

LaGuanda S. Jacobs

JOB CORPS STUDENT DEVELOPMENT • WORKFORCE DEVELOPMENT • YOUTH LEADERSHIP

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PROFESSIONAL PROFILE

Job Corps and youth-development professional whose Woodland Job Corps Center career spans 2011–2023 across two contractor periods. Began in Food Service and advanced into Work-Based Learning, Bookkeeping/Student Pay, Student Accountability, and Peer Leadership. Brings first-hand experience supporting young adults through employability development, accountability, confidential records, leadership opportunities, resource referrals, and day-to-day center operations. Known for building respectful relationships while maintaining structure, follow-through, and professional standards.

CAREER JOURNEY Food Service Assistant → Work-Based Learning Advisor → Bookkeeper → Student Accountability Clerk → Peer Leadership Coordinator

CORE STRENGTHS

Youth Development & Mentoring	Student Accountability	Workforce & Employability
Student Leadership Development	Case-Management Support	Confidential Records
Community Resource Referrals	Cross-Department Collaboration	Staff Coordination & Safety

WOODLAND JOB CORPS CENTER — PROFESSIONAL JOURNEY

MINACT / Education & Training Resources Operating Period — Woodland Job Corps Center, Laurel, MD

Peer Leadership Coordinator

Sep 2022 – Sep 2023

- Worked with staff and students to develop and support leadership opportunities across the center.
- Reinforced commitment to center rules and values while promoting positive student participation, accountability, and communication.
- Used strong interpersonal, written, and verbal communication to support students, staff, and day-to-day center operations.

Student Accountability Clerk

Sep 2021 – Sep 2022

- Enrolled new students and maintained organized, confidential student folders and records.
- Hosted applicant assignment meetings and supported the administrative flow of student placement and accountability information.
- Worked accurately and discreetly with sensitive student documentation in a fast-paced center environment.

Adams & Associates Operating Period — Woodland Job Corps Center, Laurel, MD

Bookkeeper

Apr 2015 – Jun 2016

- Processed accounts payable vendor payments and supported day-to-day bookkeeping functions.
- Disbursed checks and cash to students and staff and processed and reconciled Job Corps Student Pay.
- Maintained accuracy, confidentiality, and dependable controls when handling student and financial information.

WOODLAND JOB CORPS CENTER — ADAMS & ASSOCIATES PERIOD (CONTINUED)

Work-Based Learning Advisor

Dec 2011 – Apr 2015

- Developed and managed partnerships with local businesses and organizations to create meaningful work-based learning opportunities.
- Supervised and supported students during on- and off-center work-based learning placements, reinforcing employability and workplace-readiness skills.
- Provided employability training and community resource referrals addressing barriers such as transportation, funding, meals, mental-health support, and job readiness.
- Collaborated with instructors and staff to connect practical work experience with students' training and career-development goals.

Food Service Assistant

Sep 2011 – Dec 2011

- Prepared and served meals for students and staff while maintaining clean, organized dining, kitchen, and food-storage areas.
- Supported food inventory and team operations and built the center foundation that led to advancement into student-development and administrative roles.

ADDITIONAL LEADERSHIP & SERVICE EXPERIENCE

Supervisor / Security Officer — Defensor Security

Oct 2017 – Jul 2018

- Coordinated staff assignments, training, breaks, post coverage, and on-time reporting while helping maintain safe and orderly operations.
- Monitored coverage and staff performance and helped ensure duties were completed effectively and on schedule.

Call Center Representative — TransCore

Jan 2024 – Sep 2024

- Provided high-volume customer support, processed account changes and recertifications, resolved issues, and maintained accurate documentation under productivity and quality standards.

Medical Sedan / Wheelchair Driver — AAA Transport

Jan 2019 – Jun 2021

- Provided safe, reliable transportation across Maryland counties while managing schedules, routes, mobility needs, and professional client service independently.

EDUCATION

General Education Diploma (GED) | YWCA Maryland (West County)