

# Michelle Kilbourne

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## Leader

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Motivated and goal-oriented leader with extensive experience providing vision and direction to an organization by championing collaborative values and the unique organizational context.

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## Areas of Expertise

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- **Team Leadership:** Confident, energetic, and systematized. Proven strengths in relationship development, active listening, and presentation. Well-versed in growing the professional development of individuals in multiple industries as well as government and not-for-profit organizations. Accustomed to seeing untapped potential and developing it into successful programs to assist both the leader and the organization.
- **Strategic Planning:** Creative problem solver with a reputation for innovation and budget mindfulness. Can identify areas for improvement and implement strategic initiatives and change management programs to foster growth. Strives for high stakeholder satisfaction.
- **Organizational Development:** Quality-focused, analytical, and collaborative leader that institutes new ideas for drive revenue. Accustomed to overseeing untapped potential and developing it into successful programs proven to assist leader and companies with their goals. Fosters the development and promotion of channels and messages to promote new initiatives.
- **Human Resources:** Research minded professional who seeks out impacts to organization to address urgent / emerging human capital needs. Talented event planner who is attentive to both strategic and tactical goals. Well versed in learning management systems for instructional design needs.
- **Technology:** Skilled in Microsoft Office Suite and Windows and Mac operating systems. Rapidly absorbs, grasps, and applies new software.

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## Professional Experience

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Church of the Brethren Benefit Trust – Elgin, Illinois

**VP of Internal Relations / Director of Human Resources & Administration**, 2019 to Present

*Related Skills: Board Management, Professional Development, Payroll*

Completing both strategic and tactical roles to address current issues and transform company into viable entity to serve current and future constituents.

Judson University – Elgin, Illinois

**Business Programs Chair**, 2013 to Present

**Adjunct Professor**, 1999 to 2013

*Related Skills: Team Leadership, Training, Facility Management, Budget, Event Planning, Leadership Development*

Served as chair for the business and leadership graduate programs and three undergraduate business majors. Established multiple leadership and entrepreneurial initiatives for staff and students, particularly the Leadership Development Group and the CREATE initiative. Designed and developed new curriculum centered on business analytics, leadership, strategy, and research for undergraduate and graduate students.

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Cultivation Ministries – St. Charles, Illinois

**Associate Director**, 2000 to 2006

*Related Skills: Strategy, Mentorship, Hosting Workshops, Leadership Development, Process Improvement, Change Management*

Led team of eight and oversaw a budget of \$500,000 during execution of two business units. Worked closely with Executive Director to identify change initiatives to drive growth and meet companies' needs.

**Key Contribution:**

- Consulted with 12 teams of strategic leaders to implement tailored programming with various levels of success due to human resource, industry and structural elements.
- Secured \$40,000 in grants for new and emerging initiatives.

Enhanced Leadership – Carpentersville, Illinois

**President**, 2006 to 2013

*Related Skills: Customer Service, Leadership, Communication, Business Consulting*

Partnered with executives in private industry, including McDonald's and Pepsi, to deliver self-awareness and feedback programs to improve individual leadership and company growth.

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## Career Notes

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Senior Manager, Accenture (12 years)

Assessed client needs, designed training materials and communication materials, measured stakeholder commitment, recruited new employees, and developed junior team members.

Accomplished Presenter, Multiple Venues

Engaging the Generation Z Student, Investigating Despair in Retired Leaders, Organizational Wisdom, Entrepreneurship, Implicit Associations, Facilitating Trust, Managing Change Resistance, and Ethics.

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## Education

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**Doctorate in Organizational Leadership**

Regent University, Virginia Beach, Virginia

**Master of Business Administration, Human Resources**

Illinois State University, Normal, Illinois

**Bachelor of Science in Finance**

Illinois State University, Normal, Illinois

**Certifications**

Myers Briggs Type Indicator (MBTI), CPP, Inc.