

INTRODUCTION



Hello, my name is Mariah Meachem-Williams, and I am a mission-driven advocate for underserved communities with a track record of designing, managing, and scaling complex programs. I have extensive experience in exceeding grant-related benchmarks and Key Performance Indicators across multiple initiatives within non-profit and educational settings. I have a proven ability to effectively collaborate with diverse internal and external stakeholders, including university partners, corporate recruiters, and community leaders, to ensure program fidelity and measurable participant success. Proficient in project lifecycle management, data analysis, and using technology platforms (Monday.com, Salesforce) to translate strategic vision into actionable program deliverables.

I had the privilege of serving as a Career Specialist for a large non-profit in New York City where I directly contributed to an innovative program that was recently featured in *The New York Times*, Wealth Builds. This initiative, aimed at addressing the wealth gap, provides \$10,000 grants to students to help them build long-term wealth. I played a key role in supporting participants with career development and internships, contributing to the program's broader mission of empowering students for financial success. My professional titles have also included academic and career advisor, undergraduate enrollment counselor, career and technical education teacher, technical recruiter and a host of academic and workforce development related roles.

This portfolio showcases some of the key projects I've developed throughout my career in addition to professional achievements, focusing on areas that are especially relevant to leadership roles in higher education and workforce development.

Thank you for taking the time to explore my experiences.

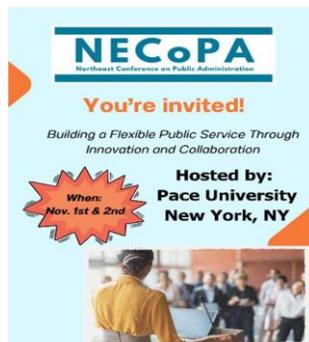
EDUCATION, RECOGNITION, AND HONORS



A.A.S Business Administration
B.B.A Financial Services

Highlights

- 2018 Excellence in Student Leadership Award Recipient
- Resident Assistant
- Student Government Leader



I was elected to speak at the Northeastern Conference on Public Administration in November 2024 (NECoPA). While I could not attend due to a personal life event, the acceptance was an honor and a testament to the quality of my research and its relevance in the field. This accomplishment speaks to my passion for workforce advocacy and academia, with a vision for systemic change in both education and career pathways for underserved communities especially.



Master of Public Administration

Highlights

Academic publication in progress through The Guardianship Academic Journal analyzing the relationship between public housing complexes and the criminal justice system across the United States through the exploration of how socio-economic disparities, exacerbated by factors like racism and classism, contribute to higher incarceration rates among public housing residents.

RELEVANT CAREER HIGHLIGHTS



Put Education to Work

I prioritize my professional development and have actively attended various conferences and seminars focused on expanding my knowledge of implementing career services within higher education. Most recently, I attended a significant event called the Braven Summit, where 400 professionals from diverse sectors gathered. The event's goal was to promote upward economic mobility, with a shared commitment to ensuring that next-generation leaders emerge from all backgrounds. We discussed innovations in higher education and the workforce, while also having the opportunity to network with individuals involved in education and recruiting roles.

RELATIONSHIP BUILDING AND CLIENT SUPPORT



I also had the privilege of attending a Wings Club event at the Yale Club in New York City with my caseload of Aviation Management student. This event featured influential speakers in the aviation industry, including Scot Struminger, EVP & CEO of FedEx Aviation. Prior to the event, I provided individualized coaching to my participants, equipping them with the skills and knowledge needed to navigate an in-person networking event to secure internships and post-graduate employment.

EDUCATIONAL PROJECT MANAGEMENT

During my time as a teacher, I developed and delivered a comprehensive CTE curriculum that was directly aligned with and designed to achieve specific grant-related benchmarks for student academic and career success. I Collaborated extensively with internal social workers and mental health staff to develop and implement individualized academic support plans, ensuring at-risk youth excelled in class and successfully transitioned back into traditional school environments.



RECRUITING AND MEETING EXPECTATIONS

Finally, in my role as an Information Technology recruiter, I collaborated with renowned organizations such as Disney and Johnson & Johnson to fill both temporary and permanent vacancies. I worked with top technological experts in areas like helpdesk services, technician support, and other IT-related fields.

STAKEHOLDER COLLABORATION – INTERNSHIPS (HIGHER ED)

As a Career Services Specialist, I played a key role in helping participants secure paid internships with top organizations such as KISS Beauty, Digitas, and the NBA, as well as a wide range of other external and internal opportunities. I also co-managed the coordination of our Career Exploration Program (CEP), which included a variety of responsibilities aimed at supporting participants throughout their internship search. These duties included:

- Assisting participants in developing strong internship application materials.
- Offering guidance on how to tailor and refine their materials to stand out among other candidates.
- Conducting mock interview sessions to help participants prepare for real-world interviews.
- Leading information sessions that provided comprehensive overviews of internship programs and their specific requirements.
- Organizing Career Treks to partner organizations' offices, giving participants an immersive experience of professional work environments.



This multifaceted approach helped participants confidently navigate the internship process and increase their chances of securing valuable opportunities.

STAKEHOLDER COLLABORATION – WORKFORCE DEVELOPMENT

I collaborated with a variety of external stakeholders within career centers at prominent universities, such as Boston University, Northeastern University, and several schools within the City University of New York (CUNY) system, to support both current students and alumni in securing paid internships and full-time post-graduate opportunities. These partnerships leveraged the resources of the universities' career centers and alumni support programs to help participants find meaningful career pathways.



*Campus visit to
Northeastern University
Fall 2024*

LONG-TERM PROJECT MANAGEMENT

During my time as a Career Specialist, I was responsible for developing, managing and executing all content and logistics for a high-impact, 6-hour pre-internship professional development program designed to ensure intern success and retention. During this time, I utilized strategic planning, delegation of tasks to internal staff and interns, and timeline mapping to successfully host the program for three consecutive internship cycles (in-person and virtual delivery).

This full day training program was designed for incoming interns, whether they were joining our organization for internal internship roles or participating in external internships (in-person, hybrid, or remote). The Boot Camp aimed to equip participants with the foundational skills needed to excel and retain their internships. Topics covered included effective communication, succeeding in virtual internships, professional dress code, active listening, receiving feedback, workplace etiquette, and self-advocacy for interns to be able to secure and succeed in roles at organizations like the NBA, KISS Beauty, and Digitas.

Following the event, I, along with the assistance of other team members, analyzed programmatic data (personal statements, surveys, focus groups) to compare intern retention rates against previous cycles, validating that Boot Camp participants felt significantly more equipped and confident, directly contributing to positive retention outcomes.

Welcome to Internship Bootcamp!

January 22, 2024



INTERN ENGAGEMENT AND PERFORMANCE MANAGEMENT

I have managed oversight of internship programs with a focus on fostering both intern development and supervisor accountability. I carefully vetted internship opportunities to ensure they provided meaningful and engaging experiences, equipping interns with the professional skills necessary for success in full-time roles after graduation.

When conflicts arose between interns and employers that could not be resolved independently, I facilitated mediation, providing structured support to both parties and ensuring effective resolution. I also conducted proactive outreach to interns who expressed concerns or required additional guidance, supporting them throughout their internship experience to maximize learning and growth.

Additionally, I evaluated intern performance by reviewing supervisor-provided evaluation scores at the conclusion of each internship. This evaluation was part of a comprehensive review that included monitoring participation in mandatory career services activities, ensuring interns fully benefited from the experience as outlined in their internship agreements.

LINKEDIN AND PROFESSIONAL NETWORKING PROGRAM DEVELOPMENT

I designed and facilitated a comprehensive series of LinkedIn workshops for participants ranging from undergraduates to alumni, equipping them with the skills to leverage LinkedIn effectively for securing internships and full-time opportunities. Workshop topics included creating an “All-Star” profile aligned with LinkedIn guidelines, conducting searches for people and opportunities using both basic and advanced filters, crafting personalized networking messages, requesting informational interviews, connecting with recruiters, and maintaining professional social media etiquette.

To ensure seamless program execution, I developed strategic timelines and delegated tasks to internal interns, assigning responsibilities for various components of the workshops. This structured approach enabled the successful delivery of the program over two consecutive cycles, providing participants with practical guidance and support to strengthen their LinkedIn presence and networking capabilities.

OBJECTIVE: Upon completion of the LinkedIn workshop series, participants should display thorough understanding of the following:

- What is LinkedIn and what are the benefits of becoming a member?
- Fundamental LinkedIn skills – navigation, “how to’s” etc.
- What components are necessary for an “all-star” LinkedIn profile?
- How to use advanced searches and filters on LinkedIn in order to find specific job postings.
- How to craft a professional connection request message.
- What are 1st, 2nd and 3rd connections and how does that affect user experience?
- How to maintain professional relationships using LinkedIn.
- What is LinkedIn learning and how is it beneficial?

Snippet of the original LinkedIn Workshop proposal.

I have also provided participants with tutorials for navigating several additional career development technologies including platforms like Handshake, Coursera, and Myers-Briggs Type Indicator.

