

LELE MASON

lelemason3@gmail.com

CORPORATE TRAINER & FACILITATOR

- Team Building
- COMMUNICATION & FEEDBACK
- LEADERSHIP DEVELOPMENT
- ORGANIZATIONAL DEVELOPMENT
- D-E-I

Enhancing organizational performance

Through training and facilitation of creative engagement, leadership/ team/ professional development, and experiential-interactive workshops.

- **Accomplished and results-oriented** professional with progressively responsible positions in education, training, facilitation, listening, communication, giving and receiving feedback, relationship building, and program analysis.
- **Skilled in facilitating and teaching** adult and youth professional and personal development.
- **Highly regarded for the ability to** build, lead, and motivate, participants and teams to strengthen communication and collaboration.
- **Demonstrated ability to develop, document, and maintain** operational policies, program assessments, and status reports to ensure operational effectiveness.
- **Exceptional instructional skills, acting as liaison** amongst teams to enhance productivity while implementing creative and experiential engagement as a tool for relationship building

Demonstrate broad strengths in:

- Organizational Development
- Communication
- Leadership
- Facilitation
- Large group & Keynote facilitation
- Enhancing presentation skills
- Creating Inclusive Environments
- Psychological Safety
- Celebrating diverse environments
- Curriculum Development
- Program Development and Implementation
- Professional Development/ Training
- Feedback
- Improvisation

CAREER HISTORY & PERFORMANCE

Radical Candor

Candor Coach & Facilitator

2020-Present

- GUIDING, FACILITATING, AND SUPPORTING C.E.O. S TO BE MORE HONEST, CARING, CHALLENGING, AND COLLABORATIVE LEADERS
- GUIDING AND FACILITATING LEADERS TO BE MORE PRESENT, ENGAGING, AND AWARE OF THEIR TEAMS CONTRIBUTIONS AND AREAS OF IMPROVEMENT.
- FACILITATING WORKSHOPS FOCUSED ON GUIDING LEADERS AND TEAMS TO HAVE RADICALLY CANDID CONVERSATIONS IN THE WORKPLACE IN ORDER TO HAVE A MORE PRODUCTIVE ENVIRONMENT
- GUIDING AND TEACHING PARTICIPANTS TO CARE PERSONALLY AND CHALLENGE DIRECTLY IN THE WORKPLACE
- SUPPORTING PARTICIPANTS TO USE RADICAL CANDOR AS A TOOL TO GIVE FEEDBACK (PRAISE AND CRITICISM)
- ASSISTING PARTICIPANTS TO RECOGNIZE RADICAL CANDOR AS WELL AS CRAFTING THEIR RADICALLY CANDID EXPERIENCES
- FACILITATING DISCUSSIONS AMONGST LEADERS REGARDING APPROACHING AND HAVING DIFFICULT CONVERSATIONS
- PREPARING LEADERS TO GIVE GENUINE AUTHENTIC PRAISE ON A REGULAR BASIS
- PROVIDING A CREATIVE SIMULATION TO PRACTICE GIVING FEEDBACK
- PROVIDING A CREATIVE SIMULATION TO PRACTICE RECEIVING FEEDBACK
- CREATING AND FACILITATING PSYCHOLOGICALLY SAFE CONVERSATIONS
- HIGHLIGHTING OPPORTUNITIES TO CELEBRATE DIVERSITY AND INCLUSION

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SECOND CITY WORKS & THE SECOND CITY TRAINING CENTER PROFESSIONAL DEVELOPMENT FACILITATOR, TRAINER, INSTRUCTOR, AND PERFORMER

2015- PRESENT

- FACILITATE BUSINESS FOCUSED WORKSHOPS AND KEYNOTES THROUGH IMPROVISATION AND TEAM BUILDING TO INCREASE AND PROMOTE RELATIONSHIP BUILDING
- DESIGNING AND LEADING ENGAGING WORKSHOPS BASED ON PARTNERING ORGANIZATIONS GOALS
- FACILITATING ENGAGING AND EXPERIENTIAL WORKSHOPS AS A TOOL TO LISTEN TO UNDERSTAND VERSUS WAITING TO RESPOND
- TEACHING IMPROVISATION AS A TOOL TO CREATE A SPACE THAT'S SAFE AND ACCEPTABLE TO HAVE DIFFICULT CONVERSATIONS
- TEACHING AND COACHING IMPROVISATION TO COLLEGES AND PROFESSIONAL STUDENTS TO GROW AS AN ENSEMBLE
- TEACHING IMPROVISATION AS TOOL TO DEMONSTRATE GRATITUDE FOR INFORMATION
- TEACHING IMPROVISATION AS A SKILL TO BUILD ENSEMBLES
- TEACHING IMPROVISATION AS A SKILL TO ENHANCE PUBLIC SPEAKING
- TEACHING "YES AND" AS A TOOL TO FOSTER IDEATION AND INCREASE COLLABORATION
- Rewire U instructor- Business improv class that focusses on Ensemble, Authenticity, Resiliency, and Innovation
- Beginning improvisation instructor (adult program)
- Advanced improvisation instructor (adult program)
- Youth Improvisation instructor
- Support and enhance psychologically safe learning environments
- Performer during workshops, keynotes, and business-related improvisation shows

FREE LUNCH ACADEMY

ARTISTIC DIRECTOR 2012-2018

- Create, Develop, and Implement Fine Arts Curriculum
- Create and teach creative exercises that teach imaginative storytelling and scene games
- Serve as a spokesperson for the organization's artistic purpose via speaking engagements, public and social appearances, and , as requested, at fundraising events and solicitations
- Fosters the development of good relations with other cultural organizations, community and parent engagement.
- COORDINATE ORGANIZATION ACTIVITIES
- PROVIDE INSTRUCTION AND COACHING TO EDUCATORS FOR ON-BOARDING AND PROGRAM IMPLEMENTATION

CHICAGO PUBLIC SCHOOLS TEACHER

ANCIENT WORLD HISTORY, DANCE, ACTING IMPROVISATION TEACHER 2012-2015

- Provide Rigorous instruction based on Illinois common Core
- Assess student process of information
- Support and enhance learning Environment
- Track Student Data

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WOODLAWN CHILDREN'S PROMISE COMMUNITY, CHICAGO, ILLINOIS 2011-2012

Young Men and Women of Promise Administrative Liaison/ Program Manager

Program leadership /community program management .

- Distribute, collect, organize, and analyze program data
- Coordinate meetings, interviews, program sessions and events
- Provide cross school coordination
- Identify and inform program supporters of on-track and improvement areas

Healthy Start Academy Public Charter School Durham, NC 2011

Student Programming Intern

Six Month Internship in a Charter School setting to assist, asses, and determine the administrative and program needs of on-track and under achieving students.

- Assistant to the 21st Century Community Learning Center Director
- Developed, planned, and implemented reading and public speaking programs
- Education motivator to at-risk students through the promotion of education achievement
- Tutored and assisted struggling students in reading and writing
- Collected and analyzed data to improve school policy

Durham Public Schools Community Education Durham, NC 2008-2011

Student Facilitator

Assisted in planning and implementing basic life skills programs, through the promotion of technological and cultural enrichment. Responsible for academic/social activities that promoted healthy decision making. Worked cross functionally with administration and staff to provide a harmonious working relationship through the facilitation of afterschool staff trainings.

- Coordinate developmentally appropriate activities for youth enrolled in before and after school programming.
- Develop, plan, implement and monitor curriculum development according to NC Core Curriculum.
- Provided mentoring, counseling and guidance to at-risk students; by developing life skills in order to enhance their overall quality of life.
- Assistant trainer for after school program instructors.
- Responsible for tutoring, mentoring and enhancing the academics for students enrolled in the 21st Century Community Learning Center as well as data analysis for grant phase-out process

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Durham Housing Authority Durham, NC 6/2009-1/2010

Client Services Coordinator

Responsible for Public Housing and HCV consumers under the HOPE VI (Housing Opportunities for People Everywhere) Program through the provision and coordination of supportive services, community resources, and case management.

- Recruit and inform qualified residents of HOPE VI activities/ At-Risk youth advocate
- Communicate all available supportive services to residents of the Durham Housing Authority
- Coordinate all necessary activities to enable self-sufficiency
- Plan, Develop, and Implement innovative ideas that motivate and encourage residents to become and remain autonomous
- Provide status updates of residents progress
- Analyze and Complete adequate assessments of residents in need of various mental and physical trainings
- Assisted with safe housing for residents in multi-family communities

Criminal Justice Resource Center Durham, NC Spring 2008

Facilitated life skills workshops and General Education Diploma (GED) tutoring for adolescents with substance abuse diagnoses. In addition to providing resources and community referrals to at risk youth in order to enhance their overall quality of life

United States Department of Justice/Criminal Unit Washington, D.C. Summer 2007

Summer Student Intern

Selected participant in the student internship program to enhance knowledge of Criminal Enforcement Policy and Criminal Law.

- Processed and Analyzed Criminal Unit data
- Reviewed infrastructure overview
- Analyzed Security Information
- Data Entry
- Observed and assisted in policy and procedures overview

EDUCATION

MASTER OF PUBLIC ADMINISTRATION

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE

North Carolina Central University Durham, NC

Community Leadership, Organizational Development, Human Services