

# KENNETH A. RUSSELL

Sacramento, CA

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## CAREER PROFILE

Progressive and challenging career highlighted with successful deployments of small-to medium-scale products, projects and programs in Information Technology and Human Resources. Six years experience in initiating and developing project plans, budgets, deploying web application upgrades and tool enhancements for web based tools and working with external/internal clients in an IT environment. Five years developing recruiting strategies, managing programs and recruiting external applicants from the University level (BS, MS, MBA, and PhD). Strong qualifications in working with process development, employee training, budget development and control, customers and translating their needs.

Experience and achievements include:

- **Process Development:** Demonstrated ability to work with clients and program constraints to deliver high quality, well documented, repeatable processes, training documents and presentations. Developed understanding of customers needs and translated into functional requirements.
- **Training:** Equipped personnel with the marketing, management and human relations skills necessary to become successful, contributing members of recruiting teams at the campus level as well as at the Regional and National Engineering Conference levels. Ability to effectively present training material at multiple levels (peer, management) within the company.
- **Client Relations:** Built strong, sustainable, trusting partnerships with internal business groups as well as with external domestic and international clients. Able to see the small things in products or ideas that give a competitive edge with the client.
- **Career Profile Summary:** Ability to adapt and deal with ambiguous situations while working in a fast-paced and challenging environment. Flexible and able to balance multiple projects within given constraints to deliver quality products and solutions within clients needs and program/project controls.

## PROFESSIONAL EXPERIENCE

### CH2M HILL

#### *University Relations Liaison*

6/08 – 8/09

- Build high performing relationships with internal client /external groups and maintain high internal satisfaction level with college relations and internship services and deliverables through closed loop feedback and process improvement
- Develop and foster relationships with Deans, Directors, Professors, other administrative staff of academic departments and national conferences, career centers, as well as with student leaders of key campus organizations
- Analyze current strategies and implement execution plan improvements to attract top talent for 7 assigned strategic universities and 4 National Engineering Conferences
- Build, coach and prepare recruiting teams for campus or conference events

### INTEL CORPORATION

#### *Campus Recruiting Manager*

6/04 – 5/08

- Marketed and delivered outreach programs to University Engineering Departments, external target populations and internal managers and business groups
- Expanded and maintained relationships with Universities, Regional and National Engineering organizations
- Analyzed strategic comparisons of domestic University student population trend data to understand available market and develop competitive strategies to increase share of demographic market
- Developed budgets and implement controls to manage 12 – 20 events per year within budget
- Built, trained and managed 6+ teams on recruiting processes and company policies and procedures
- Developed initial Diversity Strategy for campus recruiting and managed the execution of the strategy components

***PROFESSIONAL EXPERIENCE*** (Continued)***Testing Analyst***

3/03 – 6/04

- Conducted verification, validation testing and configuration management of PeopleSoft tables
- Coordinated the migration of applications to the test environment via Change Management processes.
- Analyzed requirements documentation, functional and technical specifications to ensure an effective test plan
- Executed the test plans to identify discrepancies and deliver plans correct discrepancies

***Project/Program Coordinator***

2/02 – 3/03

- Administer day-to-day support of staffing tools, including standard maintenance, outage support, and indicators
- Analyzed, recommended, and deployed system enhancements to improve tool reliability, security and performance for Business Continuity planning
- Developed a strong working knowledge of tools and impacted business processes to become senior level support for training

***Staffing Consultant***

4/00 – 2/02

- Co-managed Engineering scholarship program (annual budget ~\$800K)
- Built and improved strategic hiring programs to increase under-represented candidate and technical female hiring percentages that included
- Managed small to medium size project teams and conferences with total budget ~\$160K

***Planning Analyst/Engineer***

6/98 – 4/00

- Managed small to medium projects for clients in Asia and Europe including developing and delivering customer training
- Engineered and lead process improvement efforts for tools and processes used in Asia and Europe
- Designed and tested solutions and support mechanisms for large user base internal tools/systems
- Compiled project success/improvement metrics and summarized data into reports for various levels of management

***Business Analyst***

6/96 – 6/98

- Defined/analyzed data in order to develop and design solutions for moderately complex processes
- Authored service level agreements for support organizations and their customers
- Provided planning assistance to project managers to ensure criteria for standard company-wide implementation processes are met
- Defined/analyzed business requirements and write/publish business proposals/recommendations

***EDUCATION*****Master of Science, Computer Science**, Emphasis in Human/Computer Interaction, May 1996

North Carolina Agricultural and Technical State University, Greensboro, North Carolina

Publication: An Object-Oriented Ada 95 Library, 10th Annual Advance Software Engineering and Education Training (ASEET) Symposium, 1996

**Bachelor of Science, Computer Science**, May 1992

North Carolina Agricultural and Technical State University, Greensboro, North Carolina

**Affiliations**

Kappa Alpha Psi Fraternity, Inc., Outstanding Young Men of America, National Society of Black Engineers, Society of Hispanic Professional Engineers, Who's Who in Professional Management, Intel Involved community volunteer, Intel Scholar Program Mentor, Intel University Instructor