

HILARY CLARK

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Learning and Change Facilitator with 10+ years of experience in program management and hands-on leadership. Specializing in self-worth mentorship, self-advocacy, and transformative learning experiences that empower personal and professional growth, build confidence, and create lasting change.

CORE COMPETENCIES

Transformative Mentorship • Organizational Leadership • Program Development & Facilitation • Coaching & Advocacy
Change Management • Conflict Resolution • Self-Worth & Resilience • Employee Engagement & Growth

WORK EXPERIENCE

Stanford University, Stanford, CA

Oct 2014 - Dec 2023

Staff Development in Human Resources, Land, Buildings & Real Estate

- Led biannual professional development curriculum, overseeing diverse cohort selection, comprehensive learning sessions, 360° feedback surveys, and individualized coaching and development planning for all participants.
- Directed annual mentorship program, ensuring equitable participation through a non biased matching process.
- Facilitated team-building, conflict resolution, SWOT analysis, and goal-setting retreats, developing actionable implementation plans for each session.
- Administered DiSC® Workplace Profile assessments and led team retreats to enhance inclusion, engagement, and workplace dynamics.
- Implemented training for hiring practices, aligning with DEI standards to promote equitable recruitment.
- Contributed as an active member of the DEI Council, advocating for equity in training across the organization.
- Drove continuous improvement by collecting regular feedback, proactively responding to insights, and measuring progress against key performance indicators (KPIs).
- Spearheaded the organizational core values rebranding initiative, ensuring alignment with strategic goals.
- Launched over 20 custom learning courses based on focus group feedback, aligning content with organizational priorities and core values.
- Successfully transitioned 400+ staff to a new performance management system, developing customized training for diverse employee groups, including a 30% participation rate from bargaining-unit staff.
- Authored a year-long career development program for administrative professionals, fostering skill-building and career advancement.
- Led a task team in response to organization-wide engagement survey results, driving actionable changes and improvements.
- Chaired eight-person interview panels for multiple successful recruitment efforts.
- Coached high-potential employees, achieving 90% promotion rate through targeted development and guidance.

SLAC National Accelerator Lab, Menlo Park, CA

May 2010 – Oct 2014

Senior Administrative Associate in Environment, Safety & Health

- Supervised administrative team, streamlining support processes and standards for 380 staff.
- Coordinated annual safety fair for over 1,100 employees, enhancing user experience and engagement.
- Organized training programs in alignment with regulatory demands and compliance requirements.
- Implemented a key performance indicator process to enhance content, delivery, and continuous improvement.

EDUCATION & CERTIFICATIONS

M.A. Organizational Leadership, Lewis University, Romeoville, IL • **B.A. Media Arts**, The Art Institute, Pittsburgh, PA

CERTIFICATIONS

Everything DISC® • Crucial Conversations Instructor • 360° Administrator • Workplace Mediator • Change Management