Sarena Taylor

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SUMMARY

Learning and development professional with experience across career services and educational research, from delivering professional development programs to overseeing data collection for an education study. Adept in developing instructional materials, facilitating to diverse audiences, and collaborating across teams to create workforce development initiatives.

SKILLS

Microsoft Office (Word, Excel, PowerPoint), Articulate Storyline, Camtasia, Canvas Learning Management System, Canva

PROFESSIONAL EXPERIENCE

RTI International Durham, NC
Research Education Analyst August 2022 – November 2026

- Coordinated help desk training for 15+ employees providing technical assistance for a national education study
- Translated complex survey instructions and federal reporting standards to assist 5,000+ survey respondents
- Conducted market research on in-demand academic and apprenticeship programs to support large-scale employer outreach
- Partnered with subject matter experts to develop content for training materials, resulting in an increase in survey guides, learning videos, and presentations used within the employee learning experience

University of North Carolina at Charlotte Charlotte, NC
Assistant Director of Professional Development June 2019 - July 2022

- Collaborated with university partners, alumni, and workforce partners to execute professional development events, reaching 4,000+ students annually and strengthening career exploration opportunities
- Evaluated internship experiences for academic credit eligibility and administered a credit-bearing experiential learning course, ensuring internships provided students with practical experiences to apply core academic concepts
- Launched a new peer career ambassador program and coached 5 student employees to share internship experiences, promote departmental initiatives, and mentor early business talent
- Facilitated career workshops and individual consultations on professional branding, networking, and salary negotiation

University of North Carolina at Greensboro Greensboro, NC
Assistant Coordinator for Residence Life July 2017 - May 2019

- Designed training sessions for 160+ part-time employees, improving knowledge retention of organizational policies
- Led a wellness learning program of 25+ participants, using the 8 Dimensions of Wellness model to support participant well-being and promote healthy practices during major life transitions

EDUCATION

University of North Carolina at Greensboro Greensboro, NC
Master of Education in Higher Education - Student Affairs Administration May 2019

North Carolina State University Raleigh, NC
Bachelor of Arts in Psychology May 2017

COMMITTEES & FORUMS

- Belk College of Business Staff Council (Recording Secretary), *UNC Charlotte* July 2020 - July 2022
- ACRL Training & Development (Graduate Student Representative), *UNC Greensboro* August 2018 - May 2019

INSTRUCTIONAL EXPERIENCE (COURSES)

Internship for Academic Credit, University of North Carolina at Charlotte, 2019-2022
Introduction to Business Professional Development, University of North Carolina at Charlotte, 2021-2022