

# MS. TREAVA MILTON, MSOL

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## EDUCATOR AND ADMINISTRATOR

Passionate educator with a strong background in operations support and project management. Systems thinker with ability to translate senior leadership visionary ideas into concrete organizational objectives. Ability to coordinate efforts of diverse project teams and ensure results that meet and exceed expectations. Ability to liaise between internal and external stakeholders to establish key relationships and increase productivity. Recognized for process improvement and adherence to best practice procedures resulting in streamlined efforts and increased efficiency. Outstanding documentation ability and strong written expression.

## CORE COMPETENCIES

Content Preparation and Delivery • Program Coordination • Project Management  
Process Improvement • Diversity and Equity Leadership • Event Planning  
Team Building • DiSC Discovery Soft Skills Training • Organized • Forms Design

## PROFESSIONAL HISTORY

### Living Grace Volunteer (2012 to Present)

Living Grace is a non-denominational religious organization with a strong emphasis on community service and social justice.

### Senior Leader, Teacher

Foster senior leadership success in developing strategies for accomplishing mission. Contribute effectively to leadership training by creating opportunities to tap areas of expertise and experience that enhance group growth. Energize and implement innovative teaching plans using pre-determined curricula. Assume essential responsibilities related to innovating and expanding teaching approaches using differentiated learning philosophy. Collaborate with operations team to strengthen infrastructure by supporting administrative function. Communicate effectively to target audiences.

#### Essential Functions:

- Teach 3 preparations combining innovative approaches and pre-determined curriculum.
- Train Assistant Teacher using best practices for succession planning.

### St. Andrew's School, Middletown, Delaware (September 2007 – June 2016)

St. Andrew's is a private, independent boarding community of 450 students and a faculty and staff of over 125.

*Functioned in various roles up to and including Interim Director, Community Service and Director, Diversity Programming*

### Interim Director, Community Service (September 2014 - June 2016)

#### Essential Functions:

- Led faculty in all aspects of community service programming including project coordination, process implementation and improvement, student and faculty engagement, external relationship management and all associated logistics.

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### MS. TREAVA MILTON, MSOL (PAGE 2)

- Coordinated *Creative Mentoring* partnership program matching St. Andrew's mentors with students from local elementary schools.
- Solicited community service volunteers for Andrew's Place homeless shelter and Epiphany House women's shelter.
- Successful projects include but are not limited to:
  - Delaware Mud Run
  - St. Andrew's Blood Drive
  - Delaware Stuff the Bus
  - Salvation Army Bell Ringing
  - Delaware Special Olympics

### Accomplishments

- Digitized sign up process for students, increasing data management and historical documentation.
- Created student administrative support role for a senior student, leading to student receipt of Community Service Award upon graduation.
- Expanded mentoring outreach partnership to capacity.
- Improved internal and publicity documentation resulting in greater clarity and streamlined communication.
- Expanded Community Service program to include innovative student generated ideas as well as additional Special Olympics program.
- Collaborated with students on student-driven training content project for incorporation by *Creative Mentoring*.

### Director of Diversity and Equity Programming

- Revitalized and re-focused faculty effort to execute plan on diversity education.
- Collaborated with consulting firms and diversity educators in order to audit and assess various areas of campus life.
- Offered innovative and concrete portals to problem solving and conflict resolution. Acted as mediator between faculty and students wherever necessary.
- Enhanced faculty awareness by fostering cross-cultivation of expertise and experience in subject matter. Expanded faculty training and participation in diversity related education in conjunction with seven faculty colleagues. Focused on best practices for conflict resolution in all areas of student life.
- Continually met program demands within \$13,000.00 budget.
- Planned and executed bi-annual school-wide weekend dedicated to diversity education and programming.
- Collaborated with department heads and Headmaster to hire new teachers conversant regarding inclusion. Conducted faculty progress discussions and mentored new faculty.
- Coordinated annual student trip to Student Diversity Leadership Conference (2009 – 2015).

### Teaching and Coaching

- Collaborated 9<sup>th</sup> grade introduction to literature curriculum with an emphasis on critical thinking in conjunction with upper level literature teachers and department head.
- Introduced and cultivated exhibition component in which students wrote and defended theses.

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### MS. TREAVA MILTON, MSOL (PAGE 3)

- Coached freshmen volleyball with an emphasis on hard work and team ethic. Final season was strongest in the history of the school for freshmen girls and strongest in volleyball program.

#### Student Life

- Acted in loco parentis for assigned freshmen girls from campus arrival through graduation.
- Trained freshmen, juniors and seniors using DiSC Profile behavioral and temperament assessments and diversity related leadership approaches.
- Advised several student groups including Sapphire, Cultural Exchange, International Students, Student Group on Race Discussions.
- Collaborated with students on creation of *Variations* Newsletter, designed to inform community on campus-wide activity around discussions.
- Created and edited segments on leadership and diversity related education for St. Andrew's publicity materials.

#### Committees

- Administrative Team
- Faculty Recruitment Team
- Dorm Affiliates Team
- Conversations on Affinity, Member

### PREVIOUS PROFESSIONAL EXPERIENCE

**Creston Avenue Church Inc., Bronx, NY** Church Administrator (2000 to 2006)

**Second Canaan Baptist Church, New York, NY** Administrative Assistant to Pastor/CEO (2004 to 2006)

### EDUCATION

*iChange Collaborative* (Summer, 2013)

*NAIS Diversity Institute* (Summer 2011)

*Diversity Directions* (Summers 2008, 2010)

*Uniquely You* Human Behavior Trainer Certificate of Completion (2002)

#### **Bread Loaf School of English (Summer 2012)**

Certificate of Study

#### **Nyack College, School of Business and Leadership, Nyack, New York (2006)**

Master of Science Degree in Organizational Leadership, (Summa Cum Laude)

Awards: *Highest GPA, Best Thesis, Servant Leadership Award*

#### **University of Pennsylvania, Philadelphia, Pennsylvania (1987)**

Masters of Arts — Political Science, Minor in Spanish

Awards: *National Honor Society*



### PROFESSIONAL ASSOCIATIONS

National Association of Professional Women (2017)

Association of Curriculum Development (2013)

National Association of Independent Schools (2009)

### ADDITIONAL AWARDS AND RECOGNITION

**SAS Magazine**, Profile of Service Program (2015)

**City Council Citation**, NYC Service Award (2005)

**Employee of the Year** (2000)

REFERENCES AVAILABLE UPON REQUEST