

YVETTE S. CLAYTON, MBA

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CAREER DEVELOPMENT ADMINISTRATOR

Creative, resourceful and strategic-thinking professional with a track record of developing successful solutions to improve organizational effectiveness and efficiency. Exemplary track record for developing positive and productive relationships and innovative programming that contribute that create win-win situations. Areas of expertise include:

- Professional Development
- Resource Development
- Relationship Management
- Consulting
- Infrastructure Design
- Collegiate Instruction
- Team Building
- Fiscal Management
- Analytical Problem Solving
- Business Strategy
- Volunteer Management
- Strategic Planning

PROFESSIONAL EXPERIENCE

Alabama A&M University (AAMU), Normal, AL

2013 – Present

Director, Career Development Services Center

Launch, coordinate, oversee and evaluate programs, activities and services that support the professional development of students and alumni. Lead, motivate and provide direction for a team of five, and up to six student workers, in all functions of the Career Development Service Center, including employer relations, professional development workshops, internship, co-op and career search processes and career counseling. Develop and oversee budget. Establish effective communication and collaboration with internal and external stakeholders to ensure win-win. As liaison to College of Business and Public Affairs, work closely with dean and department chairs and serve as lead contact for employers, faculty, staff and students.

Key Contributions:

- Achieved a 56% (Fall) and 74% increase (Spring) in employer career fair participation over a three-year period by increasing employer outreach, student preparedness and student attendance
- Strengthened partnerships with academic deans, administrators, faculty and staff to increase student engagement and to help facilitate employer partnerships
- Oversee continuous improvement processes that streamline operations and increase efficiency
- Spearheaded partnership with Freshman Academy to jumpstart professional preparation journey
- Conceptualized *Federal Employment Preparation Week* to prepare students for federal application process
- More than doubled number of events that support professional skills development; internship, co-op and career search efforts; experiential learning opportunities and community service opportunities
- Invited by alumnus to submit proposal that provided \$7K for student professional development program
- Selected to serve on university's Strategic Planning and Gala committees
- Facilitated process that helped three students each receive \$10k in scholarship support
- Cultivated employer, which contributed to an \$18k contribution for students' professional development
- Revamped resume templates to meet employer requirements; launching Social Media campaign

Chicago State University, Chicago, IL

2005 – 2013

College of Business, Director of Experiential Programs | 2010 - 2013

Launched programs that supported student retention and career preparation. Served as primary liaison for employer outreach. Worked closely with faculty to secure endorsement for professional development workshops. Served on Dean's Council and as faculty advisor for **Enactus** and **Delta Mu Delta Business Honor Society**.

Key Contributions:

- Launched *Exemplary Leaders Series*, through which students introduced and interviewed senior-level execs
- Made case for support in securing \$20,000 for sponsorship for BRANDU workshop series
- Established passport system to track student attendance at key events and reward excellence
- Tasked students with organizing events and Ensured experiential learning by tasking students with organizing induction ceremonies and other event
- Executive-produced *Entrepreneurial Idol Competition* wherein small business owner finalists pitched business plans before panel of judges and live audience

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Chicago State University, continued

College of Business, Adjunct Faculty Member | 2006 – 2012

Engaged students by incorporating current events into lectures and introducing group activities into management courses including, *Introduction to Modern Business Systems* (#103), *Small Business Management* (#252) and *Principles of Management* (#3010) and Field Experience in Small Business course (Management #4100).

Key Contributions:

- Revamped Management #4100 course to provide experiential learning opportunities. Served as lead consultant for student teams working with small business owners, non-profits and campus administrators on time-limited projects; several projects helped small business owners increase revenue up to 20%.
- Assigned class task of overseeing marketing, logistics and hospitality for second annual Arthur Stephens Scholarship Walk. Students raised almost \$2,000 and developed a survey to collect participants' feedback.

Chicago State University Foundation, Director of Development, Major Gifts | 2005 - 2010

Built rapport and liaised with corporate leaders, high wealth individuals and foundation officers to lead core fundraising activities. Strengthened collaborations with Alumni Relations staff to increase donor support.

Key Contributions:

- Spearheaded "Celebrating Our Own – Lessons from Leaders" event to honor distinguished alumnus; secured \$25,000 gift from honoree
- Built Presidents' Circle program to honor major gift donors and inspire continued giving
- Collaborated with Office of Alumni Affairs to launch 50th Reunion Luncheon; made ask for \$25,000 gift from alumna to establish 50th Reunion Scholarship Fund to inspire future Golden Circle gifts
- Spearheaded Arthur Stephens Scholarship Walk, which honored legacy of long-time volunteer; Increased Year 2 revenue by 30% through student and cross-campus engagement
- Engaged prospects and donors through outreach, creation of newsletters, holiday cards and Case Statement

MEMBERSHIPS

- National Association of Colleges and Employers
- Alabama Association of Colleges and Employers

PRESENTATIONS

- Facilitator, Employer Panel Discussion – Career Week 2016
- Ongoing presenter for classrooms and student organizations on topics including Resume Writing, Interview Skills and Personal Branding
- AAMU STEM-Day Speaker – 2014, 2015

AWARDS + COMMUNITY SERVICE

- Dancing With The President and First Lady fundraiser/competition | 2nd Place & People's Choice awards, 2015
- Outstanding Service Award, AAMU College of Business and Public Affairs, October 2013

EDUCATION + PROFESSIONAL DEVELOPMENT

Leadership Huntsville/Madison County, *FOCUS Executive Briefing Program*, 2016

AACSB Bridge Program Certificate, Association to Advance Collegiate Schools of Business, Babson College, May 2015

MBA, Marketing, (Clark) Atlanta University

B.S., Marketing, Illinois State University