

I am an energetic presenter, powerful communicator, and a dynamic teacher, integrating my abilities as improvisational comedian, large group facilitator, keynote speaker, and classroom teacher to captivate and educate his audience.

I served as the EEO/Affirmative Action Diversity Coordinator for Anoka County, Minnesota, where he educates the community on State and Federal laws, statutes, rules, codes and regulations governing employment and human rights functions, including U.S. Equal Employment Opportunity Commission (EEOC) rules, Americans with Disability Act (ADA), and Age Discrimination in Employment Act of 1967 (ADEA). Prior to his work in Anoka County, Andre was the Academic Dean at National American University, where he inspired mid-career adults to live their dreams and reach their full potential. Andre believes that people possess the ability to empower themselves, and this belief is made manifest by his unique style of teaching. I am looking for an opportunity for a Diversity Consultant in the Human Resources position. I am looking to expand the work I have done to include providing access of multi- entity, multi-functional, multi-site integrated health care system .I want to make sure that organizations are able to effectively respond appropriately to concerns related compliance with federal, state, and local regulatory agencies, EEO/AA laws and supports families, the community at large, and strategic organizational diversity objectives.

I want to be a part of an organization that values diversity in its policies, procedures and in its employment practices. It is my hope to create and sustain a diverse and inclusive culture and environment for both external and internal clients. As the communities we serve change it is important the create organizational change, integration, and process improvement for internal and external business partners.

The National Association of Human Rights Workers awarded me with the Human Rights Worker of the Year award for the continued dedication to human and civil rights. In addition, In 2005 I received both the “American Red Cross Marketing” and “The Community Presentations Volunteer of the Year” awards for the difference he is recognized as making in his community.

As an agent for change, group facilitator, and youth advocate, I believe that everyone has the capacity for leadership. Through his work with the American Youth Foundation (AYF), I have served as “Program Specialist” for the Community Education Resource Team. There I initiated a training program which promoted diversity within communities and schools. In addition to his role as program specialist, serving as the director of the International Leadership Conference in Ossipee, New Hampshire. Prior to AYF, I serves as the Transportation and Coordinator of Special Services for the St. Joseph Residential Treatment Center in Dayton, Ohio. In these ways, he has shown that he is committed to multicultural awareness, and youth development.

There are many words that define Andre Koen, but the most definitive is, “Andre, the Enkindled Spirit.”

Andre' M. Koen
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Objective

I am looking for an opportunity to marry my competencies earned through working with local government, higher education, K-12 classroom teaching, knowledge of the EEOC, ADA and diversity to inspire employees, staff and clients to engage in better human relations, legal compliance and customer service through the lens and connections that diversity and inclusion can offer..

SUMMARY OF QUALIFICATIONS

Anoka County Government

October 2005-2012

Diversity Coordinator/Cultural Coordinator

Develops and implements policies in accordance with federal, state and local laws as they relate to AA/EEO/ADA. In addition, the education of all county employees on working with diverse populations, cultural awareness, ethics, legal concerns that rule and govern public employees. I have a Master's degree and experience directly involved in organizational change interventions with a major organization. Over the last 7 years I have developed an expert level of knowledge in: Organizational Development, Diversity/Cultural Competence, Team Development, Consulting, and/or Strategic Planning.

Accountabilities:

Compliance Administration

- Develops and maintains Affirmative Action Plans (AAP), AAP statistical reports using appropriate software and conduct preliminary analysis.
- Assists in the preparation, maintenance, and updating of annual Affirmative Action Plan (AAP) for all required legal entities including planning/design regarding implementing EEO laws and regulations.
- Researches professional and federal publications to obtain current information on changes in applicable EEO/Affirmative Action laws.
- Works with recruiters and others to monitor recruitment and reporting activity for community events and AAP required information.
- Performs periodic reviews to assess level of regulatory compliance on all workforce related processes, tools and resources.
- Develops tools and resources regarding EEO/AAP for leaders.
- Responds to specific internal and external business requests by acquiring, synthesizing and analyzing market/customers' data for response and a presentation regarding compliance trends, community programs, and industry benchmarks.
- Conducts presentation to leaders, business partners and community.
- Develops and maintains tracking system for EEO/AAP processes and plan review.
- Serves as technical and strategic resources for leaders, HR professionals and others regarding compliance administration and philosophy.
- Development of 5 programs based on data from the Affirmation Action Plan (AAP)
- Managed Cross Functional County Action team focused on achieving EEO goals derived from the AAP
- Advised on the construction of accessibility upgrades, reasonable accommodations and accessibility of fall Anoka County activities based on the County's ADA Plan
- Created Anoka County's Trainee Program to facilitate and develop a pipeline for minorities and women across the county; 30 participants in 3 years

- Designed 10 strategic trainings and interventions that engaged departments in organizational change model based on the AA Plan.
- Conducted diversity training, cultural competence sessions, leadership development, Brownbag/Movie discussion groups to develop cultural competence
- Provided advice and counsel to staff on effectively maintaining work environments free of discrimination, microinequities and harassment, and avoiding unlawful practices
- Lead round tables discussions on the 1964 Civil Rights Act, the impact of the ADA, EEOC updates, Hr hiring practices and tools for engaging minority employees.
- Attended many job, recruitment and college fairs looking for applicants
- Inspired a team Anoka County employees and volunteers to engage with cultural recruitment activities like Juneteenth
- Assessed, monitored and analyzed the county's progress using the applicant data and employee data to create action plans to reduce our underutilization of minorities
- Demonstrated effective resolution of disputes and grievances with one-on-one coaching, training, mentoring and in depth investigations

Core Skills	Core Competencies
<ul style="list-style-type: none"> • 6 years experience in EEO/AA, Diversity, Investigations, Compliance, the development of training materials and evaluation of training programs • Excellent research and analysis ability to formulate sound recommendations. • Maintains professionalism, and objectivity in challenging interpersonal interactions and crisis or emergency situations. • Maintains confidentiality of the organization and its employees. • As a an educator I have a proficiency at producing high quality training materials, presentation graphics, reports, and electronic database systems • Knowledge of government and regulatory employment laws as it relates to EEO organizations • Highly proficient in computer software packages (for example: MS Office products including MS Access or knowledge of database systems, Excel spreadsheets, Moodle, Video software, LMS Systems and other graphical packages) 	<ul style="list-style-type: none"> • I possess the ability to influence and build relationships, work collaboratively with individuals or teams from all areas and processional levels of the organization, community and various business partners • I have strong analytical skills and creative problem solving skills • I have strong oral and written communication skills including the correct English language grammar, spelling, punctuation and vocabulary and the ability to develop, prepare and deliver high level business presentations • I am able to manage multiple projects simultaneously with high degree of attention to detail • I am able to work independently and with minimal supervision • I am comfortable with role of change agent, working with resistance and working with ambiguity • I am available to work evenings and weekends as needed • Proficiency in computer software packages for online, istance and computer based training

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National American University (NAU)

February 2000-2005

National American University is a small private career university. NAU's focus is to become partners with adult learners as they continue on their path of lifelong learning.

Adjunct Professor

- Facilitated the learning plans of adult college students using the Pacific Institutes' Thought Patterns curriculum,
- Instructed the Professional Development Course.
- Used the Meyers-Briggs temperament sorter, Holland's Career Inventory, SCAN Skills, and the LPI Aptitude test.
- Helped adult students life goals based on Steven Covey's Seven Habits of Highly Effective People is also taught in Andre's courses.

Academic Dean (2004-2005)

- Schedule and recruit instructors that have a balance of teaching and real world experience.
- Monitor student success, order educational material, conduct faculty trainings and manage the learning plans for over 200 adult students.

Skills for Tomorrow Schools (Skills) St. Paul, Minnesota

August 1998-2004

Skills for Tomorrow is a School-to-Work charter school using Joel Baker's EFG

Competencies.

- Senior High focuses on providing students with small class sizes, performance based assessment, educational fundamentals, leadership skills, and career development opportunities.
- Responsibilities include developing, facilitating, monitoring and evaluating curriculum
- 120 students who focus on social change, valuing equity, self-esteem, ethical behavior, and student as leader.

Lead Educator

- Leadership/Social Studies/Civics Teacher
- Developed simulations, experiential learning and outdoor adventure programs for classes of 17 students
- Facilitated the learning plans of 130 high school students using tools such as
 - Myers-Briggs Temperament Sorter,
 - Holland's Career Inventory,
 - SCAN Skills, and LPI Aptitude Test,
 - Steven Covey's Seven Habits of Highly Effective People.

Service Learning/ Job Coach

- Coached a team of students in the use of work place and SCAN skills in a real world environment.
- Coordinated the learning objectives, service projects, and reflection activities for students required to earn 180 hours of service learning.

Multi-Media Administrator

- Instructed, maintained and problem solved for a Microsoft NT LAN network with 50 PCs and 120 users.
- Production coach for multi-media/web based products for both teachers and students.
- PC Based products used: MS XP family of products,
 - Hyper Studio,
 - Macro Media Flash MX,
 - Dream Weaver,
 - I-Movie, Adobe Dream weaver

Educating Future Generations Coach (EFG)

- Served as trainer-to-be, a resource to teachers both internal and external throughout the organization.
- Trained staff to focus on providing teachers with resources to facilitate expanding their current curriculum, building partnerships with the community, and building student competencies through meaningful work.

American Youth Foundation (AYF) St. Louis, Missouri: June 1988-1998

- AYF provided skilled competence in the areas of recruiting volunteers, drafting proposals and developing, implementing, monitoring, and evaluating programs.
- Achieved professional certification in the following areas:
 - Low and High Challenge Course,
 - Group Facilitation,
 - First Aid,
 - Adventure Education, and Trainer.

Program Coordinator International Leadership Conference (ILC), Director

- Responsible for developing, facilitating, monitoring and evaluating leadership curriculum
- Responsible for recruitment, training and retention of staff volunteers, budget allocations and providing a safe, nurturing environment for 140 youth from over 8 countries.

RELATED CAREER QUALIFICATIONS

AM Horizons Training Group

Lead Facilitator in a national consulting firm that provides training, coaching and support in the areas of Equity/Diversity, Teamwork, and Leadership.

Community Mediation Services

Volunteer with Community Mediation Services to conduct both community mediation and restorative justice process.

North Start Council Juvenile Diversion Program

Develop program strategies for the expansion of the program and increasing it's effectiveness.

Alexandra House: Domestic Violence and Sexual Assault Program

Community Outreach Chair, working with the board to connect community resources, educates community leaders and increase volunteer base.

Anoka County Community Action (ACCAP) (Secretary)

Manage and give oversight to programs for low income community members; e.g. Head Start, Emergency Energy Assistance and First time home owner courses.

Core Faculty for Minnesota State Patrol

Designed and facilitated a six month cultural competence and elimination of bias section of the academy for freshmen officers.

Nation Association of Human Rights Workers

Board Member and Member at Large, we focus on the continuing education and training of our members through our annual training conference.

University of Saint Thomas

Online teaching assistant, offered support and technical help for students who were new to online courses.

Stevie Ray's Improvisational Comedy Troupe

Performer and troupe member our focus is on performance and teaching individuals and organizations how to think on their feet, improve public speaking and how to play together which touches on diversity issues.

New Orleans Diversity Team, New Orleans, LA

Is a Train-the-Trainer program that for the last six years has taught over 200 youth how to facilitate dialogue on diversity issues.

World of Difference, St. Louis, MO

Lead Facilitator, taught and conducted diversity workshops for adult and youth groups in the St. Louis Area

TEACHING ASSIGNMENTS

National American University PS1500- Strategies for Successful Thinking

Minnesota School of Business CM1100- Interpersonal Communications

Rasmussen College PS100- Keys to College Success

Adler Graduate School- Multicultural Relations

EDUCATION**University of St. Thomas University St. Paul, MN**

MA, Educational Technology Program

National American University St. Paul, MN

BS, Organizational Leadership

Certificates/Certifications

Educational Technology Certificate, St. Thomas University

Rule 114 Mediator, Community Mediation Services, Crystal, Minnesota

Over the last 10 years Andre has developed:

- 6 years related work experience in Human Resources, Training, Diversity, EEO/AA, or Compliance in lieu of degree.
- 6 years experience in EEO/AA, Diversity, Investigations, Compliance, including Minimum of two years training experience including the development of training materials and evaluation of training programs and/ two years investigations interviewing and document review experiences.
- Excellent research and analysis ability to formulate sound recommendations.
- Ability to maintain professionalism, composure and objectivity in challenging interpersonal interactions and crisis or emergency situations.
- Ability to respect and maintain the confidentiality of the organization and its employees.
- High degree of proficiency at producing high quality training materials, presentation graphics, reports, and electronic database systems
- Knowledge of government and regulatory employment laws
- Proficiency in computer software packages (for example: MS Office products including MS Access or knowledge of database systems, Excel spreadsheets, and other graphical packages)
- Ability to influence and build relationships, work collaboratively with individuals or teams from all areas and professional levels of the organization, community and various business partners
- Strong analytical skills and creative problem solving skills
- Strong oral and written communication skills including the correct English language grammar, spelling, punctuation and vocabulary and the ability to develop, prepare and deliver high level business presentations
- Ability to manage multiple projects simultaneously with high degree of attention to detail
- Ability to work independently and with minimal supervision
- Comfortable with role of change agent and related ambiguity
- Possess a current valid driver's license and access to reliable transportation
- Must be available to work evenings and weekends as needed