

# Katherine Cordier

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## EDUCATION

### Master of Education in Clinical Mental Health Counseling

University of Dayton  
May 2020 - December 2022

### Master of Science in Business Administration

University of Dayton  
July 2018 - June 2019

### Bachelor of Science in Business Administration

University of Dayton  
August 2014 - December 2017  
Majors: ENT and MKT

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## SKILLS

Organizational Management  
Strategic Planning  
Oral and Written Communication  
Relationship Building  
Administrative Support

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## PERSONALITY TESTS

Meyers Briggs: INFJ  
DiSC: Steadiness and Conscientiousness  
Human Design: Manifesting Generator

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## CERTIFICATIONS

CPR and First Aid  
Nonviolent Crisis Intervention

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## LICENSURES

Licensed Professional Counselor,  
Ohio Counselors, Social Workers, and  
Marriage and Family Therapists Board

## WORK EXPERIENCE

### Chief Executive Officer

Franklin+Co., Remote | April 2023 - Present

- Led all operations, website, and business activities to produce dog accessories
- Implement a customer-centric company and a strategic plan that aligns with our mission
- Champion sustainability efforts, implementing eco-friendly practices into the business

### Lecturer, School of Business Administration

*\*Appointed from Adjunct Professor*

University of Dayton, Dayton, OH | August 2022 - Present

- Teach entrepreneurship and management courses including Organizational Behavior and Intro to Entrepreneurship
- Plan lectures, assignments, guest speaking engagements, and experiential learning opportunities on a semester basis to create a dynamic course curriculum to educate 80 plus students each semester
- Advise and mentor students through their academic and career development within the School of Business and Entrepreneurship major

### Associate Director, Crotty Center for Entrepreneurial Leadership

University of Dayton, Dayton, OH | September 2021 - Present

- Plan and implement various entrepreneurship focused programs and academic events by collaborating with and connecting a diverse portfolio of community members, businesses, non-profit organizations and university partners
- Orchestrate UD's annual Flyer Pitch Competition to provide funding, mentorship, memberships, and other resources to Tech, Main Street, and Nonprofit ventures
  - Recruit and secure mentors, workshop guest speakers, and judges
  - Serve as the lead contact for participants in each round
  - Work with external suppliers to account for gifts, technology, catering, etc.
- Orchestrate an annual career fair for students to network and develop as professionals
- Provide new faculty orientations and facility access for faculty teaching at The Hub
- Schedule university courses in The Hub's classroom spaces each semester
- Assist in reserving Hub event space for UD stakeholders and Hub members
- Compile data and report out on the center's initiatives in an annual report and during each Hub board meeting and Crotty Center advisory council meetings
- Manage the Crotty Center communications across various media channels to promote activities and major initiatives within the Crotty Center
- Provide tours of The Hub to prospective students, families, alumni, and donors
- Serve as a search member for various faculty/staff positions for the SBA or center

### Counselor Trainee

Mental Health Services, Springfield, OH | August 2021 - Present

- Conduct individual counseling sessions using various evidenced-based interventions
- Prepare and maintain all required treatment records and reports
- Collect information about clients through clinical interviews and measured against the DSM-5-TR to assess for possible mental health diagnosis or other disorders
- Develop and implement treatment plans based on clinical experience and knowledge
- Connect individuals with medical practitioners and community resources

### Assistant Director of Operations, Center for Student Involvement

University of Dayton, Dayton, OH | February 2018 - August 2021

- Supervised 50+ students with an emphasis on personal and professional development
- Recruited, hired, supervised, and evaluated students on a semiannual basis
- Develop an engagement and annual training program
- Oversaw the college union and 7,000 meetings, conferences, and various events hosted each year using an event management software

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## OTHER WORK EXPERIENCE

### **Operations Coordinator, Center for Student Involvement**

University of Dayton, Dayton, OH | August 2014 - December 2017

- Developed daily facility event schedules, assignments, and room diagrams on Word, Excel, and Visio
- Used time management skills and effective communication to direct precise event set ups and transitions
- Arranged daily set ups of events in 7 meeting rooms, 2 ballrooms, presidential suite, and lounges
- Launched an Employee Recognition System to acknowledge and reinforce high work performance

### **Operations/Real Estate Intern**

Aires Global Relocation Company, Pittsburgh, PA | May 2017 - August 2017

- Secured partnerships with real estate agents and clientele to ensure easy mobility in selling and buying homes
- Accelerated the success of the real estate program by diligently updating the database and billings of clientele
- Organized appraisals, inspections, disclosures and documents to initiate the listing process of home sales

### **Real Estate Marketing Intern**

Howard Hanna Real Estate Services, Erie, PA | May 2016 - August 2016

- Created and edited marketing presentations for prospect/client meetings
- Coordinated regular mailings, managed distribution processes, updated and reported on home activities
- Prepared and distributed market analyses for local newspapers and news broadcasting

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## PROFESSIONAL AND ACADEMIC INVOLVEMENTS

### **Hub Powered By PNC Bank Board Member**

Dayton, Ohio | September 2021 - Present

- Fosters partnerships with leading industry players, academia, and startups to create a collaborative ecosystem
- Participate in strategic planning to help set the direction for the innovation center

### **Crotty Center for Entrepreneurial Leadership Advisory Council Member**

Dayton, Ohio | September 2021 - Present

- Participate in strategic planning to help set the direction for the entrepreneurship program at University of Dayton

### **Sustainability Immersion Faculty Representative**

North Carolina Textile District, Charlotte, NC | August 2023 - Present

- Represent the University of Dayton faculty on Immersions to the North Carolina Textile District to engage in dialogue and learn about ethically sourcing products and how to improve sustainability efforts in supply chains and across campus to improve the carbon footprint and meet the UN's Sustainability Development Goals

### **Student Leadership Program Conference Committee Chair**

University of Dayton, Dayton, OH | August 2018 - August 2020

- Supported the initiatives of the Leadership Programs Directors in the creation and execution of an annual conference that encourages students reflect upon, develop, and practice leadership competencies to create positive social change
- Facilitated developmental sessions to Fall Leadership Conference student participants
  - 7 C's of the Social Model of Leadership
  - 5 Behaviors of a Cohesive Team
  - Resume and Cover Letter Workshop
  - Self-Care Workshop

### **West Dayton Incubator Working Group Member**

University of Dayton, Dayton, OH | December 2017 - December 2018

- Assembled research on incubators and co-working spaces around the nation to benchmark for an emerging arts, entrepreneurship, and economic development community center in the Dayton area
- Mentored a capstone team through research, discussions, and strategic planning to deliver feedback from community leaders, findings, and recommendations to launch the West Dayton Incubator