

# KEITH DUSSELL, MSPM PHR - Curriculum Vitae

## ***Education***

**PHR (Professional in Human Resources)**, SHRM certification, 2014-2022

**Certificate Program, Career and Technical Education**, University of Nevada, Las Vegas, 2019

**Masters of Science**, Project Management (MSPM), University of Alaska, Anchorage, School of Engineering. 2007 – 2009.

**Bachelor of Arts**, Communication/Public Relations including Study in London, England (American Heritage) and Hong Kong. Pacific Lutheran University, 1993 – 1997

## ***Professional Experience***

**University of Oregon** Eugene, OR - **March 2020 – Present**  
**Assistant Director, Employer Engagement – Lundquist College**

- Develop strategy for employer engagement and expanding recruiting relationships
- Build strong relationships with students, faculty, staff and alumni
- Manage accounting season and represent School of Accounting with employers
- Manage events and all elements of employer outreach for portfolio of employers

**Seattle Children's Hospital** Seattle, WA - **September 2017 – December 2018**  
**Program Manager – Human Resources**

- Manage RN Residency Hiring efforts from the human resource department including sourcing, recruitment, project management and program management
- Manage a portfolio of programs and projects for the HR division
- Perform college outreach efforts and presentations

**Seattle Children's Hospital** Seattle, WA - **March 2016 – August 2017**  
**Senior Program Coordinator – Human Resources**

- Collaborate with HR leaders to assess, develop, and facilitate HR initiatives
- Project management of HR leaders and teams by overseeing/tracking project plans and milestones, resource utilization and timelines
- Ensures plans and targets are clearly articulated and aligned with overall HR and Hospital goals and strategies.

**Seattle Children's Research Institute Seattle, WA - September 2014 – March 2016  
Program Coordinator, Human Subjects Protection Program/OIA**

- Ensure regulatory compliance utilizing Kaizen/continuous improvement techniques
- Manage multiple deadlines in a busy process driven environment
- Coordinate with scientific and legal staff to ensure standards are met

**Alaska Airlines Seattle, WA - September 2010 – February 2014  
HR Specialist, Diversity and Inclusion**

- Manage college outreach, diversity and military outreach efforts within D&I/Compliance
- Manage employee resource group program (including 11 groups and corresponding budgets/charters)
- Manage hiring and performance of 2012-2013 internship program

**Alaska Airlines Seattle, WA - May 2008 – September 2010  
Specialist, Airport Services Projects**

- Manage shared services project work
- Coordinate projects and resource usage for the division Directors and Managers
- Regulatory and cross-divisional communication management

**Alaska Airlines, Seattle, WA - 2006 - 2008  
Specialist, Airport Services Technical Publishing**

- Publish and maintained Customer Service Manuals at division level
- Collaborate in introduction and implementation of new software into department
- Manage project team, including goal setting, project assignment and leadership

**Professional Affiliations/Volunteer Efforts**

**SHRM**, Seattle Chapter (2012-2013) and National membership (2012-2013)

**Out & Equal**, Seattle Affiliate, E-Board and Chair Positions (2007-2013)

**Northwest Corporate Roundtable**, Founding Member

**Greater Seattle Business Association**, Member/Taste of the GSBA Committee (2011-2013)