**[Workforce Development Project Manager](https://www.postjobfree.com/resume/adzbyq/workforce-development-project-laurel-md)**

**Location:**Laurel, MD

**Posted:**August 29, 2023

**Contact Info:**

alinea.evans17@gmail.com

202-531-5801

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14403 Parkgate Drive, Laurel, MD 20707 202-531-5801 alinea.evans17@gmail.com

H E ATHER ALINEA EVANS

SUMMARY Strong, capable leader with 9+ years of experience in the implementation, execution and promulgation of State Unemployment Insurance and Workforce Development policy. Consistent with maintaining a high level of performance and dedicated to helping others succeed.

SKILLS • Program Coordination & Management

• Project Management

• Grant Writing/Grant Management

• Inter-Governmental & Legislative Relations

• Rapid-Pace Learner

• Microsoft Suite

• Google Suite

WORK HISTORY PROJECT MANAGER 10/2022 to Current

Maryland Department of Labor – Division of Workforce Development & Adult Learning, Baltimore, MD

• Oversee and manage multi-million dollar initiative designed to retain employees and create employment opportunities by removing barriers to employment.

• Planned, designed, and scheduled phases of the Jobs That Build Employer Fund Grant.

• Monitored and continued to monitor project performance to identify areas of improvement and make adjustments.

• Developed the policy regarding this specific grant of how funds will be distributed and utilized in compliance with ARPA funding and SLFRF guidelines.

• Developed data-tracking mechanism for ease of reporting program performance.

• Achieved project deadlines by coordinating with team contributors to manage performance.

• Successfully awarded grants to 63 Maryland-based employers working on infrastructure projects, benefitting over 2,600 Maryland-based employees. ADMINISTRATOR II 05/2018 to Current

Maryland Department of Labor – Division of Workforce Development & Adult Learning, Baltimore, MD

• Program Coordinator of the Trade Adjustment Assistance (TAA)Program.

• Conduct research to determine if businesses closed or laid off employees as a result of foreign impact or trade.

• Implement and evaluate Worker Adjustment and Retraining Notification (WARN) Act.

• Deliver presentations to impacted workers who have been separated from employment due to increased foreign import or trade.

• Assist Dislocation Services Unit Program Manager with layoff aversion, National Dislocated Worker Grants (NDWG) and TAA Act for thirteen (13) Workforce Development Areas.

• Ensure Dislocated Worker Services are provided efficiently Statewide.

• Develop and maintain relationships with external partners to facilitate program operations.

• Collaborate with Reemployment Program Directors and American Job Center Staff to achieve consistency in program objectives and services.

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• Create and deliver program training and education to keep participants knowledgeable about program and provide necessary skills to participate productively.

• Keep program-related data accurate, up-to-date and easily accessible.

• Provided ongoing direction and leadership for program operations.

• Analyze program data by tracking and reporting program outcomes to identify areas of improvement.

• Develop program marketing and outreach strategies to increase awareness and attract new participants.

• Track and report expenses accurately to manage program budgets.

• Provide technical support to staff with necessary resources to carry out duties successfully.

• Oversee staff schedules and assignments to handle programming demands.

• Create and enforce programming standards to maintain compliance with regulatory requirements.

• Monitor programming trends to keep content relevant and up-to-date.

• Provide bi-annual review of staff to ensure quality and productivity of team members. ADMINISTRATOR I 01/2014 to 05/2018

Maryland Department of Labor – Division of Unemployment Insurance, Baltimore, MD

• Program Coordinator of the Reemployment Services and Eligibility Assessment (RESEA) Program

• Program Coordinator of the Reemployment Opportunity Workshop (ROW).

• Oversaw day-to-day operations of both programs.

• Worked in conjunction with both State and Federal Government partners.

• Created and provided training for both Division of Unemployment Insurance (DUI) and Department of Workforce Development and Adult Learning (DWDAL) staff on the detection and reporting of potentially disqualifying Unemployment Insurance issues.

• Spearheaded collaborations to develop inter-division policy and procedures with management and staff of DWDAL.

• Provided effective assistance to staff and individuals who have applied for Unemployment Insurance benefits.

• Collaborated with other program coordinators to achieve consistency in program objectives and services.

• Provided ongoing direction and leadership for program operations.

• Analyzed program data by tracking and reporting program outcomes to identify areas of improvement.

• Assisted with grant writing and fundraising efforts to secure funding and sustain program long- term.

• Provided guidance and oversight to staff of for UI Claims Centers and 12 Local Workforce Areas.

• Assisted in writing policy regarding inter-agency agreement Memorandums of Understanding

(MOU’s).

• Ensured MOU’s were up-to-date and financial obligations were met.

• Created an organized system of tracking and filing for existing and new MOU’s EDUCATION Salisbury University, Salisbury, MD

Bachelor of Arts, French