
MARGARET M. SEQUEIRA, MTS

804-997-9429 • msequeira28@gmail.com • www.linkedin.com/in/margaretsequeira

TEACHING PROFESSIONAL

HIGHER EDUCATION | PROJECT MANAGEMENT | TRAINING

Professional with 15+ years of experience in higher education (College of William & Mary (WM), Stanford University – Law School, Medical School) and congregations (Unitarian Universalist Congregations) developing educational and training programs, delivering critical projects on time and within budget and building relationships across diverse stakeholders. Passion for integrating technology as a means to enhance training and faith development experiences.

CAREER HIGHLIGHT

- **Project Management** – As Associate Director of Operations in the Office of Student Affairs at Stanford University Medical School, requested by leadership to oversee the office renovation for a 150-member department serving 450 students. Delivered consistent communication to assuage concerns from management, staff and faculty on temporary and permanent office assignments. Partnered with designers to ensure project was successfully delivered on time and within budget.
- **Student Development and Diversity Awareness** – Sought to increase campus dialogue on diversity and advocated to invite a speaker on LGBTQ issues to the WM campus. Engaged campus ministry colleagues, key student groups and the WM Center for Student Diversity as partners to support the event. Successfully organized an event with partners including Hillel (Jewish), Canterbury Campus Ministry (Episcopal), Wesley Foundation (Methodist), UU Circle and Lambda Alliance (LGBTQ student group).
- **Technology Adoption and Adult Education:** Developed and facilitated online Parents As Spiritual Teachers Adult Education class. Built the website, curated materials, and marketed the class. The class was well-received and met the need for outreach to families in a small UU Congregation on the Outer Banks. This on-line format was a first for the congregation. Used Moodle as platform to adopt an online small group ministry for 250-member UU Congregation in Williamsburg.

PROFESSIONAL EXPERIENCE

Virginia Commonwealth University

Adjunct Faculty - Philosophy

Instructor for PHIL 201: Critical Thinking About Moral Problems, Fall 2018

Richmond, VA

August 2018 - present

Bryant & Stratton University

Adjunct Instructor – Philosophy and Liberal Arts

- Instruct four courses: a 300-level class on logic and reasoning; a 200-level class on practices in analytic reasoning and critical thinking; a 300-level Humanities overview course covering the culture and civilizations of the Ancient World to 1600 BCE Europe; and a 200-level Ethics in Health & Human Services.
- Teach concepts and practice of logic and reasoning with a focus on ethics. Facilitate discussion around controversial topics with the goal of developing critical thinking and reasoning skills that students can apply to their chosen career paths.

Richmond, VA

2016 - Present

Unitarian Universalist Congregation of the Outer Banks

Executive Director / Consulting Minister

Partnered with the Board of Directors and oversaw all areas of congregational life: worship, programs, education, pastoral care, membership, finance and buildings/grounds maintenance. Key accomplishments include:

- Led congregation through successful process of hiring a new permanent minister
- Coordinated education activities for the church and created an innovative online learning for parents using Google Hangout sessions.

Kitty Hawk, NC

2014 - 2015

Williamsburg Unitarian Universalists / College of William & Mary**Williamsburg, VA***Director, Lifespan Faith Development*

2008 – 2013

Collaborated with congregation leadership to direct and manage all faith development programs for 250 families. Served at the UU Campus Minister at WM, organizing and mentoring the UU Circle student group. Worked in close collaboration with WM offices: Campus Ministry, Student Affairs and Office of Student Diversity. Provided pastoral counseling, support and crisis intervention for students as part of the on-call rotation of campus ministers. Key accomplishments include:

- Recruited and developed a lifespan faith council to build a multi-age formation process. Process resulted in a 64% increase in child participation and a 70% increase in young adult attendance.

Stanford University Medical School, Office of Student Affairs**Stanford, CA***Associate Director of Operations*

2002 – 2004

Operations and Finance Assistant

2001 – 2002

- Following promotion to Associate Director of Operations, managed two full-time administrative assistants and was a key partner for human resources, operations and facilities management for a 150-member department serving 450 students. Pursued Stanford University Continuing Education Coursework in Human Resources, Supervising and Managing People.
- Served as an advisor and consultant to all department managers on employee performance, hiring and employee relations.

Stanford University Law School, Office of Career Services**Stanford, CA***Judicial Clerkships Coordinator*

1998 – 1999

- Managed all aspects of informing students of clerkship process including a regular newsletter updating on the latest judicial nominations and appointments and coordination of the process for letters of recommendation. Provided assistance to other areas of Career Services including managing the library, the Annual Career Fair, and the Annual Public Interest Career Fair.
- Provided exceptional customer service and encouragement to students which resulted in positive results for them. Provided a calm, non-anxious presence through the challenge of the judicial clerkship application process. Encouraging students to persist with the process resulted in their receiving clerkship.

NON-PROFIT VOLUNTEER EXPERIENCE*Alumni Interviewer, Georgetown University*

2005 – Present

Google Trainer, Career Prospectors

2015 – 2016

Founding Team, Georgetown University Alumni Club, Richmond, VA

2016 – Present

Leadership Team, LeanIn RVA

August 2017 – present

Women in Tech Conference Volunteer

October 2017

Chair of Communications, Board Member, Congregation Or Ami, Richmond, VA

July 2018 - Present

EDUCATION**Jesuit School of Theology at Berkeley****Berkeley, CA***Masters of Theological Studies, Ethics and Social Theory*

2008

Synthesis Paper: The Heart of Our Faith: The Inherent Worth and Dignity of Every Person

Wesley Theological Seminary**Washington, DC***Masters of Divinity program, emphasis in Ethics, Sociology, Public Policy*

1995-1997

Georgetown University**Washington, DC***Bachelor of Arts, History, Minor - Theology*

1989