprofit Leadership Alliance
Association for Research on Nonprofit Organizations & Voluntary Action (ARNOVA)