

Rick Louis

Summary

Culturally intelligent, enthusiastic, pragmatic, creative, friendly and hard working team player, relocated in Denmark from New York City, currently seeking employment in Copenhagen. I am well adapted to the challenges of fast-paced and changing environments (within a team or independently), international cultures, project leadership, strategic implementation, change management, problem solving, on-boarding, employee learning, training and development and the increase of consumer and employee satisfaction.

EXPERIENCE

Independent Project Leader / Management. Independent Consultant,

October 2017 - Present

Research, prepare and deliver independent project consulting solutions to USA-based companies.

Job Coach Developer, Communicator, Consultant & Management. Contemporary Guidance Services/Family Residences & Essential Enterprises, New York, NY.

September 2015 - October 2017

-Co-create and facilitate departmental change, communicate and align probationary employees professional abilities with company's tasks, policies and procedures.

-Monthly progress monitoring and learning assessment, ensure learning implementations and schedules, empowerment activities and teach academic and professional skills courses.

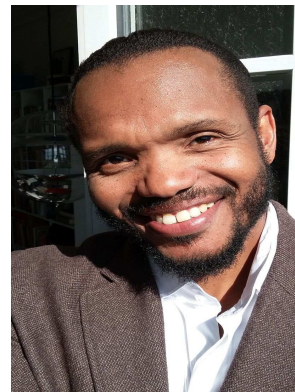
-Team builder, develop prospective employee's operational goals, liaison between probationary employee and organization, facilitate daily conflict resolution, prepare and chair monthly probationary employee assessment review meetings.

-Ensure documentation in compliance with New York State regulations, billing documentation, responsible for purchases and activity budget allocation.

Educational Development Project Co-Creator, Communicator & Manager.

Family Residences & Essential Enterprises Inc.,

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SKILLS

Excellent:

- Research & Strategy Implementation
- Analytical Skills (Micro & Macro Level)
- Leadership Skills
- Public Speaking
- Communication
- Inter-Departmental Collaboration
- Decision Making Skills
- Strategic Planning Skills
- Project Management
- Knowledge Creation & Management
- Interface with Multiple Departments
- Employee Recruitment, Interview and Hiring
- Employment Creation and Editing
- Manage Long-Term/Short-Term Strategic Goal

Very Good:

- Budget Management
- Marketing
- Fundraising Organizing
- Public Outreach
- Job Training
- Special Education

Good:

- Motivating Others Under Pressure
- Excessive Communication on a Strict Deadline
- Patience on Strict Deadlines

Long Island/Queens, NY.

April 2012 - September 2015

- Ensure accurate communication and alignment of organizational needs with prospective new employees as well as smooth professional integration and empowerment of prospective new employees into the workforce, prioritize and respond to requests from field operations in a timely manner.
- Create, organize, lead, co-market and co-executive leader of one of the annual fundraisers benefiting the underprivileged and mentally challenged individuals.
- Monthly professional progress monitoring and learning assessment, design and teach learning strategies and schedules, skill development activities and academic courses.
- Team builder, develop prospective employee's operational goals, liaison between probational prospective employee and organization, facilitate daily conflict resolution, prepare and chair monthly probationary employee assessment review meetings.
- Ensure accurate documentation in compliance with New York State regulations, billing documentation, responsible for fund management, allocations, purchases and activity budget allocation.

Program Coordinator.

Family Residences & Essential Enterprises Inc., Long Island, NY.

January 2010 - April 2012

- Supervise, recruit, interview, hire, job orientation and communicate work expectations. Perform administrative reviews and professional staff's evaluation. Create and maintain growth climate, team building, promotion and increase job satisfaction. Responsible for budget allocations and balance.
- Communicate new strategies, train, supervise and assess educators in all areas. Perform monthly classroom observations. Meet with staff to review, discuss overall progress, job satisfaction and effectiveness. Organize, chair staff meetings and address employee's professional needs.
- Review every consumer's profile, ensure documentation validity, reach out to relevant state and independent parties guarantying accurate file completion.
- Prepare, conduct and chair annual and semi-annual consumer review meetings. Ensure accurate and up-to-date communication between educators, clinicians, case managers, residential staff and family members. Ensure resolution of consumer issues with relevant internal and external parties.
- Develop daily staff schedule. Ensure daily electronic and paper validation of billing documentation. Ensure and maintain proper agency documentation in compliance with New York State regulations.

EDUCATION

Clavis – (Studieskolen from Module 1 - 4.1), Copenhagen.

September 2017 - Present

Danish Learning: listening, writing and reading.

Columbia University, New York — Ed.D. (Studies), Adult Learning & Leadership (Program).

September 2004 - May 2009

Adult Learning & Leadership.

Columbia University, New York — M.A., Social-Organizational Psychology.

September 1999 - May 2001

Organizational Psychology.

Florida Atlantic University, Boca Raton — B.A., Psychology.

September 1996 - June 1999
(Social) Psychology.

AWARDS

Honor Societies

- Cum Laude.
- Education Achievements Recognition.
- Honor Societies.

Professional Awards

- Team Leader.
- Most Improved Employee Award.
- Employee of the Month.

Social Awards

- Social Program and Services.
- Active Community Help and Support.
- Volunteer Work.

LANGUAGES

English

- Speaking/Listening: Excellent
- Writing: Excellent
- Reading: Excellent

Art & Humanities and Literature Department Student Worker (while pursuing my degree).
Teachers College, Columbia University,
New York, NY.

January 2009 - December 2009

- Communication liaison between all administrative staff and faculty members. Responsible for all communication regarding class schedules, classroom assignments, faculty lectures and technological equipment requirements, draft notification letters to students, maintain and communicate faculty's class and exam schedules to administrative staff.

Web Office Researcher & Updates (while pursuing my degree).
Teachers College, Columbia University,
New York, NY.

August 2007 - December 2008

- Handle all web news postings on the Teachers College Columbia University's main web-page.
- Conduct news research, news reviews and news selection, news rewrite, news reformat for morning and afternoon continuous web postings.
- Survey daily internet web traffic (times of day, topics and shares) to benchmark and identify predictable traffic patterns for future news selections.

Library Service Clerk (while pursuing my degree).
Teachers College, Columbia University,
New York, NY.

May 2005 - July 2007

- Research articles, books and other items within a high traffic library.
- Train students to use library's technological equipment.
- Record and distribute materials information material locally and with other libraries.
- Provide front desk services, phone services and information to students.

Assistant to the Director of the Student Life Center.
Teachers College, Columbia University,
New York, NY.

November 1999 - April 2005

- Manage all insurance procedures and guidelines for nearly 3,000 Teachers College Columbia University students.
- Create and implement new regulations, communications strategies and management styles within my department.
- Responsible for handling the university's ongoing compliance with New York State immunization requirements for every student attending the college.
- Co-interview, train, on-boarding, payroll, orientation and supervision of new hires.

French

- Speaking/Listening: Excellent
- Writing: Excellent
- Reading: Excellent

Danish

- Speaking/Listening: Beginner
- Writing: Beginner
- Reading: Beginner

HOBBIES & INTERESTS

Volunteer Work:

Volunteer Coordinator-Worked as a volunteer and volunteers coordinator in organizing the food bank and food pantry for the underprivileged on Mondays and Tuesdays at the First Presbyterian Church.

Fundraiser-Raised money for the Police Athletic League, which provides coaching and sports guidance to underprivileged children.

Counselor-Counseled run away teenagers, assisted them with finding housing, employment and psychological support in order to integrate back into mainstream society. at Compass located in West Palm Beach, FL.

Physical Activities

Volleyball, Tennis, Running and Cycling.

Photography

Nature, Portrait and Fashion.

- Write and deliver “welcoming speech” for all incoming students. Prepare, execute and supervise the distribution of departmental orientation materials.
- Responsible for all accounting transactions (sales, purchases and income) of the university’s recreation pool budget.

Motivation & Employee Benefit Plan Intern (while pursuing my degree).

Citibank,
New York, NY.

- Consult with regional and branch leaders and conduct research on management, communication and design of employee benefit plan.
- Research effective techniques in identifying factors causing poor employee performance.
- Review employee communication techniques and co-developed employee communication implementation strategy.
- Co-develop strategies to align benefit plan offerings with organizational objectives.

Sales & Account Specialist (while pursuing my degree).

First Union National Bank,
Boca Raton, FL.

May 1996 - June 1998

- Co-design and implement new clients outreach and communication strategy.
- Participate in management strategy implementations following mergers and acquisitions.
- Assist in the promotion and marketing of multiple types of bank account programming for the existing bank clients.
- Implement strategies aligning employee, client and company needs.
- Work on projects such as, surveying, data collection and analysis to improve customer satisfaction.