



# Resume/Brand Building & Job Searches in the AI era


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Education, Workforce, and Grant Specialist/First2 Board Chair

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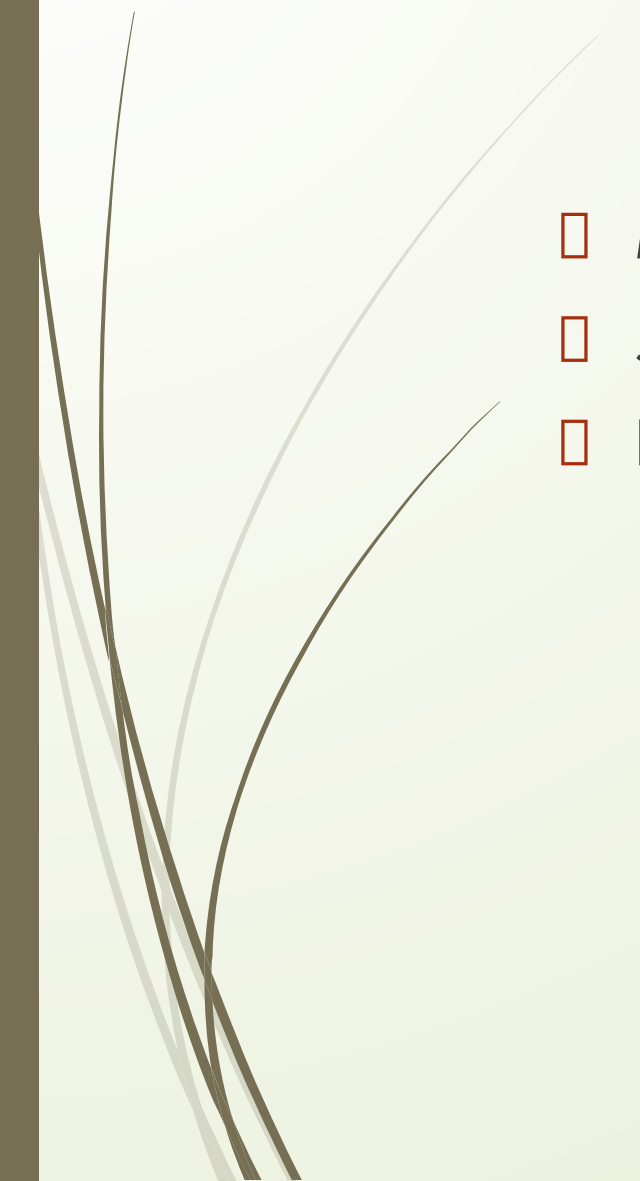


# Background of Presentation

- Purpose - The focus is on understanding employers hiring practices and systems and learning about technology that job seekers should and should not utilize
  - Wasted time early on - not understanding ATSs, revamping resume, and learning about new technologies (avoid going down rabbit holes)
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# Panel Introductions

- Mackenzie Sayer (Mosebach/CED Corporation)
  - Josh Staley (Microsoft)
  - Nima Shahab Shahmir (Nima Creates)
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# Ground “Rules” ...really just guidelines

- The facilitator will lead the discussion with a few prompts
- Aim to have a few panel members respond to each prompt
- Cap time of each question/prompt to 5 minutes
- Audience - Please feel free to ask the panel any follow up or topic relevant question(s).



# Topic 1: Applications and Applicant Tracking Systems (ATS)

- Description and history
- I have heard that...
  - I need to optimize my resume to be ATS compatible, what does this mean and how can this be accomplished?
  - Most online applications ask for a resume initially and then ask you to attach one, why is this?



# Topic 1: ATS continued....

- I have heard that...
  - ATSs score and choose applicants for interviews, is this true?
  - I need to have a resume that visually stands out from the other applicants, what do you recommend?
  - Applications have items that are not marked as required (cover letters, etc.) should I include one anyway?



## Topic 2: Brand Building Technology

- Background
- I have heard ...
  - That brand building is important, I have even had many applications asking for websites and LinkedIn profiles, how important is this?
  - Many other job seekers use Indeed, Glassdoor, LinkedIn, etc. to search for jobs, what do you recommend and why?



# Topic 3: Job Search and Application Technologies

- Background
- I have heard...
  - There are several new sites and technologies out there (i.e. - JobScan, ResumeNow, Greenhouse, Glassdoor, Top Resume, Lensa, Obra) to help find jobs and assist with my application. Should I focus on any of these and if so, why?
  - I have heard others going old school with job searches by connecting with hiring managers and networking. What do you recommend?



# Additional Questions



- What technology tools do you recommend?
- How has AI changed the recruitment process for your company?
- What other recommendations do you have?
- Questions from anyone?

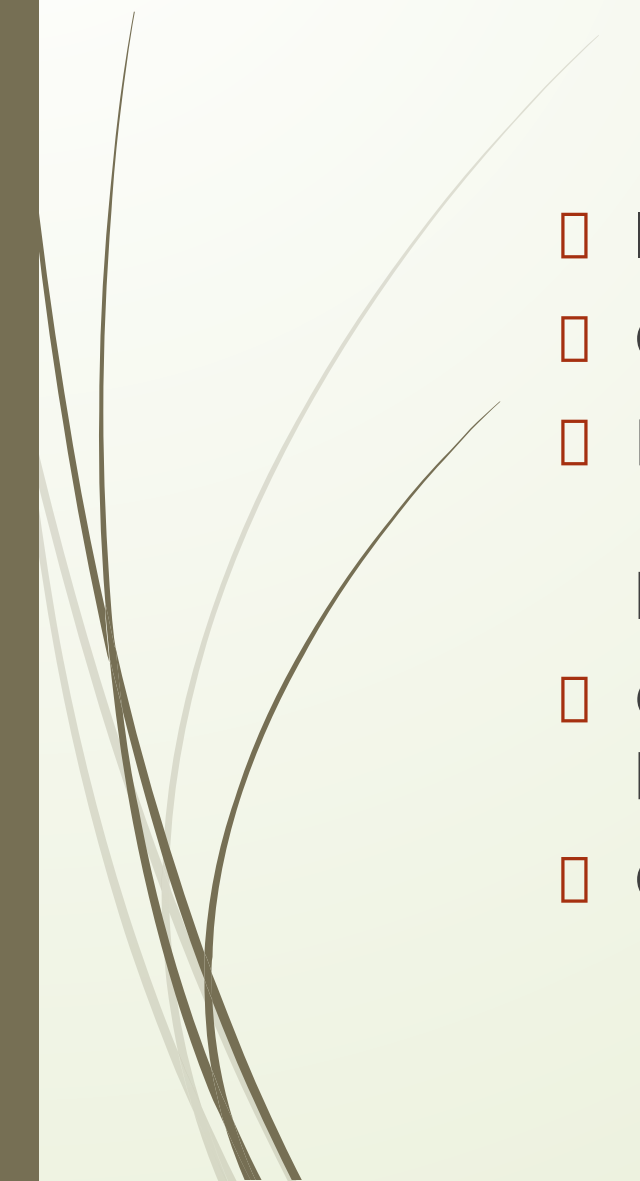


# Remarks

- ❑ Creating two resumes; one for the ATS and one to attach or hand out for a human review?
- ❑ Make your resume clear and focus on being visible in the system - not compatible to a system. Recruiters are quickly scanning resumes and you need to stick out with what you do and can offer in that role/company.
- ❑ Use popular tools that are well tested before testing out others
  - ❑ Indeed and LinkedIn
    - ❑ AI tools makes job search and applying easier
    - ❑ Career resources and webinars



# Remarks continued...

- Industry/career specific job search sites
  - Career fairs and school platforms (Handshake, etc.)
  - Regional services - Generation WV; Career Connector (Evan Nelson)  
<https://generationwv.org/our-work/career-opportunities/>
  - Go old school!!! Networking and leveraging those you know
  - Claude Skills?
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## Job Match Brief — Travis A. Miller, Ed.D.

Generated April 30, 2026. Prepared by Jason.

Confidential — for Travis only. Do not redistribute.

### Executive Summary

- Pool: pulled 110 postings across job boards, 57 mission-aligned employers, and remote-first boards. After dedupe and filtering, 109 kept; 6 A-grade, 65 B-grade.
- Top fits cluster in three lanes: federal-grant management (Fairmont State, WVU, JFF, Transfr), workforce/apprenticeship project direction (FHI 360, SOLV Energy, CCAC), and instructional design at scale (WICHE, Northrop Grumman, Stride).
- Salary read: realistic target band is \$85K–\$120K base for director-level roles. Grant Manager (non-director) titles in WV will pay \$65–\$85K — push back if the role is director-scope. JFF posted \$120–150K; The Trevor Project \$115–130K; Transfr \$70–80K.
- Recommended next moves: (1) apply Fairmont State Director of Grant Financial Operations within 48 hours — alma mater + former employer. (2) Refresh LinkedIn headline to lead with 'Federal Grant Director' before the higher-visibility national applications go out. (3) Use the AI-screening talk you mentioned as a relationship asset with First2 Network, JFF, and Mathematica.

### Top 10 Picks

#### 1. [A / 88] Instructional Design Implementation Manager

Employer: WICHE (Western Interstate Commission for Higher Education)

Location: Remote (US) (remote) | Salary: \$80,000 - \$90,000

Apply: <https://remotive.com/remote/jobs/education/instructional-design-implementation-manager-4308143>

Why it fits: Curriculum Developer / Instructional Designer (Travis target titles); Higher-ed gateway STEM math (Travis is Math 5-9 + Science 5-12 licensed); Grant-funded position fits Travis's grant work history. Cover letter: Lead with the \$4M USDOL Apprenticeships in Motion grant — 2 CFR 200, sub-recipient monitoring, fiscal management. Watch-outs: posted date unverified; check listing is still active.

#### 2. [A / 88] Project Director, Workforce Development Project

Employer: FHI 360

Location: Remote (US) (remote)

Apply: <https://himalayas.app/companies/fhi-360/jobs/project-director-workforce-development-project>

Why it fits: Direct match for Project Director (Travis target title); Workforce development with community/technical college partnerships (Travis quest grant); \$30M federal grant child program scale aligns

#### 3. [A / 87] Grants Manager

Employer: Transfr

Location: Remote (US) (remote) | Salary: \$70,000 - \$80,000

Apply: <https://himalayas.app/companies/transfr/jobs/grants-manager-8423253294>

Why it fits: Bullseye match: Grants Manager + workforce development + community college partner base; WIOA/Perkins federal funding stream is exactly Travis's USDOL background; VR training for trades/CTE aligns with NCCER Master Trainer + apprenticeships work. Cover letter: Lead with the \$4M USDOL Apprenticeships in Motion grant — 2 CFR 200, sub-recipient monitoring, fiscal management. Watch-outs: posted date unverified; check listing is still active.

#### 4. [A / 87] Director of Grant Financial Operations

Employer: Fairmont State University

Location: Fairmont, WV (onsite)

Apply: <https://www.fairmontstatejobs.com/postings/10438>

Why it fits: Direct match to candidate's federal grant management + 2 CFR 200 + USDOL fiscal management background; FSU is candidate's prior employer (Title III STEM Learning Coordinator) - culture fit + relationships; Located within commute envelope of Wellsburg via Morgantown corridor. Cover letter: Lead with the \$4M USDOL Apprenticeships in Motion grant — 2 CFR 200, sub-recipient monitoring, fiscal management. Watch-outs: posted date unverified; check listing is still active.

#### 5. [A / 86] Principal Instructional Designer

Employer: Northrop Grumman

Location: Remote (US) (remote) | Salary: \$77,800 - \$116,800

Apply: <https://remotive.com/remote/jobs/education/principal-instructional-designer-4468844>

Why it fits: Principal-level ID role aligns with 26-yr experience; Federal contractor work (Travis's grant compliance background applies); Strong salary band. Watch-outs: posted date unverified; check listing is still active.

#### 6. [A / 85] Title III Data Analyst (grant-funded)

Employer: West Virginia Northern Community College

Location: Wheeling, WV (onsite)

Apply: <https://www.wvncc.edu/offices-and-services/employment-opportunities/49>

Why it fits: WVNCC is in candidate's home metro (Wheeling, WV) - shortest commute of any opening on this list;

	A	B	C	D	E	F	G	H	I	J	K	
	Ra	Gra	Company	Title	Location	Remo	Salary	Posted	URL	Source	Apply Stat	Date
2	1	A	WICHE (Western Interstate Com	Instructional Design Implementation Manager	Remote (US)	remote	\$80,000 - \$90,000		<a href="https://remote.com/remote/jobs/education/instructional-design-i">https://remote.com/remote/jobs/education/instructional-design-i</a>	remote	Not Started	
3	2	A	FHI 360	Project Director, Workforce Development Project	Remote (US)	remote			<a href="https://himalayas.app/companies/fhi-360/jobs/project-director-wd">https://himalayas.app/companies/fhi-360/jobs/project-director-wd</a>	himalayas	Not Started	
4	3	A	Transfr	Grants Manager	Remote (US)	remote	\$70,000 - \$80,000		<a href="https://himalayas.app/companies/transfr/jobs/grants-manager-84">https://himalayas.app/companies/transfr/jobs/grants-manager-84</a>	himalayas	Not Started	
5	4	A	Fairmont State University	Director of Grant Financial Operations	Fairmont, WV	onsite			<a href="https://www.fairmontstatejobs.com/postings/10438">https://www.fairmontstatejobs.com/postings/10438</a>	company-care	Not Started	
6	5	A	Northrop Grumman	Principal Instructional Designer	Remote (US)	remote	\$77,800 - \$116,800		<a href="https://remote.com/remote/jobs/education/principal-instructional">https://remote.com/remote/jobs/education/principal-instructional</a>	remote	Not Started	
7	6	A	West Virginia Northern Commu	Title III Data Analyst (grant-funded)	Wheeling, WV	onsite			<a href="https://www.wvncoc.edu/offices-and-services/employment-opportu">https://www.wvncoc.edu/offices-and-services/employment-opportu</a>	company-care	Not Started	
8	7	B	SOLV Energy	Apprenticeship Program Coordinator (Remote)	California, United States (Remo	remote		2026-04-24	<a href="https://www.linkedin.com/jobs/view/apprenticeship-program-coorc">https://www.linkedin.com/jobs/view/apprenticeship-program-coorc</a>	linkedin	Not Started	
9	8	B	Community College of Allegher	Director, Braddock Hills Center and Community Training	Braddock Hills / Pittsburgh, PA	onsite		2026-03	<a href="https://www.ccacjobs.com">https://www.ccacjobs.com</a>	company-care	Not Started	
10	9	B	The Trevor Project	Director of Foundations & Government Grants	Remote (US)	remote	\$115,000 - \$130,000	2026-04-23	<a href="https://www.linkedin.com/jobs/view/director-of-foundations-gover">https://www.linkedin.com/jobs/view/director-of-foundations-gover</a>	linkedin	Not Started	
11	10	B	Helen Keller Services	Director, Youth with Complex Needs Program	Remote (US)	remote			<a href="https://remote.com/remote/jobs/all-others/director-youth-with-co">https://remote.com/remote/jobs/all-others/director-youth-with-co</a>	remote	Not Started	
12	11	B	West Virginia University - Rese	Director of Sponsored Programs	Morgantown, WV	onsite		2026-04	<a href="https://careers.wvu.edu/career-opportunities">https://careers.wvu.edu/career-opportunities</a>	company-care	Not Started	
13	12	B	Jobs for the Future (JFF)	Director, Research & Insights Strategy	United States (remote-first; offi	remote	\$120,000 - \$150,000		<a href="https://job-boards.greenhouse.io/jobsforthefuture/jobs/830127400">https://job-boards.greenhouse.io/jobsforthefuture/jobs/830127400</a>	greenhouse	Not Started	
14	13	B	The University of Kansas	Grant Manager	Lawrence, KS (Remote-friendly)	remote		2026-04-23	<a href="https://www.linkedin.com/jobs/view/grant-manager-at-the-univers">https://www.linkedin.com/jobs/view/grant-manager-at-the-univers</a>	linkedin	Not Started	
15	14	B	ICF	Program Director (state/federally funded health transform	United States (remote-eligible)	remote			<a href="https://careers.icf.com/us/en/search-results">https://careers.icf.com/us/en/search-results</a>	company-care	Not Started	
16	15	B	Witt O'Brien's	Senior Grants Management Specialist	Remote (US)	remote			<a href="https://remote.com/remote/jobs/all-others/senior-grants-manage">https://remote.com/remote/jobs/all-others/senior-grants-manage</a>	remote	Not Started	
17	16	B	Jobs for the Future (JFF)	Vice President, Education-to-Career	United States (remote-first)	remote	\$200,000 - \$250,000		<a href="https://job-boards.greenhouse.io/jobsforthefuture/jobs/829971900">https://job-boards.greenhouse.io/jobsforthefuture/jobs/829971900</a>	greenhouse	Not Started	
18	17	B	Community College of Allegher	Director for the Braddock Hills Center and Community Tr	Pittsburgh, PA	onsite	\$67,530+ (Admin 16)	2026-04-16	<a href="https://www.linkedin.com/jobs/view/director-for-the-braddock-hills">https://www.linkedin.com/jobs/view/director-for-the-braddock-hills</a>	linkedin	Not Started	
19	18	B	TNTP	Partner, Education to Career	United States (remote)	remote			<a href="https://tntp.wd5.myworkdayjobs.com/en-US/TNTP/job/United-Stat">https://tntp.wd5.myworkdayjobs.com/en-US/TNTP/job/United-Stat</a>	workday	Not Started	
20	19	B	Merit America	Director of Development	Remote (US)	remote			<a href="https://himalayas.app/companies/merit-america/jobs/director-of-d">https://himalayas.app/companies/merit-america/jobs/director-of-d</a>	himalayas	Not Started	
21	20	B	State of West Virginia	AmeriCorps Fiscal & Compliance Officer - Volunteer WV	Charleston, WV	onsite		2026-04-09	<a href="https://www.linkedin.com/jobs/view/ameri-corps-fiscal-compliance">https://www.linkedin.com/jobs/view/ameri-corps-fiscal-compliance</a>	linkedin	Not Started	
22	21	B	The Children's Institute of Pitts	Director of Learning and Development	Pittsburgh, PA	onsite		2026-03-30	<a href="https://www.linkedin.com/jobs/view/director-of-learning-and-deve">https://www.linkedin.com/jobs/view/director-of-learning-and-deve</a>	linkedin	Not Started	
23	22	B	BME Strategies	Managing Consultant, Workforce Development	Remote (US, East Coast prefer	remote	\$95,000 - \$120,000		<a href="https://himalayas.app/companies/bme-strategies/jobs/managing-co">https://himalayas.app/companies/bme-strategies/jobs/managing-co</a>	himalayas	Not Started	
24	23	B	West Virginia University	Director of Development - WVU Institute of Technology	Beckley, WV	onsite		2026-04-23	<a href="https://www.linkedin.com/jobs/view/director-of-development-wvu-">https://www.linkedin.com/jobs/view/director-of-development-wvu-</a>	linkedin	Not Started	
25	24	B	Mitsubishi Electric Power Produ	Manufacturing Training Manager	Greater Pittsburgh Region	onsite		2026-04-25	<a href="https://www.linkedin.com/jobs/view/manufacturing-training-manag">https://www.linkedin.com/jobs/view/manufacturing-training-manag</a>	linkedin	Not Started	
26	25	B	Community College of Allegher	Director for the Braddock Hills Center and Community Tr	Pittsburgh, PA	onsite	\$67,530+ (Admin 16)	2026-04-02	<a href="https://www.linkedin.com/jobs/view/director-for-the-braddock-hills">https://www.linkedin.com/jobs/view/director-for-the-braddock-hills</a>	linkedin	Not Started	
27	26	B	Hitachi Energy	HUB Americas Training and Development Manager	Mount Pleasant, PA	hybrid		2026-04-25	<a href="https://www.linkedin.com/jobs/view/hub-americas-training-and-de">https://www.linkedin.com/jobs/view/hub-americas-training-and-de</a>	linkedin	Not Started	
28	27	B	Mathematica	Director of the Education Area	Washington, DC area / remote-	hybrid			<a href="https://careers.mathematica.org/job/washington/director-of-the-e">https://careers.mathematica.org/job/washington/director-of-the-e</a>	company-care	Not Started	
29	28	B	Jobgether	Senior Instructional Designer (Remote - US)	Remote (US)	remote	\$75,000 - \$85,000		<a href="https://himalayas.app/companies/jobgether/jobs/senior-instructor">https://himalayas.app/companies/jobgether/jobs/senior-instructor</a>	himalayas	Not Started	
30	29	B	Digital Harbor Foundation	Program Manager, Center for Civic Futures	Remote (US)	remote	\$90,000 - \$100,000		<a href="https://himalayas.app/companies/digital-harbor-foundation/jobs/p">https://himalayas.app/companies/digital-harbor-foundation/jobs/p</a>	himalayas	Not Started	
31	30	B	Seagate Technology	Senior Manager, Global Strategic Incentives and Grants	Washington, DC (Remote)	remote		2026-04-29	<a href="https://www.linkedin.com/jobs/view/senior-manager-global-strateg">https://www.linkedin.com/jobs/view/senior-manager-global-strateg</a>	linkedin	Not Started	
32	31	B	Center for Public Partnerships	Grant Manager	Topeka Metro / Remote-friendly	remote		2026-04-23	<a href="https://www.linkedin.com/jobs/view/grant-manager-at-center-for-">https://www.linkedin.com/jobs/view/grant-manager-at-center-for-</a>	linkedin	Not Started	
33	32	B	WV Department of Human Serv	Grants Specialist	Kanawha, WV	onsite		2026-04-27	<a href="https://www.linkedin.com/jobs/view/grants-specialist-at-wv-depart">https://www.linkedin.com/jobs/view/grants-specialist-at-wv-depart</a>	linkedin	Not Started	
34	33	B	City of Pittsburgh	Fiscal and Contracting Coordinator	Pittsburgh, PA	onsite		2026-04-23	<a href="https://www.linkedin.com/jobs/view/fiscal-and-contracting-coordi">https://www.linkedin.com/jobs/view/fiscal-and-contracting-coordi</a>	linkedin	Not Started	
35	34	B	Medical Teams International	Grants & Resources Manager	Remote (US)	remote	\$84,000 - \$90,000	2026-04-24	<a href="https://remote.com/remote/jobs/all-others/grants-resources-mar">https://remote.com/remote/jobs/all-others/grants-resources-mar</a>	remote	Not Started	