

## Leelamma Sebastian

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### Education

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- 2018 Master of Arts, ORGANIZATIONAL LEADERSHIP | Gonzaga University, Spokane, WA  
2010 Certificate: Pierre Favre Spiritual Exercises of St. Ignatius Program, Jesuit Retreat Center of Los Altos, CA  
1997 Master of Science, COUNSELING PSYCHOLOGY | Chaminade University, Honolulu, HI  
1983 Bachelor of Arts, ECONOMICS | Calicut University, Kerala, India

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### Professional Experience

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July 2020–Present: **Director of Pastoral Formation** | ST. MARY'S SEMINARY & UNIVERSITY, BALTIMORE, MD

- Responsible for selecting appropriate settings for the volunteer and supervised ministries of seminarians
- Facilitates communication between the seminary and site supervisors
- Provides training and evaluation of site supervisors
- Ensures ministry accountability of seminarians in the field

February 2018–June 2020: **Marketing Operations Manager** | SANTA CLARA UNIVERSITY, SANTA CLARA, CA |

- Provided strategic and operational planning of communications, marketing, and public relations activities
- Assisted in the development and management of an operational budget
- Supervised work-study students and led on-boarding of new hires
- Coordinated department summits, retreats, and other events

November 2012–November 2017: **Director of Public Relations/Associate Director, Pastoral Year Internship** | ST. PATRICK'S SEMINARY & UNIVERSITY, MENLO PARK, CA |

- Coordinated all aspects of the pastoral year internship for seminarians
- Supervised seminarians on pastoral year internship
- Conducted regular meetings with the in-house seminarians using the four dimensions of formation
- Participated in weekly faculty meetings and served as a liaison between students and faculty council
- Prepared and submitted end-of-year student evaluations
- Helped revitalize alumni relations and hosted alumni days
- Planned and supervised annual St. Patrick's Seminary Gala
- Worked with in-house magazine and social media
- Supported Board of Trustees and their committees
- Supervised staff, work-study students, and volunteers

July 2001–October 2012: **Program Director** | JESUIT RETREAT & CONFERENCE CENTER, LOS ALTOS, CA |

- Organized and coordinated all aspects of conferences and retreats
- Managed multiple aspects of Center's finances
- Supervised two staff and three volunteers

June 1997–December 2000: **Program Director** | DIOCESE OF HONOLULU, HAWAII |

- Initiated social ministry programs for a diverse ethnic population across 35 parishes
- Trained and supported parish ministry representatives from 35 parishes
- Developed and implemented grant proposals, securing funding from community and government organizations

- Led team meetings on program planning and evaluation
- Served on community and federal agency boards (e.g., FEMA, Catholic Charities, City & County of Honolulu)
- Made presentations to community groups, conducted workshops, and coordinated special events
- Managed the annual budget and reconciled financial reports
- Supervised interns and volunteers

May 1995–June 1997: **Coordinator/Education Specialist** | CATHOLIC CHARITIES, The Mary Jane Program, Honolulu, HI |

- Provided family-related guidance and special education classes for teens and young adults
- Supervised volunteers

November 1995–April 1997: **Human Resources Manager** | DOWN TO EARTH NATURAL FOODS, HONOLULU, HI |

- Performed numerous HR functions
- Assisted Payroll Manager

1990–1992: **Assistant Store Manager** | THE NATURAL DELI, HONOLULU, HI |

- Handled finances
- Supervised employees

1989 **Travel Agent** | ALL SEASONS TRAVEL, SAN LEANDRO, CA |

1985–1990: **Bank Teller/New Accounts Rep.** | GREAT WESTERN BANK, ALAMEDA, CA |