

Dr. TAMIKA L. LEDBETTER

PRIVACY

HIGHLIGHTS OF QUALIFICATIONS

- Over 12 years of proven success as a Workforce Development Professional.
- Impeccable oratorical and written communication with excellent ability to deliver speeches or training material in new ways that engage participants in the learning/instruction process and student and career development.
- Gifted with leadership, supervisory, management and administrative shrewdness.
- Skilled at writing program initiative proposals with outstanding ability to implement and coordinate projects successfully.
- Extraordinary people skills with strong focus on relationship building, collaboration, conflict resolution and problem solving techniques.
- Highly effective active listening skills laced with empathetic posture.
- Great attention to detail while quickly identifying discrepancies and inaccuracies in data.
- Strong knowledge and usage of instructional tools/aides, various computer software and applications to include MS Word, Vista, EXCEL, QuickBooks and QuickBooks Pro, etc.
- High level of personal integrity emphasized and displayed throughout all aspects of life.
- Competent assessments and effective negotiation, wisely leveraging fiscal resources.
- Develops leaders and improves performance through engaged and effective mentorship.
- Experience with synchronous and asynchronous training environments.
- Adjunct faculty for higher education and guest lecturer.

PROFESSIONAL EXPERIENCE

- 01/2018 –Present **Regional Manager** State of Alaska DOLWD Wasilla, AK
Duties: Designated as the primary One Stop Operator for the Anchorage/Mat-Su Economic Region. Promotes workforce development programs and services. Oversees staff and resources and the full-integration of all programs and services under WIOA—Title IB Adult and Dislocated Worker Programs for the central region of Alaska. Responsibility includes the direct supervision of (3) Job Center Managers and the purview of (5) supervisors and (40) frontline staff who administer Employment Services under Wagner-Peyer, Jobs for Veterans Services (JVSG), Re-employment Services (RESEA), Registered Apprenticeships, Youth Services, Mature Alaskans Seeking Skills Training (MASST), Business Services and more.
- 09/2009 – 01/2018 **Employment Service Manager II** State of Alaska DOLWD Wasilla, AK
Duties: Plans, organizes, leads, directs, coordinates, supervises and controls the implementation of Employment Services and other programs and initiatives for the Mat-Su Center and regional Career Support and Training Unit (CSTS). Manage staff of over 12 + personnel and multiple programs to include Employment Services, Veterans' Services, Re-employment Services, Workforce Development, Apprenticeships, Youth Services, Mature Alaskans Seeking Skills Training (MASST), Business Connection/Employer Services, Disability Employment Initiative (DEI), Workforce Innovative Opportunity Act (WIOA) and State Training and Employment Program (STEP) funding programs, etc. In addition, develops, negotiates, plans and coordinates the local veterans' program, in collaboration with the statewide program coordinator. One key responsibility is to manage, supervise monitor and assign duties to the staff member serving as the Disabled Veteran' Outreach Program

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(DVOP) representative. This supervision entails overseeing service delivery, promoting coordination with veterans' organizations, reviewing caseload to identify issues and problems while providing corrective action and immediate solutions. Promote veterans' services to the employer community to encourage them to hire skilled veterans. Makes recommendations to statewide coordinator of best practices and training needs. Coordinates travel for local veteran's representative. Serve as the local advisor and community leader in promoting the overall enhancement of veteran's services. Handles all employee recruitment and selection of candidates, etc.

08/2007 – 08/2009 **Career Development Specialist II** State of Alaska DOLWD Wasilla, AK

Duties: Recruit, interview, and assess applicants, determine eligibility and conduct presentations for Workforce Investment Act (WIA) program. Refer and enroll applicants in appropriate training or employment programs, counsel and case manage participants to ensure successful completion of the program. Conduct community outreach. Negotiate with potential subgrantees and draft contracts, amendments and modifications for the disbursement of federal WIA funds. Assist senior staff in pre-award monitoring of prospective subgrantees. Establish and maintain effective relationships with government officials, private industry officials, professional personnel, and others.

03/2006 – 07/2007 **Employment Specialist/Facilitator** MAXIMUS/Alaska Works Wasilla, AK

Duties: Presents employment workshops to participants in an interesting and motivational manner in courses regarding life, job readiness, and job search skills. Listens carefully to clients, while firmly reinforcing the need to be self-sufficient and effectively conveying the benefits of working. Provides case management services to clients, updates client status promptly and coordinates actions with others in accordance with procedures, provides individual counseling regarding client barriers to employment and workshop attendance, develops ongoing relationships with the business sector and groups, such as the, Chamber of Commerce, make presentations with employer groups and associations etc.

05/2001 - 04/2005 **Chaplain Assistant (Active Duty)** United States Air Force Wasilla, AK

Duties: Protected the 1st Amendment Right of military personnel providing for the free exercise of religion, assisted Chaplain with various religious duties, provided force protection for Chaplain, served as senior administrative support personnel for Wing Chaplain, supervised support personnel, provided training to active duty personnel and all lay leaders, and procured all resources in, both, home and field environment, etc.

08/1999 – 03/2001 **Educator** Beaufort Co. School District Beaufort, SC

Duties: Created curriculum, updated, adapted and modified modules and classes. Delivered instruction to middle school students (6th, 7th, 7 8th grades) in the areas of Reading and Social Studies, implemented student journaling program, prepared students for statewide PACT exams and provided additional instruction to several homebound students.

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EDUCATION, TRAINING AND PROFESSIONAL DEVELOPMENT

University of Phoenix	Doctor of Management in Organizational Leadership	09/2018
University of Phoenix	Master of Arts in Education/Adult Education & Training	06/2009
Virginia Union University	Bachelor of Arts, History/Political Science	05/1998

HONORS

2014 Class of Top Forty under 40	Award and Honors	Alaska Journal of Commerce
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BOARDS & ASSOCIATIONS

Presbyterian Hospitality House (PHH)	Board Officer, Secretary
Alaska/BC Women's Discipleship Ministries	Board Member

SCHOLAR RESEARCH COMMUNITIES

Center for Leadership Studies and Educational Research (CLSER)	Affiliate
New Paths: National Eligibility Workers Association	Member
Society for Pentecostal Studies (SPS)	Member
Women and Leadership Research Group	Member

PUBLICATIONS

Ledbetter, T. (July, 2018). Perfecting follow through. [LinkedIn]. Retrieved from www.linkedin.com

Ledbetter, T. (April, 2016). Viewpoints: These things doth the Lord hate. *Evangel*. Pathway Press.

Doctoral Dissertation Title—*No Choice* Volunteer Leader: A Hermeneutic Phenomenological Inquiry of the Lived Experiences of Pastors' Wives

CURRENT PROJECTS

Innovation: Organization & Management Journal—Peer-reviewed journal submission
(Title: No Choice Volunteer Leader: An Enlightened Perspective of the Pastor's Wife)

Society for Pentecostal Studies Annual Meeting (February 2019)—invited to present a paper
(Presentation of the thematic findings of dissertation research study)

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LEADERSHIP PHILOSOPHY

My leadership approach is simply to cultivate an environment where excellence in performance is the expectation and demonstrated mode of operations. As a leader, I believe it is my responsibility to exemplify excellence primarily by serving others. I perceive myself to be a servant-leader. My leadership responsibility is modeled in communication and behaviors that represent a commitment to actively facilitating and stimulating a culture of respect, support and quality performance. As an engaged leader, I place high value on ensuring that anyone within my sphere of influence senses the value that I place on the human need for dignity and value. As an encourager of others, I expect my team to contribute their best efforts and diligently work toward overall success. I believe that when a team realizes that they have supportive leadership, they become deeply invested and committed to achieving organizational priorities and goals. Simply, leadership is not what you do; it is the embodiment of who you are!

~Dr. Tamika L. Ledbetter