

# Wirt Twitchell

Email: [REDACTED]

**Summary of Qualifications:** Experienced administrator and educator with proven skills in curriculum development and teaching, counseling and advising, career coaching, assessment, and program creation and development. Ability to help people identify values, research interests, and develop action plans. Broad knowledge and experience working with low-income, disadvantaged, first-generation, at risk populations, and special needs groups. Extensive grant writing and program implementation experience.

## **Education and Certifications**

Ed.S, University of Nevada, Reno

Counseling and Educational Psychology

M.A.Ed., Northern Arizona University

Counseling

M.A., Northern Arizona University

Community College Education/Student Services Administration

M.A., Northern Arizona University

Social Science

B.S., Northern Arizona University

Social Science/Business Administration

Ed.D. coursework and comprehensive examinations completed in Counseling and Educational Psychology, University of Nevada, Reno

Additional doctoral coursework in Higher & Adult Education, Arizona State University

Certificate: Emerging Practices and Technology in Online Teaching, New Century Learning Consortium

**Career Assessment Certifications & Competencies:** Myers-Briggs Type Indicator (MBTI).

Strong Interest Inventory(SII), Self-Directed Search, Skill Scan, Motivated Skills & Career Values Card Sort

Certified *Job & Career Transition Coach*, Career Development Network

Certified *Facilitator: Inter-Cultural Communication & Negotiation, Dispute Resolution Services*

Certified *Online Counselor*

## **Professional Experience**

**Manager, DT Distribution, Phoenix, AZ** 7/2014-3/2020

- Route sales and service

**Career Development Manager, Native TANF Program, Gardnerville, NV** 5/2010 – 6/2014

- Coordinated programs at 10 sites in Northern California and Northern Nevada
- Developed and provided comprehensive training program on case management, client self-sufficiency, assessment applications and planning, team building, and crisis intervention
- Collaborated with and developed community based programs for local government and social service agency based programming
- Planned and implemented comprehensive career and educational assessment program
- Provided career counseling services to TANF clients, conducted assessment workshops, developed long-term employment strategies and plans
- Organized training programs for clients in Medical Office Assistant, Medical Coding & Billing, Quickbooks, and Microsoft Office-Word, Excel, and Powerpoint
- Trained and supervised Job Developers/Job Coaches and GED/ABE educators

**Faculty-Social Science, Education, Humanities & Public Service, Western Nevada College**  
8/2009 – 12/2015

- Taught Core Humanities course sequence: CH 201, CH 202, CH 203

**Director of Advising and Academic Services, Southern Oregon University, Ashland, OR**  
9/2008 -7/2009

- Planned and implemented centralized Campus Learning Center combining Math Center, Writing Center, and tutoring
- Developed online Student Success class for incoming students
- Implemented electronic advising system

**Director of Academic Advising and Career Services, Truckee Meadows Community College**  
1/2006 – 7/2008

- **Regents Academic Advisor of the Year, 2008**

**Director of Counseling, Advisement and Career Services, Truckee Meadows Community College, 7/2002 – 12/2005**

- Charter member, Nevada Higher Education System Articulation Board and Advising & Transfer Board

**Director/Assistant Dean, Career and Workforce Development, Truckee Meadows Community College, 12/1999 – 7/2002**

- Coordinated, planned and implemented first WIA One-Stop in northern Nevada
- Awarded \**Distinguished Performance Award* by National Alliance for Business

- Established first ACT Center, WorkKeys Center, NOCTI Center, and ACCESS Center in Nevada

**Assistant Dean of Student Development/Director of Counseling, Testing and Special Programs,** Truckee Meadows Community College, 10/1988 – 12/1999

- **Regents Administrator of the Year, 1999**

**Director of Arts & Sciences Division,** Truckee Meadows Community College, 1/1995 – 7/1995