

SHANNON JAHN, MPS

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SUMMARY

Workforce development professional who collaborates and maintains excellent relationships with employers, community organizations, training providers and various other stakeholders in ways that reinforces Denver's Office of Climate Action, Sustainability & Resiliency mission, and vision. Provides 18+ years of expertise in working with diverse groups of individuals to enhance strategic planning and program management. My experience provides me with a sound understanding of project life cycles with an ability to identify efficient solutions to challenges.

EXPERIENCE

City and County of Denver

May 2019-Present

Green Workforce Lead

August 2021- Present

The Office of Climate Action, Sustainability and Resiliency's (CASR) mission is to Accelerate Denver's transition to a carbon pollution-free, sustainable, and climate-resilient community through people-centered policies and programs, and in collaboration with the community.

As lead for CASR's Green Workforce Division, my team and I work to implement CASR's Green Workforce Development Strategy which is to drive demand and create quality jobs that reduce GHG emissions and increase climate resiliency to individuals from under-resourced communities. We do this through the creation of paid training programs and partnerships with employers, trade organizations, training providers, and community organizations.

Employer Services Liaison- IT/Healthcare Industries (Workforce Development)

May 2019-August 2021

Developed relationships within IT/Healthcare sectors and hiring managers to evaluate and identify workforce and hiring needs. Identified employers through internal referrals and new business development. Conducted training needs assessment to determine potential development opportunities and offer customized recruitment and training services to achieve the job placement and retention goals of the employer.

Co-convoked Tech Talent Denver Sector Partnership & Greater Metro Denver Healthcare Sector Partnership which serves to attract, retain, and grow ambitious talent by pioneering a progressive culture of diversity and innovation where anyone can thrive.

CoBiz Financial (now known as Bank of Oklahoma)

Corporate Event Specialist

2018-2019

Managed all corporate events from conception to execution and follow up and manage CEO networking groups' logistics. Strategized, designed, and executed corporate events for customers, prospects, and employees. Logistic manager for 11 CoBiz C-Suite groups.

University of Denver

2007-2018

Interterm & Special Projects Director

2014- 2018

Denver, CO

- Strategically planned all aspects of the University of Denver's Interterm Program including curriculum development and student retention.
- Exceeded registration goal of ~200 students per term and budget expectations of ~\$1,000,000 per term.
- Decision maker handling all logistics and budgets for 71 courses throughout the year.

- Instructed an Event Planning course to 5-10 Undergrad and Graduate students as an Adjunct Faculty member.
- Established and organized 20-30 high profile Chancellor and Provost driven events and logistics on campus.

Manager of Internal & External Events, Conference & Events

2010-2014

- Supervised a diverse team of university/external personnel on an event-to-event basis coordinating employee schedules and performance management.
- Supported and managed 60 multi-day summer conference groups.
- Managed and coordinated over 120 internal and external events yearly on campus for Conference and Events, which include execution of contracts, planning and implementation.
- Developed budgets for events and maintained or reduced expenses each fiscal year.

Admissions Services Manager, Daniels College of Business

2007-2010

- Executed successful recruitment activities, such as: Open Houses, Information Sessions, Preview Weekends and other special events for Daniels College of Business
- Arranged program agendas, and staff participation, facilitated notification and RSVP processes, provided attendance data, ensured follow-up with attendees, and generated reports regarding yield rates for various events and activities.

Marketing Coordinator

2005-2007

Ambler & Keenan, LLC,

Denver, CO

- Developed and executed marketing plans to boost clientele by hosting Information Sessions on Estate Planning at local Libraries and community centers.
- Coordinated monthly Lunch and Learns for CPA's and Financial planners to earn continuing education credits.
- Created a monthly Newsletter that was sent out to current and prospective clients about Estate Planning and legal changes.

EDUCATION

MPS	University of Denver	Organizational and Professional Communications
BA	Slippery Rock University	Marketing & Human Resource Management

SYSTEMS & SKILLS

- Connecting Colorado
- JobsEQ- Labor Mgmt. Software
- Workday
- Microsoft Office Suite- Advanced knowledge
- Google Docs - Skillful utilization

PROFESSIONAL AFFILIATIONS & ADDITIONAL CERTIFICATIONS

- Advisor Board Member for Women in Leadership Program at the University of Colorado
- ACCED-i, Association of Collegiate Conference and Events Directors-International
- Former board member of the University of Denver Staff Advisory Counsel
- Notary Public for the State of Colorado