

## **(Mx.) Harmony M. Durden (She/Hers)**

E-mail: harmony.m.durden@gmail.com Phone: 248-294-9049

---

---

### **EDUCATION**

**Current Master's Student of Youth and Community Development**, Western Michigan University, Kalamazoo, Michigan, Expected Graduation December 2021

**Holistic Approaches to Spirituality and Healing in Interdisciplinary Health Science Graduate Certificate Program**, Western Michigan University, Kalamazoo, Michigan, June 2020

**Bachelor of Business Administration, Accountancy**, Western Michigan University, Kalamazoo, Michigan, August 2017

**Associates of Arts, General Studies**, Kalamazoo Valley Community College, Kalamazoo, Michigan, April 2013

### **PROFESSIONAL HISTORY**

2020-Current Administrative Assistant III, Departments of Anthropology and Criminal Justice  
Wayne State University

2016-2020 Administrative Assistant II, TRIO Future Educator Success Program, Western Michigan University, Kalamazoo, MI

2015-2018 Project Coordinator/Co-Founder, Project X, Kalamazoo, MI

2014 Program Liaison, Boys and Girls Club of Kalamazoo, Kalamazoo, MI

2014-2015 Program Coordinator, His Kingdom Housing, Kalamazoo, MI

2012-2015 Cashier/Cash Office Administrator/Head Cashier, Lowe's Home Improvement, Kalamazoo, MI

2009-2011 Youth Coordinator, El Concilio, Kalamazoo, MI

### **ADMINISTRATIVE DUTIES**

#### **Administrative Assistant III, Departments of Anthropology and Criminology & Criminal Justice**

Primary responsibilities include financial management of over 75 budgets for two department. Provide financial reports quarterly and annually. In addition, I provide coordination for all hiring graduate and undergraduate student employees, faculty, temporary staff, and other types of employees. Review and approve all purchases, scholarship disbursements, procurement card transactions, payroll/time sheets, and travel requests. Assist in organizing and coordinating meetings, events, and conferences held by the departments. Provide grant management assistance and ensure all transactions are within compliance with the grantor's policies. Maintain documentation for department and oversee all spaces owned by these departments. Manage and supervise office student employees.

**Administrative Assistant II, TRIO Future Educator Success Program (FESP)**- Primary Responsibilities include management of budget, supervision of undergraduate student employees, event planning, and providing support to the Director and Program Coordinator. Create, Update, and maintain office policies and procedures. Process payroll, reconcile credit

card statements, and update promotional materials. Ensure documentation is in alignment with Department of Education regulations and Western Michigan University's policies. Provide personal and career development for undergraduate student employees. Establish relationships with project participants to better assess the activities and events provided to them. Assisted as necessary with advising. In addition to creating experiential opportunities in the community with other nonprofit organizations for the benefit of the teacher preparation students.

**Project Coordinator/Co-Founder, Project X (PX)**- Collaboratively worked with 6 individuals to create and develop a program for aged-out youth in Kalamazoo. Organized meetings for committee/leadership team. Managed budget and assisted with securing funding through grant writing and fundraising. Coordinated communication and tasks between team. Established relationships with non-profit Directors in Kalamazoo. Created and maintained website, promotional materials, and social media platforms for organization. Assisted with recruitment of cohort participants, program presenters, and leadership team members. Assisted in coordinating all aspects of program meetings and activities.

**Project Liaison, Boys and Girls Club of Kalamazoo (BGC)**- Assisted as a Liaison for the Summer Slide Prevention Program which was a collaborative effort of the Greg Jennings Foundation, Boys and Girls Club of Kalamazoo, and Western Michigan University's TRIO Future Education Success Program. Provided communication between the program and Directors. Provided leadership and expertise to the TRIO participants working with the youth. Provided a voice for the youth to TRIO participants and Directors. Assisted with proctoring assessments that gauge where youth are academically in math and reading before and after the program and assisted with lesson facilitation.

**Program Coordinator, His Kingdom Housing (HKH)**- Organization received a grant that would allow residents opportunities to receive assistance with emergency renovations while providing additional services to becoming homeowners in the community. My responsibilities included establishing relationships with residents in the Kalamazoo's southside neighborhood. Surveying the community to assess housing needs and identifying 2-3 residents that fit the scope of the grant. Coordinated with resident, construction team, and Director of organization to complete projects.

**Cashier/Cash Office Administrator/Head Cashier, Lowe's Home Improvement**-In my position as a Cashier and Head Cashier, I managed the front end and supervised multiple employees. Assisted with the customer service and return desk including special orders, business accounts, credit card applications, and other customer service issues. As a Cash Office Administrator, my duties include balancing all cash tills, balancing safe, reconciling transactions and compiling reports. Researching and correcting discrepancies. In addition to my duties, I assisted in multiple departments as a Customer Service Associate. Department include Flooring, Appliances, Paint & Home Décor, Lumber, Inside and Outside Lawn & Garden, etc.

**Youth Coordinator, El Concilio (Formerly known as the Hispanic American Council)**- Coordinated all programming and events for LatinX youth in the surrounding community. Facilitated and supervised daily activities. Established relationships with youth and their parents to enhance program and organization's services to the community. Provided communication between youth, parents, and corresponding school administrators. Assisted with providing access

to secondary and post-secondary educational opportunities to youth that are returning to school or seeking to further their education. Coordinating field trips and yearly events.

### **FREELANCE EXPERIENCE**

2019-Current Website Developer & Manager, and Bookkeeper, Cleasby Chiropractic, LLC:  
[www.cleasbychiropractic.com](http://www.cleasbychiropractic.com)

### **ACADEMIC EXPERIENCE**

2014 Study Abroad Experience (Quito, Ecuador): Earned credit for Intermediate Spanish II and Spanish Conversation courses.

### **EVALUTAION EXPERIENCE**

2018 Council for the Advancement of Standards in Higher Education- TRIO Program Evaluation  
2016-2017 Learner Support Program Review and Planning: WMU Campus-Wide Program Evaluation

### **GRANT AWARDS**

2020 U.S Department of Education- TRIO Student Support Services- Western Michigan University's TRIO Student Support Services Teacher Preparation Program (5 years), Award: \$1,925,670

### **COMMUNITY GRANT AWARDS**

2018 Kalamazoo Community Foundation-Community Impact System Grant for Programming and Capacity Building for Project X. Award: \$16,230  
2017 Resist Grant for Capacity Building for Project X. Award: \$4,000  
2017 Kalamazoo Community Foundation-Community Impact System Grant for Capacity Building and Programming for Project X. Award: \$10,000  
2016 On Common Ground Church for Project X. Award: \$25,000

### **CONFERENCE PRESENTATIONS**

Johnson, J., & Williams, H., (2019). Boosting Engagement Through Technology. *Annual MI-CAPP Spring Professional Conference*.  
Hughes, M., Latham, T., & Williams, H. (2018). Multi-Method Advising: Building and Utilizing SSS Staff Strengths to Effectively Assist TRiO Participants in Achieving Success Academically. *Annual EOA Professional Conference*.  
Edwards, L., Gay, S., Hanson, R., Heindel, S., Velasquez, S., & Williams, H. (2018). An Unexpected Journey: An Emerging Leader's Tale. *Annual EOA Professional Conference*.

### **WORKSHOP PRESENTATIONS**

Williams, H. (2020). Human Book Volunteer: Titles of Workshops are Confidential. *Western Michigan University's Human Library Event*.  
Williams, H. (2019). Equity Day Workshop Host: What is helpful and Unhelpful in regards to Equity and Inclusion for Undergraduate Student. *Western Michigan University's College of Education and Human Development Inclusion and Diversity Committee Event*.  
Williams, H. (2019). Panelist: MI-CAPP SLS 2019 Understanding TRIO Professionals Panel Discussion. *2019 MI-CAPP Student Leadership Summit*.  
Williams, H. (2017). Keynote Speaker: Focus Program Achievement Luncheon. *Kalamazoo*

*Valley Community College's Focus Program Annual Luncheon.*  
Durden, H. (2012). Mistress of Ceremony: Focus Program Achievement Luncheon. *Kalamazoo Valley Community College's Focus Program Annual Luncheon.*

### **OTHER PUBLICATIONS**

Durden, H. & Lewis, E. (2020). Students Are Your Customers and We Are Not Satisfied! *Western Michigan University's CEHD Inclusion and Diversity Committee Newsletter.*

### **PROFESSIONAL DEVELOPMENT**

2020 Annual Meeting-Society for Research Administrators International (SRAI)  
2020 The Conference for Administrative Excellence- Office Dynamics  
2020 TRIO Priority 2 Training: Budget Management and Statutory/Regulatory Requirements- University of Central Oklahoma  
2020 TRHT Racial Healing Circle Practitioner Workshop- Kalamazoo Community Foundation  
2019 A Journal of Cultural Proficiency and Personal Transformation- Michigan College Access Programs and Personnel & Michigan Department of Education Collaboration  
2019 Annual Fair Housing Conference-Fair Housing Center of Southwest Michigan  
2019 Equity Day- College of Education and Human Development Inclusion and Diversity Committee  
2018-2019 Annual Student Leadership Summit- Michigan College Access Programs and Personnel  
2018-2019 Annual Spring Professional Conference- Michigan College Access Programs and Personnel  
2018 TransAlly Training- Eliminating Racism and Claiming/Celebrating Equity  
2018 Allied Media Conference- Allied Media Projects  
2018 Education Conference and Black Expo- Indiana University Purdue University Indianapolis  
2018 Emerging Leaders Institute-Educational Opportunity Association  
2018 1-Day Anti-Racism Training- Eliminating Racism and Claiming/Celebrating Equity  
2018 Annual Student Supervisor Summit- Western Michigan University  
2018 TRIO Priority 6 Training: New Directors General Project Management Webinar-Renaissance  
2017-2019 Annual COE Policy Seminar- Council for Opportunity in Education  
2017-2018 TRIO Priority 2 Training Webinar- Renaissance  
2017-2018 TRIO Student Support Services APR Webinar- Council for Opportunity in Education  
2017 ICE Response Training- Cosecha Grand Rapids  
2017 Annual Men of Excellence Conference- Educational Opportunity Association  
2017 DACA Luncheon- Jackson College  
2017 21<sup>st</sup> Annual Multicultural Seminar- Grand Valley State University  
2016-2019 Annual EOA Professional Conference- Educational Opportunity Association  
2016-2018 Semi-Annual Student Success Summit- Western Michigan University  
2016 Annual Student Supervisor Summit- Western Michigan University  
2016 Understanding Your Authority: When Do I Need Department of Education Approval? Webinar – Council for Opportunity in Education

- 2011 Institute for New Leaders- Collaborative Community Program: Boys and Girls Club of Kalamazoo, The Douglass Community Association, Eliminating Racism and Celebrating/Claiming Equity, New Latino Visions, & Interfaith Strategy for Advocacy & Action in the Community
- 2009 Advanced Leadership Training-Gamaliel Leadership Institute

### **PROFESSIONAL SERVICE**

- 2018-2021 WMU College of Education and Human Development Inclusion and Diversity Committee Member
- 2020 WSU Anthropology Committee Addressing Social Justice Issues Within Anthropology in Solidarity with the George Floyd Shooting
- 2020 MI-CAPP Finance Committee Member
- 2019 MI-CAPP Treasurer
- 2019 MI-CAPP Student Leadership Summit Committee Member
- 2018-2020 WMU College of Education and Human Development Inclusion and Diversity Committee Member
- 2018-2019 MI-CAPP Spring Professional Conference Committee Member
- 2018-2019 MI-CAPP Membership Committee Member
- 2018 MI-CAPP Finance Chair
- 2018 MI-CAPP Finance Committee Member
- 2018 PSSO Awards Committee

### **COMMUNITY SERVICE**

- 2019-2020 Board President- Fire Historical and Collaborative Arts
- 2018-2019 Board Vice President- Fire Historical and Collaborative Arts
- 2018 Board Treasurer- Fire Historical and Collaborative Arts
- 2017-2018 Team Member- Truth, Healing, and Racial Transformation (THRT)
- 2011 Peer Mentor- Kalamazoo Valley Community College Focus Program's Peer Mentoring Program

### **HONORS AND AWARDS**

- Western Michigan University's Semi-Annual Make A Difference Award 2017

### **CERTIFICATIONS**

- 2019 CPR/First Aid Certified

### **PROFESSIONAL AFFILIATIONS**

Society for International Research Administrators (SRAI)