

Lee Hubbell

Professional Experience

July 2004 – Present Loyola University Chicago, Illinois
Director – LU CHOICE Program (Loyola University Chicago Opportunities in Catholic Education), School of Education Undergraduate Program Recruiter

Oversee, direct and develop all aspects of the program.
Developed mentoring program for new teachers.
Developed “support person” program for community homes.
Plan and facilitate retreats and days of reflection.
Recruit schools and participants for program participation.
Facilitate monthly reflection sessions with participating teachers.
Develop and coordinate recruiting activities for the under graduate program.

May 2003 – June 2004 DePaul University Chicago, Illinois
Mentor Coordinator – Vincentian Urban Educators Program

Oversee, direct and develop all mentoring aspects of the program.
Serve as mentor to six first-year teachers, conducting bi-monthly school site visits and individual mentoring sessions. Provide support and guidance to program participants.
Plan, develop and execute professional development activities.
Develop and facilitate one-week training seminar, “Everything You Need to Know About Teaching That You Didn’t Learn in College.”
Participate in the planning and facilitation of orientation and retreat activities for program teacher participants.
Recruit schools for program participation.

January 2002 – March 2003 Target Group, Inc. Chicago, Illinois
Senior Project Manager

Daily oversight of Economic Opportunity Program Staff and accounts.
Continued oversight of pharmacy technician and precision metal works programs, ABN AMRO Bank and Wolverine Construction economic opportunity programs.

October 1998 – December 2001 Target Group, Inc. Chicago, Illinois
Project Manager

Developed education-to-careers programs for the precision metal works and pharmacy technician industries.
Assisted in writing responses to request for proposals.
Conducted research and developed concept for education-to-careers programs for the manufacturing and transportation industries.
Oversight of the daily operations of the READY Program (Retail Education Alliance for Development of Youth)
Developed job skill lessons for use in 26 participating Chicago Public High Schools and in Retail Learning Center.

Assisted in the coordination of a city wide animation contest for the Animate Illinois Program.

Developed, implemented, and monitor an interagency peer mentor and employee recognition program.

Conducted job fair for Midway Airport with twenty employers and over 1200 participants.

Managed Minority/Women Business Enterprise utilization programs for agency clients, including Department of Aviation, ABN AMRO Bank, and Wolverine Construction.

1994 – September 1998 Acadiana C.A.R.E.S. (Concern for AIDS Relief, Education, Support) Lafayette, Louisiana

Executive Director

Prevention Program rated number one in the State of Louisiana by the Office of Public Health in 1997 and 1998.

Increased operating budget from \$700,000 to \$2,800,000.

Secured two three year service contracts in excess of \$4,000,000.

Increased staff from 15 to 52.

Developed and conducted the following courses: AIDS 101, AIDS 201, Adolescent Peer Training Program, Home Health Party, and Educator Training.

Personally secured \$2,700,000 (98% of annual operating budget) by locating grants and writing successful grant proposals.

Worked with local media to promote agency programs.

1992 - 1994 Our Lady of Fatima School Lafayette, Louisiana

Director of Religious Education

Organized weeklong diversity symposium utilizing over 150 volunteers.

Developed first on campus chapel for student body.

Developed and conducted religious education methodology workshops/seminars for teachers, students, and parents.

Supervised and conducted annual review of 30 teachers.

Coordinated and conducted monthly, school wide religion programs.

1988 - 1992 Our Lady of Fatima School Lafayette, Louisiana

Fourth Grade Teacher

Developed and conducted study skills workshop for students, teachers and parents.

Developed a sister school program where underprivileged students were paired with students from my class.

Conducted a workshop for area teachers on conflict resolution techniques for the classroom.

1986 - 1988 Little Flower School San Antonio, Texas

Fifth/Fourth Grade Teacher

Prepared students to participate for the first time in the school science fair.

Enrolled students in the Junior Achievement Business Basics Program of Economic Education.

Worked with students to develop, write and conduct the first Thanksgiving play conducted by the fourth grade.

Education

1989 - 1992 University of Southwestern Louisiana Lafayette, Louisiana
Master of Education

1981 -1986 University of Southwestern Louisiana Lafayette, Louisiana
Bachelor of Arts, Elementary/Special Education