



**Virtual Work and Life Skills Boot Camp -- Winter 2021**  
***The Right Image, The Right Information***  
***Preparing for and Presenting to Employers***

**Friday, January 29, 2021, 10:00 am to 4:00 pm**  
**By Zoom to You at Home or on Campus**

## **A G E N D A**

**10:00-10:10 am**      *Welcome*

- **Welcome from Associate Colleges of Illinois – Mick Weltman, Executive Director**
- **Welcome from Associated Colleges of Illinois Board of Trustees – Justin Lee Allen, ACI Trustee, Vice President & General Counsel, BDJ Trucking Company**
- **Guide to the Day – Leslie Millenson, ACI Director, Special Projects**
- **Technology Tips – Cindy Morales, ACI Manager, Operations & Research**

**10:10-10:50 am**      *A Good Fit*

- **Leah Wallace, Senior Vice President, Workforce Development-Diversity and Inclusion, Citi**
- **Diana Stephanie Lara, Regional Governance Associate for the Latin America (LATAM) Chief Administrative Officer, Citi**
- **Shirae Thompson, Senior FP&A (Financial Planning) Analyst, Citi Retail Services**

**Citi workforce development executive Leah Wallace and a panel of young Citi professionals will address:** What is meant by “corporate culture”? How will it influence your day-to-day interactions, your behavior, manner of dress, etc. As a new hire, how can you learn and integrate with corporate culture – even if you have onboarded and are working remotely? As a young professional, how can you express your own identity while still conforming to corporate culture?

**Leah Wallace is Senior Vice President of Workforce Development and Diversity, Equity and Inclusion, Citi,** responsible for development, implementation and assessment of strategic initiatives that drive a diverse and inclusive workforce. Previously, Wallace was Vice President of Client Development and Field Sales. She has worked for Citi Retail Services for 17 years and has over 25 years’ experience in the financial services industry in sales, marketing and management. Wallace is a strong and passionate advocate for community involvement, active in mentoring and financial literacy education for youth. She has been awarded The President’s Volunteer Service Award for six years, the “Honored Citizen” award by Arlington Public Schools, and the “Excellence in Education Award– Faculty of the Year”. She is a financial literacy volunteer for organizations including Network for Teaching Entrepreneurship, Junior Achievement and Urban Debate League. She has served on the Board of Directors for the YMCA Arlington, United Way Arlington Regional Council and is currently a member of the Board of Trustees of the Associated Colleges of Illinois. Wallace co-founded the Citi Black Heritage Network-Chicago in

2017, serving as its Co-Chair, Membership Chair and Recruitment Chair. She was awarded the 2020 Citi Black Excellence Award for promoting inclusion, mobility and development of Black colleagues at Citi. Wallace graduated from UCLA with a BA in business economics and earned an MBPA in information management at JFK University. She recently received her Diversity and Inclusion Professional Certificate from Cornell University School of Industrial & Labor Relations.

**Diana Stephanie Lara is a Regional Governance Associate for the Latin America (LATAM) Chief Administrative Officer at Citi.** Her responsibilities involve governing structures, processes and risk management initiatives for the region. Lara's Citi career began in 2018 with Citi Retail Services Talent Track Rotational Program, which strengthened her analytics, governance, communication and marketing skills and linked her to employee networks, including the Atlanta Women's Network, Black Heritage Network and Hispanic Heritage Networks across the U.S. Lara is also a passionate volunteer and community leader, serving as the Co-President for the Emory Atlanta Latinx Alumni Board and Latino Pipeline Program Manager for the Association of Latino Professionals for America (ALPFA) Atlanta chapter. She is committed to mentoring diverse professionals, sharing resources and uplifting communities.

**Shirae Thompson is a Senior FP&A (Financial Planning) Analyst for Citi's Retail Services.** Her responsibilities include assessing Citi's financial performance and developing appropriate forecasting processes. Previously, Thompson worked for Ernst & Young in their tax practice. Her career in finance began at Baylor University where she graduated with a BBA in Accounting. She is now pursuing her MBA at the University of Chicago Booth School of Business. She is actively involved with NABA's Dallas Chapter, the YMCA, ASPIRE's afterschool program, Citi's Black Heritage Network, serving as its Community Outreach Co Chair, and the National Black MBA Association.

**10:55-11:40 am**            ***Getting the Interview Right***

- **Lynn Hazan, President, Lynn Hazan & Associates, Inc.**

**With many years of experience in recruiting and counseling entry level employee-prospects, Lynn Hazan knows that a successful job interview starts long before the interview occurs:** First, assess your own strengths, articulate your brand and your story. Then, consider what type of job you really want and begin to research and screen companies where you might want to work. Once you're ready to interview, there are some critical things you can do to prepare for success, differentiate yourself from other applicants and get that job.

**Lynn Hazan, President, Lynn Hazan & Associates, Inc. has been an executive recruiter for 36 years.** Her philosophy of recruitment is built on relationship marketing – maintaining long-term relationships with both clients and candidates to ensure successful placements. Deeply involved in the professional community, Hazan was awarded the 2018 Lifetime Achievement Award by DePaul University's Driehaus College of Business-Marketing Advisory Council and serves on the council's executive board. She has spoken before many business, marketing and communications groups. A professional storyteller and published author, Hazan performs throughout the United States, Canada and around the world for audiences of all ages.

**Lynn Hazan & Associates (LH&A) is an award-winning executive search and consulting firm** specializing in marketing and communications placement, with 21 years in the field. The firm represents employers nationwide, with a focus on Chicago and the Midwest. Clients include Fortune 500s, corporations, agencies, entrepreneurial firms and not-for-profits. It places candidates in full-time, part-time, project-based and temp-to-term positions. LH&A offers employers recruiting, outplacement consulting and workshop presentations.

**11:45-12:50 pm**      *Dress for Success*

- **Ashley Campos, Founder, Ashley's Consult With Style**

**How do you create a look that's professional, reflects the culture of the organization for which you'll be working** and comfortable for your identity and sense of style? What's the difference between business "formal" and business "casual"? How can you stretch a budget to cover the basics and maybe a few extras?

**Ashley Campos, founder and owner of Ashley's Consult, in Chicago**, helps people feel and look great by sharing her expertise through personal styling, image consulting, merchandizing, production sets and photography. A successful business owner for the past 14 years, Campos served as lead merchandizer for a Macy's in Indiana while studying at Indiana University. After college, she relocated to Arizona to accept a senior buyer position with another national department store, where she enjoyed opportunities to travel and learn fashion and design through the lenses of other cultures around the world. Four years later, Campos moved to Chicago, where she built on her skillset and marketing savvy to launch a business of her own. Since launching her Chicago-based business, Campos has been nominated for various design and women in business awards. In 2018, 2019, and 2020 Ashley's Consult has been recognized as sites such as Thumbtack and Creatively. Currently, she employs 22 people and is planning to open a New York City office by the end of 2022.

**12:50 – 1:20 pm**      *Lunch Break*

**1:20-2:00 pm**      *The Secret Life of Talent Acquisition Managers*

- **Celeste Quinn, Talent Acquisition Coordinator at Illinois Farm Bureau and COUNTRY Financial**
- **Leah Wallace, Senior Vice President, Workforce Development- Diversity and Inclusion, Citi**
- **Lyn Bulman, Executive Vice President, Global Human Resources, Fellowes Brands (Retired), Chairman, Associated Colleges of Illinois' Board of Trustees**

**What do Talent Acquisition Managers look for when they search for/assess young talent?** What should young people expect when they actively engage with talent acquisition managers? Our Talent Acquisition panel reveals some of the secrets of connecting with prospective employers and making a great impression.

**Lyn Bulman is a retired senior executive with broad-based experience in complex, international companies in a range of industries.** A proactive, pragmatic and business-oriented leader with a consultative style, Bulman thrives on designing and implementing innovative and cost-effective business practices in an environment of organizational change. For 15 years, she was Executive Vice President, Global Human Resources, Fellowes Brands. There she led HR staff worldwide, directly supporting employees in 13 countries, as well as at joint ventures in other nations. She was a corporate officer and part of Fellowes' executive management team, and she managed its Board Compensation Committee. Previously, Bulman held human resources management positions at Galileo International, Dun & Bradstreet Software Services, Fisons plc and Yorkshire Electricity. A native of Birmingham, England, Ms. Bulman earned her bachelor's at the University of Leeds and a certification in human resources management at Leeds Beckett University. She came to the United States in late 1996 when she was promoted from a European to a global headquarters position. Bulman chairs the Board of Directors of Associated Colleges of Illinois.

**Celeste Quinn** is Talent Acquisition Coordinator at Illinois Farm Bureau and Country Financial, in Bloomington, Illinois. She joined Country Financial right out of college, and she began her 20-year career there on the insurance side of the business, holding position positions in underwriting support, as a Personal Lines

Underwriter and a Title Quality Assurance Analyst. She transitioned to human resources, serving as Title Human Resources Coordinator before taking on the role of Talent Acquisition Coordinator at Illinois Farm Bureau and Country Financial. Ms. Quinn graduated from Associated Colleges of Illinois member Eureka College with a BS degree in business administration and management. In addition to raising six children with her husband, a police officer, Ms. Quinn is an Ironman athlete.

**Leah Wallace is Senior Vice President of Workforce Development and Diversity, Equity and Inclusion, Citi,** responsible for development, implementation and assessment of strategic initiatives that drive a diverse and inclusive workforce. Previously, Wallace was Vice President of Client Development and Field Sales. She has worked for Citi Retail Services for 17 years and has over 25 years' experience in the financial services industry in sales, marketing and management. Wallace is a strong and passionate advocate for community involvement, active in mentoring and financial literacy education for youth. She has been awarded The President's Volunteer Service Award for six years, the "Honored Citizen" award by Arlington Public Schools, and the "Excellence in Education Award– Faculty of the Year". She is a financial literacy volunteer for organizations including Network for Teaching Entrepreneurship, Junior Achievement and Urban Debate League. She has served on the Board of Directors for the YMCA Arlington, United Way Arlington Regional Council and is currently a member of the Board of Trustees of the Associated Colleges of Illinois. Wallace co-founded the Citi Black Heritage Network-Chicago in 2017, serving as its Co-Chair, Membership Chair and Recruitment Chair. She was awarded the 2020 Citi Black Excellence Award for promoting inclusion, mobility and development of Black colleagues at Citi. Wallace graduated from UCLA with a BA in business economics and earned an MBPA in information management at JFK University. She recently received her Diversity and Inclusion Professional Certificate from Cornell University School of Industrial & Labor Relations.

**2:00-2:50 pm**                      *Email Etiquette in the Remote Work World*

- **Dr. Maribeth Hearn, Director, Career Success Center, University of St. Francis**

**Dr. Maribeth Hearn understands the value and impact of email communications, especially when so much of our work transpires in the digital space.** Reviewing the do's and don'ts of email communication, Hearn will challenge students to examine and improve their email habits, looking at tone, formality or lack thereof, the audience to which the email is directed, as well as practical issues, such as signature blocks and cc's.

**Dr. Maribeth Hearn is the Director of the Career Success Center at the University of St. Francis.** Dedicated to helping people discover their vocation and then thrive in the workplace, she provides a customized, student-centered approach. She has nearly seven years of experience in career-readiness and programming. In addition, she has 20 years of award-winning business leadership and 10+ years as an adjunct professor, which have equipped Hearn as a strategic thinker and effective leader.

**2:55-3:55 pm**                      *Financial Literacy 101: Life on an Entry Level Budget*

- **Sabria Jones, Specialty Partner Management Officer, Citi Retail Services**
- **Aaron Spain Bey, Senior Analyst, Citi Retail Services CBORC**

**You're just starting out in the workplace, first job, entry level salary.** How do you construct a budget that funds all the essentials, makes student loan payments, and maybe leaves a little left over to have some fun?

**Sabria Jones is a Specialty Partner Management Officer at Citi Retail Services**, where she is responsible for leading the oversight and implementation of fuels partner projects and strategic initiatives to deliver against portfolio goals. Jones joined Citi immediately following her 2018 college graduation. She is part of the two-year Talent Track rotational program, which hires recent college graduates and exposes them to multiple roles, senior leaders and special projects within Citi Retail Services. She has completed rotations in Product Design and Development and Compliance Sales Practices and is completing her final rotation in Research and Insights, where she partners with marketing teams to provide consumer insights for portfolio goals and strategic initiatives. Jones is active in Chicago Diversity Networks, serving as Professional Development and Membership Chair for the Chicago Black Heritage Network and the Communications Co-chair for the Chicago Women's Network. A certified Digital Marketing and Integrated Communications Professional, in her spare time, Jones helps her personal clients build their digital presence through branding and social media. Originally from Savannah, GA, Jones holds a bachelor's degree in marketing from Howard University.

**Aaron Spain Bey is Senior Analyst in Citi Retail Services CBORC organization**, working toward high efficiency operational risk management. He is responsible for assessing and reporting business risk monitoring results. He joined Citi in 2016 in the Citi Retail Services Talent Track program, where he rotated through three sectors of the business: Home Depot Decision Management, Conversions and Onboarding and Customer Sales Surveillance. One of his greatest successes was growing Home Depot's consumer, Canada and Commercial Marketing Program using data-driven analysis and strategic marketing collaboration. Bey has served as an ambassador for recruitment and co-chaired community service leadership for the Black Heritage Network-Atlanta. A native of Columbia, MD, Bey holds a bachelor's degree in economics from Morehouse College. He is fluent in Spanish and has limited proficiency in Mandarin and French. He enjoys traveling, music and all things creative.

**3:55-4:00 pm**                      **Wrap Up**

- **Leslie Millenson**