

Ms. Leelamma Sebastian

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Education

- 2018 Master of Arts, ORGANIZATIONAL LEADERSHIP | Gonzaga University, Spokane, WA
- 2010 Certificate: Pierre Favre Spiritual Exercises of St. Ignatius | 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

Professional Experience

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
- Establish and work collaboratively with the Pastoral Formation Advisory Council, which includes leadership from pastoral care, parishes, and direct service agencies
- Facilitates communication between the seminary and site supervisors
- Provides training and evaluation of site supervisors
- Ensures ministry accountability of seminarians in the field
- Plan and implement onsite skills-building workshops and theological reflection sessions for the seminarians

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 the faculty council
- Prepared and submitted end-of-year student evaluations
- Helped revitalize alumni relations and hosted alumni days
- Planned and supervised the annual St. Patrick's Seminary Gala
- Worked with an 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 the Center’s finances
- Supervised two staff and three volunteers
- Directed retreats and individual retreatants

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