<table>
<thead>
<tr>
<th>Name</th>
<th>Interested Functional Area(s)</th>
<th>Preferred Location(s)</th>
<th>Email Address</th>
<th>E-portfolio Release Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manjari Agrawal</td>
<td>Orientation, Career Advising, Academic Advising</td>
<td>Southern California</td>
<td><a href="mailto:manjari.agrawal92@gmail.com">manjari.agrawal92@gmail.com</a></td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>Kaamil Al-Hassan</td>
<td>Leadership development, Pre-college Programs, Multicultural Affairs, Retention Programs for First-Generation &amp; Underrepresented Students, Social Justice/Inclusion, Civic Engagement, Financial Wellness</td>
<td>California, D.C./Maryland, Atlanta, New Orleans, North Carolina, Florida, New York, possibly Texas. (Only looking at big cities and outside of the Midwest region.)</td>
<td><a href="mailto:millieakakaamil@yahoo.com">millieakakaamil@yahoo.com</a></td>
<td>April 11, 2018</td>
</tr>
<tr>
<td>Juanita Ariza</td>
<td>Academic Advising, Student Success &amp; Retention, Career Development</td>
<td>Indianapolis</td>
<td><a href="mailto:juanitaariza1@gmail.com">juanitaariza1@gmail.com</a></td>
<td>April 13, 2018</td>
</tr>
<tr>
<td>Jennifer Azevedo</td>
<td>Orientation &amp; Residence Life</td>
<td>Pennsylvania, Delaware, Maryland, New Jersey, New York</td>
<td><a href="mailto:jaazeved@umail.iu.edu">jaazeved@umail.iu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Kennedy Barkley</td>
<td>Housing and Residence Life, Student Activities, Campus Recreation</td>
<td>North Carolina, California, DC, Maryland, Virginia, and Florida</td>
<td><a href="mailto:kenbarkl@umail.iu.edu">kenbarkl@umail.iu.edu</a></td>
<td>April 13, 2018</td>
</tr>
<tr>
<td>Kari Lynn Besing</td>
<td>Community/Civic Engagement, Service-Learning, Student Activities, Assessment</td>
<td>The South (specifically areas such as Hattiesburg, MS, Jackson, MS, Mobile, AL, New Orleans, LA)</td>
<td><a href="mailto:karilynn.besing@gmail.com">karilynn.besing@gmail.com</a></td>
<td>April 13, 2018</td>
</tr>
<tr>
<td>Leslie Boey</td>
<td>Educational Technology, Academic Affairs, Faculty/Staff Development, Curriculum</td>
<td>Minneapolis/St. Paul, Minnesota</td>
<td><a href="mailto:boeyl26@gmail.com">boeyl26@gmail.com</a></td>
<td>April 12, 2018</td>
</tr>
<tr>
<td>Shelby Dance</td>
<td>Orientation, Advising, Service Learning</td>
<td>Nationwide</td>
<td><a href="mailto:sldance94@gmail.com">sldance94@gmail.com</a></td>
<td>April 12, 2018</td>
</tr>
<tr>
<td>Abby Ford</td>
<td>Fraternity &amp; Sorority Life, Student Conduct, Student Activities</td>
<td>Nationwide</td>
<td><a href="mailto:alford14@gmail.com">alford14@gmail.com</a></td>
<td>April 9, 2018</td>
</tr>
<tr>
<td>Name</td>
<td>Interested Functional Area(s)</td>
<td>Preferred Location(s)</td>
<td>Email Address</td>
<td>E-portfolio Release Date</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
<td>---------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Monica Fung</td>
<td>Housing/Residence Life, Orientation/New Student Programs, Student Activities/Union Facilities, Enrollment Management/Admissions</td>
<td>Vermont, New Jersey, Massachusetts</td>
<td><a href="mailto:mfung92@gmail.com">mfung92@gmail.com</a></td>
<td>April 13, 2018</td>
</tr>
<tr>
<td>Katherine Hornell</td>
<td>Leadership Development Programs, Orientation, Student Activities, Residential Life, Honors Colleges, Advising</td>
<td>Central Texas</td>
<td><a href="mailto:khornell@iu.edu">khornell@iu.edu</a></td>
<td>April 11, 2018</td>
</tr>
<tr>
<td>Joel Houlette</td>
<td>Housing, Student Activities, Student Leadership Development</td>
<td>Midwest, Mid-Atlantic, Northeast, Southeast</td>
<td><a href="mailto:joelthoulette@gmail.com">joelthoulette@gmail.com</a></td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>Sydney Howell</td>
<td>Leadership Development, Career Services, Student Support Services, Residence Life</td>
<td>Ohio, North Carolina, Michigan</td>
<td><a href="mailto:sydhowel@iu.edu">sydhowel@iu.edu</a></td>
<td>April 20, 2018</td>
</tr>
<tr>
<td>Alexis Karwoski</td>
<td>Fraternity and Sorority Life, Leadership Development, Student Conduct</td>
<td>Midwest</td>
<td><a href="mailto:alexis.karwoski@comcast.net">alexis.karwoski@comcast.net</a></td>
<td>April 18, 2018</td>
</tr>
<tr>
<td>Katherine Kromer</td>
<td>Housing and Residence Life, Academic Advising, Career Services</td>
<td>Midwest, Mid-Atlantic, North East</td>
<td><a href="mailto:katiekromer10@gmail.com">katiekromer10@gmail.com</a></td>
<td>April 19, 2018</td>
</tr>
<tr>
<td>Maurisa Li-A-Ping</td>
<td>Retention/Persistence, Student Access, Diversity/Social Justice, TRiO programs, Opportunity Programs</td>
<td>Chicago, NYC, DC, Baltimore, NOLA, Atlanta</td>
<td><a href="mailto:MaurisaLiAPing@gmail.com">MaurisaLiAPing@gmail.com</a></td>
<td>April 20, 2018</td>
</tr>
<tr>
<td>Alyssa M. Luna</td>
<td>Diversity, Equity, and Inclusion, Advising &amp; Career Services, Service Learning/Scholarship Programs</td>
<td>Indianapolis, West Coast, Hispanic Serving Institutions</td>
<td><a href="mailto:alyluna@iupui.edu">alyluna@iupui.edu</a></td>
<td>April 20, 2018</td>
</tr>
<tr>
<td>Holly Lustig</td>
<td>Career Services, Human Resources, Events Management, Housing</td>
<td>Nationwide</td>
<td><a href="mailto:hollyelustig@gmail.com">hollyelustig@gmail.com</a></td>
<td>April 10, 2018</td>
</tr>
<tr>
<td>Luis Mora</td>
<td>Residence Life</td>
<td>Nationwide (preferred in/near metropolitan areas)</td>
<td><a href="mailto:lamoraag@iupui.edu">lamoraag@iupui.edu</a></td>
<td>April 10, 2018</td>
</tr>
<tr>
<td>Name</td>
<td>Interested Functional Area(s)</td>
<td>Preferred Location(s)</td>
<td>Email Address</td>
<td>E-portfolio Release Date</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------</td>
<td>------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Madison Motoyasu</td>
<td>International Services (immigration advising and programming), Academic Advising, Diversity, Equity, and Inclusion (Cultural Centers)</td>
<td>Southern California</td>
<td><a href="mailto:madimotoyasu@gmail.com">madimotoyasu@gmail.com</a></td>
<td>April 20, 2018</td>
</tr>
<tr>
<td>Shannon Mulqueen</td>
<td>Fraternity &amp; Sorority Life, Housing &amp; Residence Life, Conduct</td>
<td>Northeast, Northwest, Tennessee &amp; the Carolinas</td>
<td><a href="mailto:shannonjmulqueen@gmail.com">shannonjmulqueen@gmail.com</a></td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>David Neling</td>
<td>International Affairs, Career Development, Leadership, Medical Schools</td>
<td>Indianapolis</td>
<td><a href="mailto:davidcneiling@gmail.com">davidcneiling@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Jamie Opdyke</td>
<td>Service-Learning, Non-Profits, Community Service, Residence Life, Sophomore Experience</td>
<td>Oregon, Washington</td>
<td><a href="mailto:jamie.opdyke@gmail.com">jamie.opdyke@gmail.com</a></td>
<td>April 11, 2018</td>
</tr>
<tr>
<td>Ree Palmer</td>
<td>Development and Alumni Relations</td>
<td>Nationwide</td>
<td><a href="mailto:reepalmer@gmail.com">reepalmer@gmail.com</a></td>
<td>April 9, 2018</td>
</tr>
<tr>
<td>Markie Pasternak</td>
<td>Orientation, Community Engagement/Service, Health and Wellness</td>
<td>Midwest, East Coast, Southeast, Urban Area</td>
<td><a href="mailto:markie.pasternak@gmail.com">markie.pasternak@gmail.com</a></td>
<td>April 10, 2018</td>
</tr>
<tr>
<td>Zach Price</td>
<td>Fundraising, Development, Advancement</td>
<td>Northeast, Southeast, West</td>
<td><a href="mailto:zjprice@indiana.edu">zjprice@indiana.edu</a></td>
<td>April 18, 2018</td>
</tr>
<tr>
<td>Sean Riordan</td>
<td>Institutional Research, Assessment, Enrollment Management</td>
<td>Illinois, Wisconsin, Michigan</td>
<td><a href="mailto:seanriordan8@gmail.com">seanriordan8@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>DaShaun Scott</td>
<td>Student Activities/Union, Human Resources, Orientation &amp; First Year Experience, Housing and Residence Life, Academic Advising, &amp; Leadership Development</td>
<td>Nationwide</td>
<td><a href="mailto:DaShaunScott5@gmail.com">DaShaunScott5@gmail.com</a></td>
<td>April 19, 2018</td>
</tr>
<tr>
<td>Sidra Sherrill</td>
<td>Athletics, Advising</td>
<td>Midwest, South, East</td>
<td><a href="mailto:sidsherr@iu.edu">sidsherr@iu.edu</a></td>
<td></td>
</tr>
<tr>
<td>Jason Simon</td>
<td>Residence Life, Student Conduct</td>
<td>Illinois and Neighboring States</td>
<td><a href="mailto:Jason_Simon@aol.com">Jason_Simon@aol.com</a></td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>Emily Singer</td>
<td>Admissions, Development</td>
<td>Northeast</td>
<td><a href="mailto:essinger@iu.edu">essinger@iu.edu</a></td>
<td>April 12, 2018</td>
</tr>
<tr>
<td>Name</td>
<td>Interested Functional Area(s)</td>
<td>Preferred Location(s)</td>
<td>Email Address</td>
<td>E-portfolio Release Date</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>-------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>Angelica Smith</td>
<td>TRiO Programs, Multicultural Affairs, Orientation, Admissions/Recruitment, Residential Life,</td>
<td>Houston, Dallas, Austin, Nashville, Chicago, Columbus, OH, Washington DC, Atlanta, Southern California, Denver, Baltimore (other places that are generally warm with manageable costs of living)</td>
<td><a href="mailto:angelicajsmith@gmail.com">angelicajsmith@gmail.com</a></td>
<td>April 12, 2018</td>
</tr>
<tr>
<td>Ellise Smith</td>
<td>Diversity/Equity/Inclusion, Race Relations, Advising, Academic Affairs, Student Leadership Development, Office of the President</td>
<td>Chicago, Atlanta, Detroit, Houston, D.C.</td>
<td><a href="mailto:ellise.a.smith@gmail.com">ellise.a.smith@gmail.com</a></td>
<td>April 17, 2018</td>
</tr>
<tr>
<td>Lindsey Snow</td>
<td>Orientation and First Year Experience Programs</td>
<td>Nationwide (preferably in/near metropolitan areas on the east coast)</td>
<td><a href="mailto:lindseylsnow@gmail.com">lindseylsnow@gmail.com</a></td>
<td>April 16, 2018</td>
</tr>
<tr>
<td>Benjamin Stalvey</td>
<td>Leadership &amp; Service Programs, Student Activities, Spiritual Life, Academic &amp; Career Advising</td>
<td>Southern US, Texas &amp; Tennessee preferably</td>
<td><a href="mailto:benjamintstalvey@gmail.com">benjamintstalvey@gmail.com</a></td>
<td>April 12, 2018</td>
</tr>
<tr>
<td>Paige Thomas</td>
<td>Housing, Diversity/Equity/Inclusion, Trio Programs, Service Learning/Community Engagement, Student Activities</td>
<td>South, Southeast, Midwest</td>
<td><a href="mailto:palethom@gmail.com">palethom@gmail.com</a></td>
<td>April 19, 2018</td>
</tr>
<tr>
<td>Donna To</td>
<td>Residence Life and Housing, Multicultural Affairs, First Year Experience, Leadership Development, Student Conduct</td>
<td>California, West Coast</td>
<td><a href="mailto:donnamto@gmail.com">donnamto@gmail.com</a></td>
<td>April 13, 2018</td>
</tr>
<tr>
<td>Daniel Tovar</td>
<td>Multicultural Affairs/Diversity, Equity, Inclusion/Social Justice, Orientation, Leadership Development, Civic Engagement</td>
<td>Northeast (cities along Corridor) and West Coast</td>
<td><a href="mailto:danieltovardiez@gmail.com">danieltovardiez@gmail.com</a></td>
<td>April 12, 2018</td>
</tr>
<tr>
<td>Name</td>
<td>Interested Functional Area(s)</td>
<td>Preferred Location(s)</td>
<td>Email Address</td>
<td>E-portfolio Release Date</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Holli Weed</td>
<td>Housing and Residence Life, Health and Wellness</td>
<td>West Coast, East Coast</td>
<td><a href="mailto:hweed@iu.edu">hweed@iu.edu</a></td>
<td>April 13, 2018</td>
</tr>
<tr>
<td>Luke Williams</td>
<td>Veteran Support Services, Student Activities, Conduct, Residence Life, Fraternity/Sorority Life</td>
<td>Oregon, Washington, Colorado, Maine</td>
<td><a href="mailto:lwilliamsusi@gmail.com">lwilliamsusi@gmail.com</a></td>
<td></td>
</tr>
<tr>
<td>Chase Wilson</td>
<td>Residence Life, Orientation, Service Learning</td>
<td>Nationwide</td>
<td><a href="mailto:ckwilson304@gmail.com">ckwilson304@gmail.com</a></td>
<td>April 10, 2018</td>
</tr>
<tr>
<td>Meredith Young</td>
<td>College Unions, Institutional Research, Student Leadership</td>
<td>Chicago, IL</td>
<td><a href="mailto:meryoung@indiana.edu">meryoung@indiana.edu</a></td>
<td>April 17, 2018</td>
</tr>
</tbody>
</table>
EDUCATION

Indiana University  
Master of Science in Education, Higher Education and Student Affairs  
May 2018  
Bloomington, IN

University of California, San Diego  
Bachelor of Science, Management Science  
June 2014  
La Jolla, CA

Minors: Accounting and Business

ADVISING & COUNSELING EXPERIENCE

Career Development Center, Indiana University  
Graduate Assistant  
August 2016 – Present  
Bloomington, IN

• Advise 200+ undergraduate students in individual and group settings using specialized knowledge of the career development process to best serve their individual needs regarding career and major exploration
• Conduct resume, cover letter, and interview critiques using best practices to help students obtain career related opportunities and improve their employability
• Facilitate monthly outreach presentations on career development and success to diverse student populations
• Support in training for new graduate assistants, contributing resources and prior knowledge, and providing opportunities to shadow advising appointments and presentations

Office of Admissions, Ashford University  
Admissions Counselor  
October 2014 – April 2015  
San Diego, CA

• Identified, qualified, and guided 100+ prospective and current students in their decision to earn a bachelor’s degree
• Monitored and supported students’ progress on their first college course through mentorship to ensure completion and success for graduation
• Advised on availability of financial aid by highlighting information on student loans and grants and running National Student Loan Data System reports to ensure eligibility
• Analyzed and maintained confidentiality within student database, academic records, and documentation of 200+ using various computer software

ORIENTATION EXPERIENCE

Student Orientation and Family Programs, Stony Brook University  
Student Program Intern – Association of Orientation, Transition, and Retention (NODA)  
May 2017 – August 2017  
Stony Brook, NY

• Facilitated new student orientation for first-year and transfer students and coordinated event logistics to ensure smooth orientation sessions
• Supported the advising and registration process through assigning student staff for advising assistance and resolving concerns associated with registration
• Trained 50 Orientation Leaders (OLs) over three weeks of training and supervised OLs daily during 32 orientation sessions
• Evaluated OL performance throughout the orientation program, provided constructive developmental feedback for OLs, and planned the mid-summer retreat and community building activities for the OLs and professional staff
• Created detailed daily work schedules for the OLs assigned to work each orientation session

RESEARCH & ASSESSMENT EXPERIENCE

Career Development Center, Indiana University  
Assessment Team Member  
September 2016 - present  
Bloomington, IN

• Create and administer an independent assessment to 8,000 students in relation to their career development needs to maximize and improve the effectiveness of career advising services
• Compile, code, and synthesize data of 2,500 responses using Microsoft Excel to create a report shared with campus and community stakeholders
• Spearhead an independent assessment to inquire about barriers to career development within marginalized student populations by partnering with cultural centers and other campus stakeholders
RESEARCH & ASSESSMENT EXPERIENCE (continued)

**Student Advocates Office, Indiana University**

*Practicum Student*

- Analyzed and gathered existing data on current trends in sexual violence in order to understand how large public institutions can best support students who have experienced these traumas
- Shadowed current advocates in working one-on-one with students who struggled academically and undergone the personal misconduct process
- Delivered presentations to campus organizations that dealt with sexual assault on college campus to increase awareness of Confidential Victim Advocates and develop a relationship between both services

**FIRST-GENERATION STUDENT SUPPORT EXPERIENCE**

**Reality Changers College Readiness Program**

*Room Advisor*

- Tutored 50+ low-income youth to educate them to be the first in their families to attend a 4-year institution
- Assisted in serving as a supervisor to maintain smooth execution and success in the study rooms
- Developed a mentoring relationship with these students and acted as a caring adult role model to those who never had this resource available to them

**Academic Connections San Diego, University of California, San Diego - Extension**

*Resident Advisor (RA)*

- Supervised 11-16 high school girls and implemented social, educational, and personal programs alongside a staff of 22 RAs for a diverse population of 350+ high school students
- Encouraged students with disadvantaged and underrepresented backgrounds to seek higher education by addressing issues with college transition and providing various resources available for better preparation
- Conducted nightly suite meetings to help students develop leadership skills centered on emotional intelligence to encourage critical thinking and personal growth
- Invited to a one week educational program to supervise and plan daily events for 17 high school students to help in developing their leadership skills

**FACILITATION & TEACHING EXPERIENCE**

**Residential Programs and Services, Indiana University**

*Co-Facilitator – Foundations of Residential Leadership Course*

- Co-facilitated an undergraduate course part of the Resident Advisor (RA) selection process for applicants to explore leadership in residence halls, student development theory, and working with diverse people
- Guided class activities, administered assignments, and assisted applicants in understanding the RA position
- Provided recommendations based on students’ performance whether they were qualified to move forward with the selection process

**RELEVANT UNDERGRADUATE EXPERIENCE**

**Muir College Residential Life, University of California, San Diego**

*House Advisor (Resident Advisor)*

**Muir College Office of Student Affairs, University of California, San Diego**

*Student Activities Alumni Intern*

**CONFERENCE & SYMPOSIUM PRESENTATIONS**

**Group Assessment Project Symposium, Bloomington, IN**

*Co-Presenter: “Seeking Value Beyond Meal Points: Investigating Support for Residential Life Professionals”*

**National Assessment Institute, Indianapolis, IN**

*Educational Session Co-Presenter: “Other Duties as Assigned: Why Graduate Students in Student Affairs Programs Need Assessment Projects”*

**Indiana Student Affairs Association Conference, Indianapolis, IN**

*Poster Session Co-Presenter: “The Muslim Student Experience”*
Education:
MASTER OF SCIENCE IN EDUCATION HIGHER EDUCATION & STUDENT AFFAIRS | INDIANA UNIVERSITY, BLOOMINGTON | MAY 2018
BACHELOR OF ARTS SOCIOLOGY, CUM LAUDE | CALIFORNIA STATE UNIVERSITY, SACRAMENTO | DEC 2013

Professional Experience:
GRADUATE ASSISTANT | RESIDENTIAL PROGRAMS AND SERVICES LATE NIGHT PROGRAMMING | 2016 - PRESENT
- Supervise, train, and facilitate leadership development for 20 undergraduate student staff
- Challenge and support team members to plan and execute highly innovative, inclusive, and interactive late night programs for first-year students
- Oversee $70,000 academic year budget
- Create cohesion and facilitate team development between staff that work in two separate locations

GRADUATE INTERN NODA | BETHUNE-COOKMAN UNIVERSITY | SUMMER 2017
- Supervised and trained 30 undergraduate student staff for the six-week Wildcat Immersion Summer Bridge Program and F.I.R.S.T Days week-long Orientation Program
- Planned and executed innovative and engaging academic/leadership development programming initiatives
- Developed communication plan for social media, electronic newsletters, and phone call campaigns for incoming students and families
- Coordinated assessment and evaluation of current practices of Housing, Wildcat Immersion Summer Bridge Program, and the F.I.R.S.T Days Orientation Program

ADMISSIONS AND OUTREACH COUNSELOR | CALIFORNIA STATE UNIVERSITY, SACRAMENTO | 2014-2016
- Served as a representative of California State University, Sacramento to community college and high school students, administrators, faculty, and staff, throughout the state of California
- Facilitated presentations on admission requirements, academic majors, campus resources, and pertinent information to high school and community college prospective students through outreach events, college fairs, and workshops
- Evaluated and analyzed transcripts, created academic plans, and reviewed admission documents of prospective and matriculated students to determine admission eligibility

Leadership & University Service Experience:
TREASURER | STUDENT PERSONNEL ASSOCIATION | INDIANA UNIVERSITY, BLOOMINGTON | 2017- 2018
- Managed a $10,000 budget
- Created and presented financial reports of the budget to the executive board and general body members
- Organized a zero-profit, yearly budget for the organization, including individual budgets for 17 executive board positions
- Collaboration with Programming Chair to create events focused on community-building and establishing social networks
GRADUATE PRACTICUM | HUDSON & HOLLAND SCHOLARS PROGRAM | INDIANA UNIVERSITY, BLOOMINGTON | 2017 – PRESENT

- Developed white paper to highlight the Hudson & Holland Scholars Program as a framework for other institutions to utilize a wellness and retention model to support high achieving underrepresented populations persist through higher education
- Partnering with the Hoosier Den Late Night programming spaces to facilitate social programming and intentional community engagement amongst scholars
- Focusing efforts on diversity and leadership programming initiatives, financial literacy partnership, and identity development

GRADUATE INTERN | IU MONEY SMARTS FINANCIAL LITERACY PROGRAM | INDIANA UNIVERSITY, BLOOMINGTON | 2017

- Designed programs to educate students on financial wellness topics such as budgeting, post-graduation preparation, establishing credit, paying back student loans, wellness issues
- Assisted with coordination, marketing, and developing a calendar of events for multiple IU campuses and partners
- Collaborated with graduate and undergraduate student organizations to map out life after graduation and personal financial goals

Committee Involvement:

RIISING BLACK WOMEN SYMPOSIUM EXECUTIVE PLANNING COMMITTEE | 2017 – PRESENT

- Founding member of the annual symposium aimed at creating intentional space for Black undergraduate women through educational sessions focused on leadership development, academic planning, and networking opportunities with local community members, faculty, staff, and graduate students

BLACK HISTORY MONTH PLANNING COMMITTEE | CITY OF BLOOMINGTON | 2017 – PRESENT

- Planning and organizing the annual Gala for Black history month which brings together community partners, Indiana University students, staff, faculty, and high school students that are recognized for their achievements

DIVERSITY COMMITTEE | RESIDENTIAL PROGRAMS AND SERVICES | 2016 – 2017

- Creating intentional spaces for learning and growth regarding inclusion and social justice within the campus community through: coalition building, supporting the humanity of marginalized identities, practicing radical self-care, and offering conditional grace
- Facilitate training sessions for undergraduate and graduate students to engage across differences and understand the importance of inclusion and social justice in everyday practice
- Bring renowned speakers that align with the values of our committee and can stimulate cognitive dissonance

References:

- Cedric Harris, Associate Director of Residential Programs and Services, Indiana University
  - cwharris@indiana.edu (812) 345-6004
- Ronnie Mack, Coordinator for New Student Orientation, Bethune-Cookman University
  - mackr@cookman.edu (386) 333-2023
- Charles Cole, Senior Associate Director of Admissions & Outreach, California State University, Sacramento
  - colec@csus.edu (916) 606-8619
- Edward Mills, Vice President for Student Affairs, California State University, Sacramento
  - emills@csus.edu (916) 278-6060
Juanita Ariza
JuanitaAriza1@gmail.com | (417) 693-4075 | 1603 East Third Street Apt 1, Bloomington, IN 47401

Education

Master of Science in Education: Higher Education and Student Affairs
Indiana University, Bloomington, IN

Expected: May 2018

Bachelor of Arts, Majors: Communications & Psychology
University of Missouri, Columbia, MO

May 2014

Professional Experience

Residential Life Graduate Assistant for Leadership & Student Engagement
August 2016-Present
Indiana University Bloomington: A large, research-intensive institution serving 48,000 students in rural Indiana

• Advise and train Residence Hall Association (40 members) and National Residence Hall Honorary (30 members). Oversee five student organization budgets totaling $250,000.
• Collaborate with campus partners such as First Year Experience Programs and Union Board to support Welcome Week Initiatives. Activities include a Welcome Week Block Party Concert and Carnival for approximately 6,000 first year students.
• Facilitate required trainings to ensure that 14 center government advisors are working efficiently with their individual governments.
• Spearhead task force for the creation of the leadership handbook of the residential curriculum.
• Apply strategic planning skills through coordination of programs related to RHA and NRHH including travel arrangements to national and regional conferences such as GLACURH and NACURH.
• Committee work with Graduate and Professional Staff Selection.

Academic Advising Graduate Intern
January 2018-Present
Ivy Tech Community College – Indianapolis Campus: Indiana’s community college system serving 200,000 students statewide

• Shadow academic advisors in a variety of programs in the Advising Center to gain an understanding of enrollment steps and the advising process.
• Meet one-on-one with new and current college students to assist them in identifying personal, academic and career goals to guide the development of an academic plan.
• Review and assist in developing training materials and supplemental resources for academic advisors and other professional staff working with new or current students.

Orientation Graduate Intern
November 2016-July 2017
Indiana University, Office of First Year Experience Programs

• Oversaw and redesigned transfer orientation program for approximately 2,000 incoming transfer students. Included coordinating with faculty and campus partners to facilitate sessions and created day-long schedule.
• Assessed transfer program via survey for parents and students and provided recommendations for program improvement.
• Assisted in recruitment, selection, training, and supervision of Orientation Leaders.
• Developed curriculum and lesson plans for a required leadership course for hired Orientation Leaders.
• Created training manual for Orientation Leaders and Leadership staff.

Staff Member, College Connections Center
May 2016- July 2016
University of Missouri-Columbia: A large, research-intensive institution serving 35,000 students

• Advised more than 200 Kansas City area high school graduates and adult learners to help prevent “summer melt.”
• Implemented Bridgit platform to text, email, and call more than 1000 students to market center services.
• Provided services to students and families including financial aid help, personal finance management, explanation of housing contract, and other college related tasks.

**College Adviser, Missouri College Advising Corps**  
*Northeast High School, Kansas City Public Schools*  
July 2014- May 2016

- Advised more than 150 students in one-on-one settings on college planning and financing
- Collaborated with school counselors, administrators and teachers to foster a college-going culture within the high school.
- Maintained data tracking system of student college-going indicators to improve personal, institutional and program practices.
- Connected students and their families with resources to achieve a post-secondary education – among low-income, first-generation-college and underrepresented minority populations.
- Coordinated workshops and parent nights on a range of topics including college planning, applications, and financial aid.
- Assisted 100% of senior class in attaining FAFSA completion as well as completing the verification process for those selected to provide further documentation.
- Participated in 400 hours of pre-service and in-service training and professional development annually.

**Teaching Experience**

**EDUC-U 207, Leadership Training**  
March 2017-May 2017

- Co-facilitated an 8-week course designed to prepare 24 undergraduate students to address current issues on campus and in their communities by discovering their individual strengths and personal values; examining communication skills and group dynamics; and discussing theories and ethics in leadership
- Crafted weekly lesson plans and activities to meet established learning outcomes

**Service to Organizations**

**Student Personnel Association (SPA), President**  
January 2017-December 2017

- Attended, oversaw, and coordinated all activities of SPA at IU including all Executive Board and General Assembly meetings
- Created projects, ad hoc committees, and appointed committee chairs to further the business of SPA at IU
- Served as a student representative to HESA faculty at monthly faculty meetings and program events

**Presentations**


**Skills**

Fluent in Spanish: Reading, Writing, and Speaking
EDUCATION

Indiana University, Bloomington, IN anticipated May 2018
  Master of Science in Education in Higher Education and Student Affairs
University of Delaware, Newark, DE May 2016
  Bachelor of Arts in Psychology with Honors
  Bachelor of Arts in Sociology with Honors
  Bachelor of Arts in Spanish Language with Honors

EXPERIENCE

Resident Director, Second Year Summer 2017-present
Marian University, Housing and Residence Life, Doyle Hall, Indianapolis, IN
  • Support Dean of Students, Director, and Student Affairs Specialist in a time of departmental transition
  • Assume responsibilities of Assistant Director while position remains vacant
  • Coordinate all residential conduct and adjudicate higher-level conduct
  • Collaborate with campus partners to plan Kids and Sibs Weekend, Open House Days, and Tour Guide Training
  • Plan and execute recruitment and selection of Summer Resident and Conference Assistants and Move-In Crew
  • Manage all social media communication for the department
  • Participate as the Housing and Residence Life representative on the Indiana Commission to End Sexual Assault
  • Create and implement monthly departmental in-services for the Resident Assistant staff
  • Maintain all Resident Director, First Year responsibilities listed below

Associate for New Student Programs Summer 2017
Philadelphia University/Thomas Jefferson University, Office of Student Engagement, Philadelphia, PA
  • Served as a member of the Student Engagement Staff Team responsible for the coordination of the New Student Orientation Program
  • Coordinated and facilitated Orientation Leader training to prepare 19 Orientation Leaders to successfully orient first year and transfer students, manage internal staff conflicts, and build an ongoing culture of growth and support among student and professional staff
  • Jointly supervised 19 Orientation Leaders
  • Created daily schedules for Orientation Leaders for each Orientation Program
  • Assisted with the planning and implementation of Family and Explore Philadelphia Programs
  • Implemented ongoing staff development and coordinated end-of-training and end-of-summer banquets
  • Assessed and evaluated all elements of First Year and Transfer Orientation Summer Programs
  • Maintained a positive attitude and remained focused on progress in a time of uncertain transition for current and incoming students during the combination of Philadelphia University and Thomas Jefferson University

Resident Director, First Year Summer 2016-Summer 2017
Marian University, Housing and Residence Life, Doyle Hall, Indianapolis, IN
  • Managed all aspects of a residence hall as head of building in a first-year residence hall housing 230 students including, but not limited to, opening and closing residence halls, managing facilities, maintaining key system, and creating room assignments
  • Provided support to residents using a student-centered approach that focused on needs-based programming and student development theory while also building one-on-one connections
  • Cultivated a culture of feedback, accountability, progress, and fun while supervising and evaluating a team of 10 Resident Assistants and 1 Hall Assistant
  • Assisted in recruitment and selection of 30 Resident Assistants for the department
• Created and implemented departmental trainings, in collaboration with campus partners, for the Resident Assistant staff three times a year
• Adjudicated all lower-level conduct within the hall and developed restorative sanctions in line with the Marian’s Franciscan sponsorship values
• Advised student-led Hall Council organization
• Managed and allocated a $6,000 budget for Resident Assistant, Hall Council, and Residence Hall programming
• Provided crisis intervention, conflict mediation, and emergency support through a 24/7 on-call duty rotation

New Student Orientation Leader
University of Delaware, New Student Orientation, Newark, DE

Spring 2015-Summer 2015

• Interacted with students, families and guests, and professional staff sharing extensive knowledge of the University of Delaware as part of the summer orientation program
• Led groups of students and parents through New Student Orientation while offering advice and providing information to create a welcoming environment as they prepared to transition to college
• Engaged with 22 other student staff members to form a cohesive and effective team
• Maintained a positive and engaging attitude through 12-hour work days over the 6-week orientation period
• Remained flexible and able to react to change quickly and effectively as tasks changed throughout the day
• Successfully completed a course in the Spring preceding Orientation to fully understand my strengths and communication style and how to function within a team of diverse students leaders

Blue Hen Ambassador Student Coordinator
University of Delaware, Admissions, Newark, DE

Fall 2014-Spring 2015

• Collaborated with other student workers and admissions staff as the project lead in planning large-scale open house events for prospective students and their families
• Oversaw daily operations of the Blue Hen Ambassador program including scheduling tours, creating individualized schedules for open houses, training new hires, communicating with students, and serving as the liaison between the student workforce and the professional staff members
• Served as a member of the Office of Admissions Student Executive Board comprised of nine student coordinators spanning over five committees to provide student input to the Admissions Office Leadership

Mentor Resident Assistant
University of Delaware, Residence Life and Housing, Independence Complex, Newark, DE

Fall 2015-Spring 2016

• Promoted to one of two leadership positions after successfully completing one year as a Resident Assistant
• Served as one of two team-focused Mentor Resident Assistants among a staff of 30
• Facilitated weekly professional and personal development activities for a staff of 14 Resident Assistants
• Collaborated with other Mentor Resident Assistants and professional staff members across the department to address current issues on campus and the residence halls
• Implemented new activities on a monthly basis to provide space for a staff of 30 and their three supervisors to deepen their relationships as to improve the efficacy of the staff
• Maintained all Resident Assistant duties, including creating a community with 36 students on a co-ed floor

PRESENTATIONS AND RESEARCH

Azevedo, J. (2017). Fulfilling the Promise through Sense of Belonging: Experiences of Norman Brown Diversity and Leadership Scholars at IUPUI. Presentation of research at the Group Assessment Project Symposium in Bloomington, IN.

Azevedo, J. (2016). First Generation Students: The Road from Recruitment to Graduation. Poster presented at the Indiana Student Affairs Association Conference in Indianapolis, IN.
Kennedy Barkley  
Indianapolis, IN 46260  | barkley.kennedy@gmail.com  | 980.230.3885

Education

Indiana University                              Bloomington, IN  
Master of Science in Education, Higher Education and Student Affairs              May 2018

North Carolina Central University             Durham, NC  
Bachelor of Arts in History                               May 2016

Student Affairs Experience

Indiana University - Purdue University Indianapolis (Indianapolis, IN)  
Graduate Supervisor, Department of Campus Recreation  
August 2016 – Present

• Responsible for the recruitment, interviewing, hiring, and evaluation of 60+ campus recreation student employees
• Supervise 60+ student staff (10+ directly, 50+ indirectly)
• Facilitate team development trainings for 20+ student staff and train 40+ intramural staff for intramural sports
• Advocate for departmental financial decisions and budgets by justifying spending for wages and purchases
• Ensure scheduling of adequate safety, game management, building management, and supervisory personnel for competitive sports activities including supervisors and officials
• Develop and maintain partnerships with university committees and working groups to expand existing campus recreation fitness, wellness, and recreational programs and for intramural sports
• Assisted with the planning and execution of 100+ guests for the 2017 Indiana Recreation Sports Association (IRSA) conference held at IUPUI
• Responsible for opening and closing campus recreation facilities in an efficient and effective manner

Indiana University (Bloomington, IN)  
Graduate Assistant (Practicum), Department of Housing & Residential Life  
October 2017 – Present

• Oversee and assist in holiday closing duties for 300+ residents in Read Residence hall
• Assist in RA training including diversity awareness and leadership trainings, encouraging the same ideals to resident assistants
• Lead facilitation for 18 resident assistants on how to assess programs held in residence halls
• Manage various administrative duties including residence hall policy violation reports

Indiana University - Purdue University Indianapolis (Indianapolis, IN)  
Supreme Court Student Justice  
September 2017 – Present

• Serve as a member of the university hearing commission responsible for hearing cases of alleged student personal misconduct and also serve on the parking appeals committee
• Collaborate in creating appropriate educational sanctions for students found responsible for behavioral issues and misconduct with University officials
• Provide support to the Undergraduate Student Government and the Graduate and Professional Student Government regarding decisions involving committees, initiatives, and elections

Indiana University - Purdue University Indianapolis (Indianapolis, IN)  
Internship, Department of Multicultural Affairs  
May 2017 – August 2017

• Conducted research on the history of the four cultural dinners for web-based content for the multicultural center and compiled results of research into final report
• Collaborated with faculty, staff, and the local community to document the history of IUPUI cultural dinners.
• Established a relationship with university archives to build content for cultural dinners and student organizations history
• Orchestrated, maintained, and updated information for the multicultural center website
Indiana University - Purdue University Indianapolis (Indianapolis, IN)
Graduate Assistant (Practicum), Department of Athletics
January 2017 – April 2017
• Distributed 500+ tickets for fans, students, staff, and faculty
• Facilitated game day operations for IUPUI Athletic sponsors before and after men and women basketball games
• Shadowed various sectors of athletics including compliance, sponsorships, academic eligibility/advising, athletic training, marketing/budgeting, and internal and external affairs

North Carolina Central University (Durham, NC)
Community Assistant, Department of Housing & Residential Life
April 2014 – May 2016
• Recruited, mentored, and advised 550+ NCCU students in residence halls and around campus pertaining to academic studies, transitional issues, and personal dilemmas
• Participated in on call crisis duty rotation for 4 residence halls, offering an in-house security
• Managed various administrative duties including maintenance requests, incident reports, and room transfers
• Aided students with the move in and move out processes for 4 residence halls

North Carolina Central University (Durham, NC)
Student Activity Coordinator, Department of Student Affairs
May 2014 – August 2014
• Provided administrative support for the Program Coordinator of Student Activities
• Supported in planning annual student union calendar of activities for upcoming yearly events
• Assisted with planning, recruiting students, and staff of 75+ people for off-campus summer student trip
• Served as a University liaison for open house visits

Leadership & Community Involvement
• IUPUI Graduate and Professional Student Government 2017 - Present
• Washington Township Boys & Girls 9&U Baseball Coach March 2017 - Present
• Washington Township Boys & Girls 9&U Basketball Coach November 2016 - Present
• Sleep Out for the Homeless 2014 - 2016
• Voteless People Hopeless People 2012 - 2016
• Men’s Achievement Center 2014 - 2016
• Alpha Phi Alpha Fraternity, Incorporated 2014

Professional Association Memberships
• Association for Student Conduct Administration (ASCA) 2017
• National Association of Student Personnel Administrators (NASPA) 2016
• NASPA Undergraduate Fellow Program 2014 - 2016
• NASPA Volunteer, National Association of Student Personnel Administrators 2016

Presentations

Kari Lynn Besing  
karilynn.besing@gmail.com  
ISTJ | Restorative, Relator, Analytical, Learner, Context | Gold, Green, Blue, Orange

EDUCATION

**Master of Science in Education**  
Expected May 2018  
Indiana University, Bloomington, IN  
Program: Higher Education & Student Affairs  
Current GPA: 4.000

**Bachelor of Science**  
May 2016  
The University of Alabama, Tuscaloosa, AL  
Major: Chemistry  
Minor: Mathematics  
*Summa Cum Laude*

RELEVANT PROFESSIONAL EXPERIENCE

**Office of Community Engagement Research & Assessment Intern**  
July 2017-Present  
Indiana University – Purdue University Indianapolis (IUPUI), Indianapolis, IN

- Research and analyze patterns in the use of community engagement terminology of accreditation bodies and standards
- Manage, collect, and input data into web-based community engagement platform, the Collaboratory, for IUPUI
- Collect and consolidate information regarding university and departmental organizational structures
- Review and code literature referencing faculty tenure processes and community-based research for literature review
- Transcribe recordings for IRB-approved research of faculty motivations to participate in community-based research
- Assist in logistics and implementation of the 2018 Carnegie Academy hosted by IUPUI

**Office of Medical Service-Learning Graduate Assistant**  
August 2016-Present  
Indiana University School of Medicine, Indianapolis, IN

- Advise Medical Student Service Group, made up of 22 ongoing service projects related to a variety of societal issues
- Supervise Sam H. Jones Scholar Service Learning Assistants through mentorship and significant project assignment
- Complete and process financial documents such as requisitions, hospitality forms, and travel management
- Create and maintain Canvas page with current and relevant information, increasing usage of the digital platform
- Collect and report data of representation of service-learning across nine campuses for accreditation purposes
- Develop partnerships with local community organizations, working together to create curricular experiences
- Serve on planning board for implementation of new behavioral and social sciences medical curriculum
- Utilize various databases to track community-based experiences and the outcomes associated with those projects
- Plan and coordinate meetings and end-of-year celebration for students, faculty members, and community partners
- Maintain and update Office of Medical Service-Learning web presence and social media platforms

**Office of Student Activities & Orientation Practicum Student**  
January 2017-April 2017  
Marian University, Indianapolis, IN

- Developed financial literacy programming for undergraduate students, focusing on budget and debt management
- Planned and implemented family weekend lock-in with programming, “Up All Knight” for 150 students and families
- Trained 13 orientation leaders in areas of leadership, communication, teamwork, and Marian University history
- Developed materials and curriculum for orientation leader training retreat
- Inputted student activities events and advertisements into web-based activity-tracking platform

**Public Relations and Events Intern**  
May 2016-August 2016  
Deaconess Hospital, Evansville, IN

- Planned and implemented Cancer Survivor Celebration for 150 cancer survivors and their families
- Organized and tracked 2015-2016 donation and financial information for hospital foundation accounts
- Developed filing system for promotional items improving the tracking of inventory, and checking out of supplies
- Implemented evening and weekend promotional community programs, partnering with multiple offices
- Edited website content for medical departments, social events calendar, and digital “Make an Appointment” engine
PROFESSIONAL ASSOCIATIONS & COMMITTEE WORK

Ethics of International Health Volunteerism Working Group at IUPUI
Founding Member

July 2017-Present
- Attend Ethics of Global Health Conference 2017 at University of Minnesota
- Plan visit from *Hoping to Help* author, Judith Lasker, to Indiana University – Purdue University Indianapolis
- Research ethical guidelines for global health service experiences utilizing WEIGHT guidelines and other materials
- Develop discussion questions and advertise for university-wide reading groups centered on *Hoping to Help*

Student Personnel Association at Indiana University (SPA at IU)
Webmaster, Outreach Communications Committee Chair

August 2016-Present

- Manage and edit Student Personnel Association at Indiana University website, www.indiana.edu/~spaiu/index.html
- Coordinate Indiana University HESA Interview Weekend applicant registrations, resumes, and cover letters
- Design cover of Student Personnel Association at Indiana University Journal and coordinating advertisement

Jaguar Academic Advising Association (JACADA)
Professional Development Committee Member

August 2016-December 2017

- Planned development opportunities for academic advisors at Indiana University – Purdue University Indianapolis
- Implemented Division of Student Affairs tabling session at JACADA Professional Development Day 2017

Behavioral and Social Science Thread Curriculum Committee at IU School of Medicine
Member

May 2017-August 2017

- Wrote literature review referencing medical school curriculum development of behavioral and social sciences
- Co-created student learning outcomes in knowledge, skill, and attitude domains using Bloom’s taxonomy
- Collected team presentation information and designed infographic for presentation to institution leadership

Other Relevant Professional Associations
Member

- American College Personnel Association (ACPA)
- National Orientation Directors Association (NODA)

CONFERENCE PRESENTATIONS & JOURNAL PUBLICATION

Global Service Learning Summit (GSL5)


National Orientation Directors Association Annual Conference


Journal of the National Collegiate Honors Council


National Collegiate Honors Council Annual Conference


Indiana Student Affairs Association 2016 Conference

Leslie Boey  
BOEYL26@gmail.com  
Connectedness | Woo | Achiever | Strategic | Positivity

EDUCATION

Indiana University-Bloomington  
Masters of Science in Education in Higher Education & Student Affairs  
Awards: Elizabeth A. Greenleaf Fellowship 2017

University of Wisconsin-Madison  
Bachelor of Science in Communication Arts (Communication Science and Rhetoric)  
Integrated Liberal Studies Certificate  
Honors: Dean’s List (Spring 2015)  
Awards: Wisconsin Academic Excellence Scholarship 2012-2015

WORK EXPERIENCE

Graduate Assistant for Curriculum Development  
Indiana University, Residential Programs & Services  
Bloomington, IN  
Jul 2016 - Present

• Manage and design curriculum for “Foundations of Residential Leadership” undergraduate course
• Coordinate course registration process for over 270 undergraduate students across 17 sections
• Develop and facilitate ongoing training for 34 professional and graduate instructors to advance classroom management, pedagogy, and online and in-person facilitation skills
• Teach two sections of 20 undergraduate students through in-person and online classroom environments

Curriculum & Training Intern  
Indiana University, Residential Programs & Services  
Bloomington, IN  
May 2017 - Aug 2017

• Spearheaded student staff development initiative for 240 resident assistants and diversity staff
• Directed and conducted assessment of half-day conference for 275 students, 32 sessions, and 23 presenters
• Collaborated on committees to advance departmental infrastructure and educational objectives

Career Services Intern  
Indiana University, School of Informatics & Computing Career Services  
Bloomington, IN  
Jan 2017 - May 2017

• Advised undergraduate students in developmental one-on-one settings, including career exploration sessions, resume reviews, and career fair preparation
• Generated research-based content for a career readiness workshop for first-generation college students
• Assisted with coordination of large-scale technology career fair with over 1,000 attendees

Human Resources Office Assistant  
University of Wisconsin-Madison, Division of University Housing  
Madison, WI  
Feb 2016 - Jul 2016

• Supported day-to-day operations for housing staff and provided customer service to domestic and international students and full-time employees
• Trained student staff in front office tasks, such as navigating internal computing systems and coaching international students through employment forms

Undergraduate Teaching Fellow  
University of Wisconsin-Madison, Center for the First-Year Experience  
Madison, WI  
May 2015 - Dec 2015

• Co-instructed a first-year seminar for transfer students aimed at supporting successful academic, social, and personal transitions through intentional dialogue, assignments, and activities
• Adapted lesson plans centered on college transition, diversity, and the importance of a liberal education

Housing Ambassador  
University of Wisconsin-Madison, Division of University Housing  
Madison, WI  
May 2015 - Dec 2015

• Promoted residence hall living to prospective students and families through welcome tours
• Advised and supported current and future students in making informed housing decisions and fielding questions about University Housing and University of Wisconsin-Madison
Leslie Boey
BOEYL26@gmail.com
Connectedness | Woo | Achiever | Strategic | Positivity

COMMITTEE WORK

“Together We Grow” Committee Chair
Indiana University, Residential Programs & Services
Sept 2017 - Present
Bloomington, IN
- Lead a committee of professional and graduate staff members in assessing and coordinating a department-wide, curriculum- and competency-based, student staff professional development initiative
- Propose and implement innovative models for staff development based on student choice and needs

Residential Life Undergraduate Staff Selection Committee
Indiana University, Residential Programs & Services
Sept 2016 - Present
Bloomington, IN
- Collaborate on selection criteria and processes to establish equitable and inclusive hiring practices
- Guide a student-led recruitment committee to aid peer-to-peer advocacy and campus-wide marketing

Oshkosh Placement Exchange Recruitment Team
Indiana University, Residential Programs & Services
Feb 2018
Bloomington, IN

Residential Curriculum Committee
Indiana University, Residential Programs & Services
Apr 2017 - Aug 2017
Bloomington, IN

Residential Life Training Committee
Indiana University, Residential Programs & Services
Apr 2017 - Aug 2017
Bloomington, IN

SPA Journal Review Board
Student Personnel Association at Indiana University
Jan 2017 - Apr 2017
Bloomington, IN

Outreach Transportation Committee Chair
Student Personnel Association at Indiana University
Dec 2016 - Feb 2017
Bloomington, IN

Recreational Sports Committee Advisor
Indiana University, Recreational Sports/Residential Programs & Services
Nov 2016 - Apr 2017
Bloomington, IN

PRESENTATIONS


Agrawal, M., Boey, L., & Motoyasu, M. (2016, October). The Muslim Student Experience. Poster presentation presented at Indiana Student Affairs Association Annual Conference, Indianapolis, IN.

SERVICE & ADDITIONAL EXPERIENCE

Head Coach - Indiana University Women’s Club Ultimate Frisbee Team
2017 - 2018

Gender Equity Action Group Coordinator - Bloomington Ultimate
2017

Team Captain - Los Heros Mixed Club Ultimate Frisbee Team
2017

Assistant Coach - Wisconsin Women’s Club Ultimate Frisbee Program
2015 - 2016

St. Paul’s Koinonia Speaker - St. Paul’s Catholic Center
2015

Public Relations & Exchange Support Intern - Blur Group London
2014

Crew Manager - Group Mission Trips
2013
SHELBY DANCE
sldance94@gmail.com | https://www.linkedin.com/in/shelby-dance-bb603370

EDUCATION

Master of Science in Education May 2018
Higher Education and Student Affairs
Indiana University Bloomington

Bachelor of Arts in English May 2016
Concentration: Public and Professional Writing
Certificate: Higher Education and Student Affairs
Minor: History
Indiana University Bloomington

HIGHER EDUCATION EXPERIENCE

Practicum Student & Trip Advisor
Indiana University Purdue University Indianapolis
January 2017-present

Leadership Development and Civic Engagement

• Advise undergraduate Alternative Break Scholarship program leaders to successfully plan and implement 10 alternative break trips
• Supervise 3 alternative break trips of 12-20 students each centering on issues of mental health and poverty
• Plan and manage logistics for 2 Alternative Break Reorientation Program for 100+ and 50+ students and staff respectively
• Assess programs and student learning outcomes using qualitative data and surveys
• Co-authored a grant to secure additional program funding
• Assist in curriculum design for 11 pre-trip education meetings with consultation from student leaders
• Create data-driven solutions to inform practice and guide strategic changes to the IUPUI Alternative Break program
• Implement the Alternative Breaks Alumni Program to foster relationships with program alumni, current students, and the community

Student Success Advisor
Indiana University Purdue University Indianapolis
June 2016-Present

Academic and Career Development

• Advise 100+ undergraduate first and second year students during orientation, in first year seminars, and throughout the semester in order for students to create an academic plan and increase student retention and graduation rates
• Collaborate within academic and career advising team to develop special programming and resources to meet unique needs and encourage students to transition into their degree-granting schools
• Provide academic support to at-risk students through the STAR mentoring program designed for reinstated and probationary students
• Co-instruct 3 first year seminars during the fall semesters as part of an instructional team to support and initiate first year students to the campus and their program of study
• Use advising technology programs such as AdRx, OnBase, EAB Student Success Collaborative, and SARS Grid
**NODA Operations & Events Intern**  
Johnson & Wales University  
*New Student Orientation & Support Programs*  
May 2017- July 2017

- Trained and supervised 7 Orientation Assistants responsible for daily operations of 10 two-day orientation programs and 1 transfer student orientation program as well as office operations
- Served as the main contact for campus partners volunteering for orientation events
- Conducted assessment on student learning outcomes and new student program evaluation
- On- call for early arrival, late night, and overnight programming, which included coordinating with residence life staff

**Program Assistant & Office Assistant**  
Indiana University Bloomington  
*Office of First Year Experience Programs*  
March 2014- January 2015

- Coordinated the daily check-in process for around 18,000 incoming students and guests throughout New Student Orientation
- Prepared mailing packets, information folders, and other program materials
- Demonstrated knowledge of IU resources and provided excellent customer service when responding to questions from family members, students, and members of the IU community
- Collaborated with other professional and student staff members in order to create an open and welcoming campus environment for new students and their families
- Utilized various computer applications and online systems

**IUBeginnings Leader**  
August 2014

- Co-led an IUBeginnings trip which consisted of 8 incoming students to the Kentucky to connect incoming students with the University and build relationships while rock climbing at the Red River Gorge
- Facilitated IUBeginnings curriculum which included information about the university and various team building exercises

---

**TEACHING EXPERIENCE**

**ENG-L 390 Children’s Literature**  
Indiana University Purdue University Indianapolis  
*Practicum Student*  
January 2018-present

---

**CONFERENCE ATTENDANCE AND PRESENTATIONS**

**Career Development Professionals of Indiana**  
May 2017


**Indiana Student Affairs Association**  
Attendee 2015 & 2016


---

**PROFESSIONAL MEMBERSHIPS AND CONTRIBUTIONS**

**NASPA**  
Graduate Associate  
September 2016-May 2017

**National Orientation Directors Association (NODA)**  
Member October 2016-present
ABIGAIL FORD  
alford14@gmail.com

EDUCATION

Master of Higher Education and Student Affairs  
Indiana University-Bloomington, IN  
Expected May 2018

Bachelor of Science in Elementary Education  
Florida State University- Tallahassee, FL  
April 2016

- Undergraduate Certificate in Leadership Studies  
  May 2015
- Florida State International Programs: London, England  
  May 2014

WORK AND INTERNSHIP EXPERIENCE

Fraternity & Sorority Life Advisor  
IU-Bloomington Student Life and Learning  
August 2016-Present

- Advise ten Panhellenic Association (PHA), Interfraternity Council (IFC), and Multicultural Greek Council (MCGC) chapter presidents concerning risk management, recruitment/retention, leadership, chapter operations, and crisis management and response
- Conceptualize and create educational leadership programs and events for the fraternity and sorority community
- Instruct a leadership course offered through the School of Education focusing on leadership development within the fraternal experience
- Advise Circle of Sisterhood trip planning process and assist with fundraising initiatives
- Present and facilitate weekly at chapter retreats/meetings concerning recruitment, membership, fraternal value, member development, and chapter development

Graduate Intern  
Phired Up Productions, Education Team  
May 2017-August 2017

- Designed educational presentations to fit the unique needs of diverse populations of students across the United State.
- Presented and facilitated conversation and relationship building skills through the concepts of curiosity, generosity, authenticity and vulnerability to fraternity and sorority members.
- Worked with 5 campuses and 18 chapters combined across the different campuses to help improve recruiting skills, internal relationships, and retention.
- Collaborated with staff members at Phired Up Productions to design curriculum for prospective members.

Graduate Intern, Office of Leadership and Life Skills  
IU-Bloomington, Athletics Department  
January 2017 – May 2017

- Assisted in the planning and coordination of the Spirit of Indiana End-of-the-Year Athletics Showcase for over 750 student athletes and coaches.
- Organized and maintained all communication for a community service reading day for student athletes and Monroe County School District.
- Engaged in and facilitated round-table discussions with international student-athletes regarding their experience at IU.
- Developed a comprehensive understanding of intercollegiate athletics at a Division 1 institution through interactions with student athletes and various staff members.
Graduate Conference Intern, AFLV Central Conference  
February 2017

- Assist in conference execution through set-up and breaking down equipment and technology; greeting 3,200 attendees and guests; announcing reminders to all attendees at the end of opening session; and serving as a resource and referral agent during annual conference in Indianapolis, IN.
- Provide exemplary customer service to students, professionals, exhibitors, presenters, and inter/national fraternity/sorority representatives.
- Serve on Conference Standards Team doing late-night rounds of hotels to enforce standards policy.

FACILITATION AND CONFERENCE MANAGEMENT EXPERIENCE

Pi Beta Phi, Critical Conversations Facilitator  
July 2017-Present

Kappa Kappa Gamma, Alcohol Skills Training Program Facilitator  
July 2017-Present

Alpha Chi Omega, Leadership Academy Group Facilitator  
February 2018

Alpha Sigma Alpha, Leadership Development Institute Group Facilitator  
July 2017

iGEL (Indiana Greek Emerging Leaders), Indiana University, Group Facilitator  
October 2016

PRESENTATION EXPERIENCE

February 2018

AFLV Central, Congratulations! You’re the Mayor of a Small City, Cohen, S., Ford, A., Labrman, H.  
February 2018

AFLV Central, So You Want to Go into Student Affairs, Cotton, H., Ford, A.  
February 2018

AFLV Central, FIPGee, Let’s Make this Fun, Ashton, J., Cotton, H., Ford, A., Finley, D.  
February 2018

AFLV Central, Four Councils, Two Communities: Lessons from Iowa’s & Indiana’s Shared Advising Models, Miller, R., Ford, A.  
February 2018

AFLV Central, Congratulations! You’re the Mayor of a Small City, Cohen, S., Ford, A., Labrman, H.  
February 2017

Indiana Student Affairs Association, Ford, A., Donaldson, D., Li-A-Ping, M.  
October 2016

TEACHING EXPERIENCE

U495: Council & Chapter Executive Board Leadership Course (1)  
Spring 2018
- Taught an 8-week course for fraternity and sorority life students that serve on their council and/or chapter executive boards. The purpose of the course was students to develop communication, crisis management, peer accountability and community building skills.

U495: Circle of Sisterhood Course (1)  
Spring 2017
- Taught an 8-week course for Panhellenic women that participated in a Circle of Sisterhood service trip to Nicaragua. The purpose of the course was for students to develop skills, knowledge, as it relates to creating a plan for service leadership that integrates one’s service trip experience, personal values, and course knowledge within a community service context.

U495: iGEL Follow Up Course (1)  
Fall 2016
- Taught an 8-week course for fraternity and sorority members that attended the Indiana Greek Emerging Leaders retreat. The purpose of this course was for students who attended the retreat to continue conversations and dive deeper into topics that were discussed during the retreat through various activities and group discussion.
Monica Fung  
1225 N Fee Ln, Apt. A124 | Bloomington, Indiana 47406 | (917) 476-5704 | mfung92@gmail.com

Education

**M.S.Ed in Higher Education and Student Affairs**  
*Expected May 2018*  
*Indiana University - Bloomington, IN*

**BS in Public Health**  
*May 2014*  
*Rutgers University - New Brunswick, NJ*

Work Experience

**Graduate Supervisor, Residential Life**  
*July 2016 – Present*  
*Indiana University - Bloomington, IN: A large, research-intensive institution serving 48,000 students in rural Indiana with a live-on population of 12,000 students.*

**Management**
- Co-manages a first-year and upper-class residence hall housing approximately 850 students
  - Advised members of School of Public Health LLC made up of approximately 100 students
  - Selects, supervises, trains, and evaluates 7-10 Resident Assistants
  - Advises members of Civic Leaders LLC made up of approximately 100 students
  - Responsible for treasury duties and overseeing finances for three Briscoe accounts
- Acts as the Supervisor On-Call for an area of approximately 4,000 students
  - Responds to emergencies using crisis management

**Advising**
- Served as advisor to Briscoe Student Government made up of seven undergraduate students
  - Coached and mentored Executive Board and Floor Senators
  - Responsible for oversight of Briscoe Student Government finances
  - Coordinated Fall and Spring trainings
- Serves as advisor to Briscoe Conduct Board made up of ten undergraduate students
  - Coaches and mentors Conduct Board on Indiana University policies and procedures
  - Coordinates Fall training
  - Assists Conduct Board in hearings and sanctioning

**Student Conduct**
- Serves as conduct hearing officer for Indiana University
  - Responsible for the adjudication of residence hall violations

**NODA Intern, Orientation and Parent Programs**  
*May 2017 – July 2017*  
*Florida International University - Miami, FL: A large, Hispanic-serving institution providing education for approximately 54,000 students in Florida.*

**Management**
- Assisted in the supervision of 42 Peer Advisors for 15 first-year and 11 transfer orientation sessions
  - Managed the rotation system for Peer Advisors during the overnight orientation
  - Evaluated the strengths and weaknesses of Peer Advisors
- Acted as the on-call staff member for the overnight program
  - Enforced campus policies within the residence halls to ensure safety of students
  - Responded to emergencies using crisis management

**Advising**
- Advised and provided guidance for first-year and transfer students on the course registration process
- Assisted with orientation components pertaining to parents and family members of incoming new students

**Facilitation**
- Facilitated training sessions related to managing stress and team building
- Facilitated discussion amongst incoming new students following skits portraying college life
Registration Rep I, Department of Registration  
October 2015 – July 2016
University of Vermont Medical Center - Burlington, VT: A medical center providing tertiary-level inpatient and outpatient services to more than 1 million people in Vermont and northern New York.

Management
- Organized the upkeep of the lab registration database
- Managed the in-take process for lab patients
  - Inputted medical information for at least 150 patients per day

Training
- Trained new employees on hospital processes and programs

Physician Office Assistant, Division of Cardiology  
October 2014 – July 2015
Memorial Sloan Kettering Cancer Center - New York, NY: A private cancer center providing treatment for more than 400 different subtypes of cancer and ranking as one of the top two hospitals for cancer care in the country.

Management
- Provided administrative support for cardiologists in the Department of Medicine
  - Coordinated weekly meetings for doctors, answered all incoming phone calls and emails, scheduled appointments for patients, and updated patient files
  - Communicated regularly with patients about confidential information regarding appointments, medications, and treatments

Training
- Served as a mentor for new employees and trained them on hospital processes and programs

Undergraduate Experience

Undergraduate Intern, Office of Learning Communities  
September 2012 – August 2014
Rutgers University - New Brunswick, NJ: A leading national research institution serving more than 69,000 students in New Jersey with a live-on population of over 16,000 students.

Management
- Worked with the organization of 8 living-learning communities
- Assisted in interviewing undergraduate students for mentor positions and placement into special interest housing

Evaluation
- Assessed and evaluated the effectiveness of each community by facilitating focus groups and analyzing data from surveys
  - Researched best practices for living-learning communities

Program Coordinator, New Student Orientation and Family Programs  
March 2012 – August 2013
Rutgers University - New Brunswick, NJ

Management
- Supervised a Special Operations Team that provided administrative and logistics support
- Aided in the administration and continuity of orientation programs
  - Created Excel and Word documents to organize all incoming students attending the two-day orientation program
  - Tended to phone calls and emails from students and parents

Advising
- Assisted with academic advising days and Scarlet Knight days for students

Orientation Leader, New Student Orientation and Family Programs  
March 2011 – August 2011
Rutgers University - New Brunswick, NJ

Advising
- Aided incoming students and parents with the transition into a new environment
- Guided campus tours and educated students about the history of the university
- Assisted with academic advising days and Scarlet Knight days for students
  - Provided academic counseling for incoming students

**Teaching Experience**

**Facilitator, SPH-F 255, School of Public Health**  
*Indiana University - Bloomington, IN*  
*August 2017 – December 2017*

- Facilitated a human sexuality course for 22 undergraduate students
- Conducted discussion groups on topics such as sexual orientation and sexual assault

**Facilitator, EDUC-U 450, Foundations of Residential Leadership**  
*Indiana University - Bloomington, IN*  
*January 2017 – March 2017*

- Facilitated a leadership course for 21 aspiring Resident Assistants and Community Educators
- Educated students on topics about identity development and the fundamentals of diversity and inclusion

**Related Experience**

**Welcome Week Advisor, Office of First Year Experience Programs**  
*Indiana University - Bloomington, IN*  
*March 2017 – August 2017*

- Selected and advised one coordinator and four members on the Briscoe Welcome Week team
- Assisted in the planning, programming, and preparation of Welcome Week events for incoming new students

**Practicum Student, Kelley School of Business**  
*Indiana University - Bloomington, IN*  
*January 2017 – May 2017*

- Shadowed academic advisors during advising sessions with undergraduate business students
- Assisted with various projects pertaining to professional development and the Peer Coach program

**Service to Organization**

**Outreach Co-Director, Student Personnel Association**  
*Indiana University - Bloomington, IN*  
*October 2016 – December 2017*

**Brother, New Member Educator, Alpha Phi Omega**  
*Rutgers University - New Brunswick, NJ*  
*February 2013 – May 2014*
KATHERINE GRACE HORNELL

www.linkedin.com/in/katherine-hornell | 903-521-3916 | khornell@iu.edu

EDUCATION

Indiana University Bloomington, Indiana
Master of Science in Education, Higher Education and Student Affairs
May 2018

Baylor University Waco, Texas
Bachelor of Arts, University Scholars
Concentrations in Classics, Anthropology, and Leadership Studies
August 2016

Magna Cum Laude, Phi Beta Kappa, Dean’s List 7 semesters

Journalistic and Cultural Studies
Fall 2013

HIGHER EDUCATION EXPERIENCE

November 2017-Present Course Facilitator, Residential Programs and Services (RPS), Indiana University
U450-Foundations of Residential Leadership Education (3 cr.)
- Instructing a credited course guided by specific learning outcomes on peer leadership and the residential curriculum for prospective resident assistants and community leaders
- Integrating academic and student affairs by assisting in the preparation of student staff
- Partnering with a full-time RPS professional to deliver excellent and personalized course instruction, issue feedback to students, and strategize on pedagogy through weekly meetings

January 2017-Present Hearing Officer, Office of Student Conduct (OSC), Indiana University
- Adjudicating the Code of Student Rights, Responsibilities, and Conduct for personal misconduct which occurs on and off campus, including in the residential halls
- Supporting the collaborative partnership between OSC and RPS which share cases and staff, and working closely with personnel who serve dual appointments with OSC and RPS
- Mediating conflicts which occur within residential halls and undertaking a 4-month intensive practicum expressly pertaining to mediation and restorative justice

July 2016-May 2017 Confidential Victim Advocate, Student Advocates Office (SAO), Indiana University
- Presented twice a month to groups of students from the residential halls on issues pertaining to sexual assault and the services the SAO provided, particularly confidential advocacy
- Partnered with resident community educators to provide information to the halls about resources and options for students whose education was threatened by assault or other extreme circumstances
- Guided residential education initiatives and provided resource materials for community boards

SUPERVISORY AND ADVISORY EXPERIENCE

March 2017-Present Education Advisor, Gamma Phi Beta, Indiana University
- Training and advising a permanent Chapter Advisor after serving as the interim Co-Chapter Advisor
- Providing unified support to the chapter through collaboration with organization advisors, alumnae, and Fraternity and Sorority Life staff in Student Life and Learning
- Encouraging accountability, responsibility, and holistic growth by applying student development theory and upholding compliance with university regulations and NPHC expectations

June 2017-August 2017 NODA Intern, Student Involvement, Trinity University
- Supervised 25 student leaders on the Orientation Team (O-Team) and equipped them to lead groups of incoming students throughout New Student Orientation (NSO) programming
- Developed and executed a 7-day O-Team training incorporating campus speakers, team building, and NSO preparation rooted firmly in student development theory and using best practice methods in higher education and student affairs
- Planned and coordinated a campus-wide Welcome Week event with an event budget of $6,000 for Trinity’s 2,500 students to draw attention to resources and engagement opportunities on campus through integration of traditions with community fellowship

**January 2017-May 2017**  
**Confidential Victim Advocate, Student Advocates Office, Indiana University**
- Developing personalized action plans with students based on the details of their cases
- Training two practicum students on Title IX and Office of Civil Rights compliance and assisting them in the development of presentation materials
- Coordinating presentation opportunities for the practicum students to engage with campus partners

**May 2015-August 2015**  
**Staff Specialist, New Student Programs, Baylor University**
- Provided para-staff support and joint supervision for 65 student leaders throughout Baylor’s signature summer transition programs
- Supported new camp directors every week in meeting the specific needs of programming
- Assisted in emergency management and trained leaders for emergency preparedness
- Managed camp duties around the clock and served as an on-call resource to address on-site concerns swiftly and with regard to university and department compliance

### CURRICULUM DESIGN, DEVELOPMENT, AND ASSESSMENT

**Fall 2017**  
**Do I See Myself Here? An Exploration of Mental Health Services and Cultural Validation at IU Bloomington**
- Collaborated with a team on a semester-long assessment project examining the two counseling centers on Indiana University’s campus with regard to cultural frameworks and accessibility, and provided tailored recommendations for best practice based in the literature

**June 2017-August 2017**  
**NODA Intern, Student Involvement, Trinity University**
- Created a 50-page leadership training manual based on Kouzes’ and Posner’s Student Leadership Challenge with an accompanying activity workbook that I built into O-Team training for integrated and active leadership development
- Assessed and evaluated the programming I developed and implemented for NSO training to include for the next NODA Intern and contribute to the department’s future practice

### ADVOCACY AND WELLNESS

**July 2016-May 2017**  
**Confidential Victim Advocate, Student Advocates Office, Indiana University**
- Managed an active caseload and provided confidential advocacy for students across the Indiana University system who brought complaints of sexual misconduct to the Student Advocates Office
- Informed and advised complainants about options available to them, including the campus adjudication process, court processes, and the legal system
- Communicated with professors and campus offices on behalf of students affected by Title IX concerns

**January 2017-December 2018**  
**Step Up! IU Training Facilitator, Culture of Care, Indiana University**
- Facilitated monthly 90-minute trainings for student groups on individual and campus safety
- Advocated for responsible student practices and educated students about campus and community resources to support their educational success and holistic development
- Cultivated an environment supportive of diversity and inclusion through programming and curricula

### AWARDS AND RECOGNITION

- Phi Beta Kappa, Baylor University, Spring 2016
- Magna Cum Laude Baylor University, 2016
- Student Life Impact Award Recipient, Indiana University, Spring 2017
- Recognition for Excellence in Student Advocacy, Indiana University, Spring 2017
JOEL HOULETTE
4610 Walden Dr. Louisville, KY 40229
joelthoulette@gmail.com | (502)-418-7763

EDUCATION
Indiana University - Bloomington
Master of Science in Higher Education and Student Affairs
Expected Graduation: May 2018

University of Louisville
Bachelor of Arts in Mathematics
Bachelor of Science in Secondary Education
Magna Cum Laude

EXPERIENCE

Graduate Hall Director
Housing and Residence Life, IUPUI
July 2016-Present
- Works on a team with two other professional staff members to oversee all programming and day to day operations of an 800 person residence hall
- Recruits and trains a staff of 18 resident assistants
- Supervises nine resident assistants, meeting with each weekly to discuss their progress as a resident assistant, their personal growth, and the concerns of their residents
- Serves in a supervisory on-call role on a four week rotation, responding to emergency incidents and providing customer service support to resident assistants in two residence halls that serve over 1,100 residents
- Advises a hall council of seven executive members that serves 800 students, helping to provide advocacy and an average of two programs per month
- Oversees a programming budget of $10,000
- Supervises resident assistants who work with honors, STEM, and international Residential Based Learning Communities
- Serves as a conduct officer, adjudicating conduct cases for an 800 person residence hall
- Supervised a team of resident assistants in the preparation for and execution of a campus-wide video game marathon that raised money for the local Children’s Hospital
- Aided in crafting and implementing a new residential curriculum
- Served as a member of the 2017 GLACUHO host committee, building the Guidebook App for the conference and assisting with other duties as assigned
- Assisted in the search for and hiring of a Residential Life Administrator, reviewing resumes and cover letters for eighteen candidates and assisting in the phone and on-campus interviews for the top candidates
- Helped to advise the 2017 IUPUI NACURH delegation

Summer Graduate Intern
Housing and Residence Life, IUPUI
May 2017-July 2017
- Supervised ten summer conference assistants and two summer desk assistants
- Oversaw the housing of more than 3,000 students who attended orientation sessions during the summer of 2017
- Facilitated the weekly scheduling of ten summer conference assistants and two summer desk assistants utilizing whentowork software
Service Learning Assistant for Student Life  September 2017-Present
Office of Medical Service Learning, Indiana University School of Medicine
- Creates tracking systems and procedures for all co-curriculum service projects
- Coordinates blog submissions of service project reflections
- Serves in an advisory role for the executive board which oversees all service projects
- Assessed and analyzed the semester-long progress and participation of twenty-two service projects, providing recommendations for future improvement
- Assists student service projects in working closely with a diverse array of community partners throughout Indianapolis

Graduate Student Assistant for Prestigious Scholarships  January 2017-May 2017
Office of the President, IUPUI
- Analyzed the results of the 2010 study by IU Bloomington on prestigious scholarships in an effort to find applicability to IUPUI
- Benchmarked the prestigious scholarship support efforts made by IUPUI with the similar efforts being made by five of IUPUI's peer institutions
- Made recommendations of the prestigious scholarships that would be most beneficial for IUPUI students, based on conversations with the Dean of the Honors College
- Briefed the Vice Chancellor for Academic Affairs, the Dean of the Honors College, and others at IUPUI on the progress made in the effort to establish more support for students applying for prestigious scholarships at IUPUI

President – Student Personnel Association  April 2017-Dec. 2017
IUPUI
- Oversaw the merging of the Student Personnel Association boards at IUPUI and Indiana University Bloomington
- Assisted in the planning and implementation of professional development and social programming for all members of the IU HESA Master’s program
- Planned and oversaw biweekly meetings of 5 board members
- Created and co-lead a transition retreat of thirty people in order to swiftly acclimate new members of the Student Personnel Association board

SELECTED PRESENTATIONS


MEMBERSHIPS

- Great Lakes Association of College and University Housing Officers
- National Residence Hall Honorary
- Phi Delta Theta Fraternity

MBTI: ENFJ | Strengths: Input-Analytical-Significance-Competition-Focus | True Color: Blue
EDUCATION
Indiana University
Master of Science in Education
Higher Education and Student Affairs

Anticipated graduation: May 2018

Bowling Green State University (BGSU)
Bachelor of Science
Human Development and Family Studies, Spanish minor

August 2012-May 2016

HIGHER EDUCATION EXPERIENCE

Africana Studies/English Departments
Indiana University-Purdue University Indianapolis, Teaching Assistant
January 2018-Present

• Assist in the development of materials for Afro-A326: Race, Beauty, and Popular Culture
• Aid students in understanding the importance of cultural diversity and the multicultural society that they are a part of
• Teach a minimum of five class sessions independently
• Assist in the grading of class assignments, quizzes, and essays

Division of Undergraduate Education
Indiana University-Purdue University Indianapolis, Graduate Journalist
May 2017-Present

• Compose news releases, blogs, features, and e-publication stories about advising and student support services at IUPUI
• Conduct interviews with faculty, staff, educational leaders, donors, event attendees, event committee members, nationally recognized keynote speakers to create feature articles for university publications

Medical Student Education
Indiana University School of Medicine (IUSM), Graduate Assistant
July 2016-Present

• Organize and implement wellness initiatives and programs such as stress relief activities, fitness programs, and mental health initiatives across 9 campuses
• Advise Wellness Committee student group of 10 students
• Collaborate with IT and Marketing departments to re-design IUSM Wellness website and branding
• Restructure peer mentoring program to include statewide 0a comprehensive training
• Benchmark similar institutions to develop an IUSM wellness curriculum
• Plan and implement a family and friend’s session during new student orientation.

Academic and Career Development
Indiana University-Purdue University Indianapolis, Orientation Advising Intern
January 2017-August 2017

• Created and implemented training for professional and student staff about program updates, diversity, and team dynamics.
• Developed and enhanced processes, tools, and resources that supported the logistical aspects of orientation as they related to academic advising.
• Supported academic advisors, orientation leaders, new students, and their families with various aspects of advising preparation, group advising presentations, and course registration.

Office of Service Learning, Civic Engagement and Leadership
Owens Community College, Intern
January 2016-May 2016

• Collaborated with the International Student Services Office to evaluate the international student experience
• Provided insight for student peer mentors to effectively serve international student needs
• Benchmarked similar institutions to formulate effective methods for international student engagement

https://www.linkedin.com/in/sydney-howell/
Office of the Bursar  
Bowling Green State University, Computer/Clerical Assistant

- Analyzed student bursar accounts to determine account status
- Responsible for maintaining confidentiality of all student records
- Administered office tasks such as typing, filing, and completing incoming/outgoing calls
- Directed students to appropriate campus resources to meet their financial need

RESEARCH EXPERIENCE

Experiences of Norman Brown Diversity and Leadership Scholars at IUPUI  
Fall 2017

- Developed a group assessment project as part of a graduate-level research course
- Conducted and coded interviews to identify where students within the program feel sense of belonging on campus
- Collaborated with program director to recruit participants and discuss results

Ronald E. McNair Scholars Program  
August 2015-May 2016

- Developed independent research project about how personal and family factors influence a student’s decision to study abroad.
- Conducted a literature review to examine existing research
- Consulted with a mentor to create research materials
- Presented research in poster format at the BGSU research symposium

UNIVERSITY PUBLICATIONS


CAMPUS AND COMMUNITY INVOLVEMENTS

Indiana University Student Personnel Association  
November 2016-February 2017

Outreach Co-Coordinator

- Coordinate the IU Higher Education & Student Affairs (HESA) Outreach program to provide applicants with an opportunity to interview with assistantship providers, learn about the program, connect with other candidates, and network with current HESA master's students
- Oversee all aspects of the Outreach Program, including subcommittees, in order to provide a high-quality experience for roughly 100 prospective HESA graduate students
- Counsel prospective students in their process of identifying the best assistantships for their personal and professional development through sharing personal experiences and relevant advice

Delta Sigma Theta Sorority, Incorporated  
Delta GEMS Mentor  
July 2016-Present

- Provide guidance for high school girls in the Indianapolis area to excel academically and socially
- Assist mentees in goal setting and future planning
- Create community service opportunities for mentees

https://www.linkedin.com/in/sydney-howell/
Ohio Program Planning and Development Co-Coordinator  August 2014-May 2016
- Disseminated regional and national initiatives to state chapters to keep communication open
- Supported all collegiate chapters with annual calendar and event ideas for chapter sustainability

Epsilon Omicron Chapter Treasurer  August 2014-May 2016
- Managed chapter budget and funds totaling approximately $3,000
- Managed and maintain chapter social media outlets to increase community engagement
- Distributed Excel reports of chapter funds to members on a weekly basis
- Planned and organized fundraisers to help support chapter operations and philanthropic causes

BGSU Study Abroad

Italy  Summer 2015
- Studied Italian education systems and inclusionary practices for students with disabilities
- Traveled to various cultural and historical sites across the country
- Earned academic credits for the completion of the study tour

Spain  Summer 2014
- Studied in depth the Spanish language and culture for eight weeks
- Lived with a host family in order to be fully immersed in the culture
- Participated in various excursions to Portugal and various cities within Spain

Chi Alpha Epsilon National Honor Society

President  August 2015-May 2016
- Facilitated professional development initiatives and recruitment for members
- Delegated tasks to 5 executive board members and follow up to ensure their timely completion
- Communicated with 25 members and external constituents; send agendas, reminders, and updates
- Coordinated executive board meetings, general body meetings, events, and initiation activities

National Pan-Hellenic Council (NPHC)

Public Relations/External Affairs Chair  August 2015-May 2016
- Created content for Twitter and Instagram; increased followers by 25%
- Planned all major events including Meet the Greeks, NPHC Week, and back to school programs
- Served as NPHC liaison on various committees within Fraternity and Sorority Life
- Coordinated student bus trip to the 2015 Million Man March

Step Show Program Coordinator
- Coordinated the NPHC step show that has over 1500 attendees annually
- Arranged the availability of audio-visual equipment, displays, performers, and other event needs
- Oversaw the planning and execution of the show with the help of a committee

Black Student Union

Vice-President  August 2014-May 2015
- Oversaw membership and retention for up to 50 student members
- Facilitated weekly meetings on topics relevant to the Black community
- Communicated with other campus organizations regarding collaboration opportunities

Secretary  August 2013-May 2014
- Recorded meeting minutes for executive board and general body meetings
- Typed and distributed detailed meeting minutes to all members
- Co-coordinated the annual fashion show fundraiser

BGSU Office of Multicultural Affairs

Diversity Peer Educator  August 2013-May 2015
- Facilitated diversity workshops and conversations for BGSU students
- Developed presentations on topics pertaining to issues of diversity and inclusion
- Represented the BGSU Office of Multicultural Affairs (OMA) at recruitment events
- Promoted OMA events through social media peer-to-peer dialogue

https://www.linkedin.com/in/sydney-howell/
PROFESSIONAL ASSOCIATIONS
- American College Personnel Association
- National Association of Student Personnel Administrators

CONFERENCES AND WORKSHOPS
- 2017 Ball State University Diversity Research Symposium
- 2017 American College Personnel Association Conference
- 2016 White House Initiatives on Historically Black Colleges and Universities
- 2016 Indiana Student Affairs Association Conference
- 2014 & 2015 National Black Student Union Conference

AWARDS AND ACHIEVEMENTS
- BGSU Board of Trustees Scholarship
- BGSU Excellence Award
- BGSU Heritage Scholarship
- BGSU Office of Multi-Cultural Affairs Award of Champions

https://www.linkedin.com/in/sydney-howell/
Alexis L. Karwoski
Bloomington, IN 47401 | alexis.karwoski@comcast.net

EDUCATION

**Indiana University**, Bloomington, IN
Master of Science in Education, Higher Education and Student Affairs  
**Purdue University**, West Lafayette, IN  
Bachelor of Science, Psychology; Bachelor of Arts, Law and Society; Minor, Forensic Science

PROFESSIONAL EXPERIENCE

**Graduate Advisor, Student Life and Learning**  
**Indiana University**, Bloomington, IN  
August 2016 – Present

- **Fraternity and Sorority Life Responsibilities**  
  Since November 2017
  - Provide guidance to nine chapters among IFC, MCGC, NPHC, and PHA concerning risk management, membership recruitment and education, leadership development, chapter operations, and crisis management and response
  - Serve as the primary advisor to the Panhellenic Vice President of Recruitment, assisting in the coordination of the primary recruitment process for 22 chapters and 1800 potential new members
  - Advise five additional MCGC, NPHC, and PHA council officers whose focuses include leadership development, programming, philanthropy, civic engagement, and judicial board operations
  - Present and facilitate at chapter meetings regarding topics of recruitment, membership, fraternal values, accountability, risk-management, officer transitions, social justice, and membership development
  - Prepare two special reports as requested by the Director of Student Life and Learning and the Vice Provost of Student Affairs, including:
    - An evaluation of progress towards IU’s Vision for the Ideal Fraternity and Sorority Community
    - A comprehensive tracking of organizational conduct related to member’s documented BAC levels

- **Leadership and Inclusion Responsibilities**  
  Since August 2016
  - Coordinate, market, and facilitate the Hoosier Leadership Program’s four distinct retreats, including the LeaderShape Institute, in collaboration with professional, graduate, and undergraduate staff
  - Redesign, facilitate, and coordinate the Shaffer Internship Program to foster a sense of community, provide professional development, and enrich overall experience for 8 undergraduate student interns
  - Supervise two undergraduate interns in the development, marketing, and facilitation of leadership, diversity, and inclusion programming for IU students and student organizations
  - Serve as the primary advisor to two student organizations: Leadership Advisory Board & Mortar Board
  - Design and facilitate six individualized leadership workshops for student organizations, including an annual Panhellenic Emerging Leaders Retreat attended by 75 new members and 10 peer facilitators
  - Promote student enrollment in six LEAD IU courses through social media marketing and outreach to campus professionals; select and train staff and graduate student instructors to effectively deliver the provided curriculum to 65-85 students each semester
  - Provide training regarding curriculum and facilitation skills to undergraduate and graduate students in preparation for facilitating the Hoosier Leadership Program retreats

**Resident Leadership Development Consultant**  
**Pi Beta Phi Fraternity for Women**, Town and Country, MO  
July 2014 – May 2016

- Established three new chapters at Washington State University, University of South Carolina, and University of Delaware through strategic planning, recruiting, ongoing leadership training, budget management, and implementing fraternity policies and procedures
- Presented and facilitated workshops on topics such as leadership, goal setting, risk management, and conflict resolution to over 1000 undergraduates at six different college campuses
- Worked one-on-one and in group settings (ranging in size from five to 300 women) aimed at developing leadership skills and improving chapter operations
- Collaborated with student leaders, campus based professionals, chapter advisors, and fraternity officers and staff on chapter support and development
- Secured opportunities for expansion of the national organization at Emory University, University of Delaware, and Clemson University through participation in extension presentations

Page 1 of 2
ADDITIONAL STUDENT AFFAIRS EXPERIENCE

Academic and Personal Misconduct Hearing Officer, Office of Student Conduct  May 2017 – Present
Indiana University, Bloomington, IN

- Hear and adjudicate over 100+ cases of academic and personal misconduct where students have violated the University's Code of Student Rights, Responsibilities, and Conduct
- Formulate individualized action plans for students who violate the University’s Code by using relevant student development theory and assessing their specific needs and mitigating circumstances
- Maintain detailed case files and track cases by utilizing Excel and Symplicity–Advocate software
- Utilized student participant feedback to revise the Digital Millennium Copyright Act (DMCA) Seminar documents and presentation format
- Facilitate the Academic Integrity Seminar consisting of an overview of IU academic policies and plagiarism, paraphrasing, and citation exercises for 80 students who have committed academic misconduct

Graduate Intern, Office of Leadership and Life Skills  January 2017 – May 2017
Indiana University Athletics Department, Bloomington, IN

- Redesigned curriculum and implemented a four-week leadership development program, attended by 15-30 freshmen and sophomore IU student-athletes each semester
- Created an advanced one-day leadership summit for team captains and graduates of the four-week program
- Collaborated with professional and graduate staff in the planning and coordinating of the Spirit of Indiana End-of-the-Year Athletics Showcase
- Compiled 33 company and 55 job descriptions into user-friendly handouts distributed at the Hoosier Networking Night for student-athletes seeking summer internships and entry-level jobs
- Engaged in round-table discussions with international student-athletes regarding their experience at IU
- Developed a comprehensive understanding of intercollegiate athletics at a Division I institution

FACILITATION AND PRESENTATION EXPERIENCE

Critical Conversations Speaker Series, Pi Beta Phi Fraternity for Women  July 2017 – Present
Alcohol Skills Training Program, Indiana State University & Indiana University  September 2016 – Present
Hoosier Leadership Program, Indiana University  August 2016 – Present
Association of Fraternal Leadership & Values Central Conference, Indianapolis, IN  February 2018
- Title: Name a More Iconic Duo… I’ll Wait (for you to realize there’s room for everyone)
Group Assessment Project Symposium, Indiana University  December 2017
- Title: Bros & Booze: Assessing the Impact of ASTP on Fraternity Drinking
The Academy: Chicago, Alpha Sigma Alpha Sorority  November 2017
Leadership Development Institute, Alpha Sigma Alpha Sorority  June 2017
LeaderShape Institute, Indiana University  March 2017
Greek Leadership Academy, Washington State University  January 2015

TEACHING EXPERIENCE

EDUC-U 495 Seminar in Leadership Training (2 credits)  March 2017 – May 2017
Indiana University, Bloomington, IN

- Co-taught a six-week course for 20 students designed as a follow-up to the LeaderShape Institute, emphasizing the role of the student leader in the larger university community
- Redesigned the curriculum to include activities and discussions relating to group work, leadership techniques, communication, human relations, problem solving, and effective decision-making

EDUC-U 207 Leadership Training (2 credits)  October 2016 – December 2016
Indiana University, Bloomington, IN

- Co-taught an eight-week course designed to prepare 24 undergraduate students to address current issues on campus and in their communities by discovering their individual strengths and personal values; examining communication skills and group dynamics; and discussing theories and ethics in leadership
Katherine E. Kromer
katiekromer10@gmail.com

EDUCATION

Master of Science in Education-Higher Education and Student Affairs  Anticipated May 2018
Indiana University, Bloomington, Indiana

Bachelor of Arts-Sociology, Minor-History  May 2014
Miami University, Oxford, Ohio
Latin Honors: Cum laude

EMPLOYMENT AND PRE-PROFESSIONAL EXPERIENCE

Graduate Hall Director, Indiana University-Purdue University Indianapolis (IUPUI), Indianapolis, Indiana  July 2016-Present
- Supervise, train, and mentor 8 Residents Assistants (RAs)
- Assist in overseeing the everyday operations for a first year, mixed gender residence hall of 650 students
- Manage building-wide, large scale programming within the residence hall
- Perform administrative tasks, such as managing a budget, completing time sheets, & documenting incidents
- Create and implement new departmental residential curriculum to promote holistic development of students
- Participate in on-call duty rotation and crisis response for approximately 2,500 on-campus students
- Serve as a conduct officer and administer educational and university standing sanctions

Summer Overnight Orientation Intern, IUPUI, Indianapolis, Indiana  May 2017-August 2017
- Managed the day-to-day operations of overnight orientation program for approximately 6,400 first-year students over 16 sessions
- Supervised and trained 6 student staff members
- Coordinated and prepared check-in and check-out process for orientation students
- Utilized problem solving skills to provide customer service to parents and students
- Facilitated and organized late night social programming for orientation students

Student Success Center Practicum Student, Ivy Tech Community College, Indianapolis, Indiana  January 2017-May 2017
- Created a Student Success Workshop on goal setting skills and techniques
- Conducted research on student success centers to make recommendations on increasing student engagement with the office
- Obtained knowledge about community colleges through speaking with division administrators & directors
- Co-instructed the Student Success Workshop on time management
- Observed professionals using student success coaching approach with students
- Participated in Ivy Tech’s Strategic Plan creation session

Residence Director, College of Saint Benedict, St. Joseph, Minnesota  August 2014-May 2016
- Oversaw the day-to-day operations for a first year, all female residence hall of 180 students
- Supervised, trained, and mentored 6 RAs
- Developed and facilitated professional and personal development opportunities for RA staff
- Applied learning objectives of the residential curriculum to promote holistic development of residents
- Participated in on-call duty rotation and crisis response for approximately 2,000 on-campus students
- Reviewed conduct cases, hold hearings, and administer educational and developmental sanctions
- Managed and oversaw hall programming budget of $8,000
- Collaborated with other campus partners on projects, committees, and supporting students
- Interviewed student and professional candidates for positions within Residential Life and Housing
Resident Assistant, Miami University, Oxford, Ohio  
August 2012 - May 2014

- Developed experience with first-year, mixed gender residence hall and second-year, all female residence hall
- Served as first responder to emergency situations for 150 residents
- Implemented learning outcomes of residential curriculum within hall programming and bulletin boards
- Conducted peer counseling, conflict mediation and resolution, and crisis intervention

PROFESSIONAL DEVELOPMENT

Great Lakes Association of College and University Housing Officers (GLACUHO)  
October 2016 - Present

- Member/Conference Attendee/Presenter

IUPUI's Division of Student Affairs Multicultural Competence Series  
January 2017 - May 2017

- Attendee

Indiana Student Affairs Association (ISAA)  
October 2016

- Conference Attendee/Presenter

IUPUI's Safe Zone Training  
January 2016

- Attendee

Association for Student Affairs at Catholic Colleges and Universities (ASACCU)  
July 2015

- Conference Attendee

College of Saint Benedict Bystander Training  
January 2015

- Attendee

Upper Midwest Region Association of College and University Housing Officers (ACUHO)  
October 2014 - 2015

- Conference Attendee

Associated Twin Cities College and Housing Administrators (ATCCHA) Meetings  
September 2014 - May 2015

- Member/Attendee

COMMITTEE AND COLLATERAL WORK

Returner RA Selection Process Committee  
Fall 2017 - Present

- Revised the student staff selection process for returner RAs

RA/CA Recruitment and Selection Committee  
Fall 2014 - Spring 2016

- Created campus wide RA/CA recruitment campaign including advertising, tabling, and nominations
- Organized RA/CA application, interview process, and selection day process

Transgender Admission Policy and Practice Committee  
Spring 2015 - Spring 2016

- Generated institutional wide Transgender student admission policy
- Advocated for institutional wide Transgender student inclusion practices and procedures

Residence Hall Association (RHA) Co-Founder and Advisor  
Fall 2015 - Spring 2016

- Co-founded first RHA on campus with 15 student board members
- Co-advised RHA to promote women’s empowerment, service, and recognition in residence halls

RA/CA Recognition and Appreciation Committee  
Fall 2014 - Spring 2015

- Demonstrated department’s appreciation to RAs/CAs for their hard work
- Constructed treats and encouraging messages for RAs/CAs five times throughout the year

Christmas at St. Ben’s Celebration Committee  
Fall 2014

- Collaborated with many campus partners to execute campus wide event
MAURISA LI-A-PING

EDUCATION

Indiana University – Bloomington Bloomington, IN
- M.S.Ed. Higher Education and Student Affairs May 2018
St. John’s University Queens, NY
- B.A. Sociology, Cum Laude May 2016

PROFESSIONAL EXPERIENCE

Indiana University Bloomington Bloomington, IN
Graduate Supervisor - Residential Life July 2016 - Present
- Supervise 10 undergraduate students working as resident assistants, diversity educators and student government presidents by facilitating difficult dialogue on diversity, personal and emotional wellbeing, roommate conflicts, and other individual concerns to ensure a safe and supportive living environment
- Participate in on-call rotation responding to night and weekend emergency situations, including misconduct, mental health and sexual assault crimes, and facility issues for approximately over 1,000 residents
- Adjudicated student misconduct and contract violations as a delegate of the Dean of Students by assigning educational sanctions to promote restorative justice and personal development
- Advise the residence center’s student government that acts as an advocate for residents’ concerns
- Manage residence center’s student government $6,000 budget to ensure ethical and meaningful spending
- Assisted in the recruitment, hiring, and training processes of approximately 250 student staff members

Maryland Institute College of Art Baltimore, MD
Graduate Coordinator - Student Activities Office May 2017 - July 2017
- Supervised the Student Orientation Leader Director to help build and facilitate the training program for roughly 40 Orientation Leaders
- Collaborated with multiple functional areas through orientation committees to enhance the current Orientation model and maintain the division’s commitment to collaboration
- Assessed the Orientation program through the institution’s shared student leader assessment matrix
- Created six bi-weekly online newsletters for roughly 400 first-year student artist to prepare them for college by providing them with tips about the institution, services, and time sensitive deadlines
- Established a transition webpage to meet the needs and questions of incoming student artist and families regarding their first year experience

Indiana University Bloomington Bloomington, IN
Practicum Student - Balfour Scholars Program Jan. 2017 - May 2017
- Established and facilitated monthly professional developments events focused on identity development and networking to get undergraduate students to critically examine their professional identity
- Developed the application and selected 6 recipients for the program’s $1,000 scholarship for students with financial needs
- Worked collaboratively with other practicum students to create foundational documents such as: organizational chart, core values, and learning outcomes that would be used in the program’s grant applications

LEADERSHIP EXPERIENCE

Indiana University Bloomington Bloomington, IN
Graduate Emissary - Emissaries for Graduate Student Diversity Program Aug. 2017 - Present
- Connect prospective and current graduate students to share their experiences about life in graduate school
- Conversed with prospective students to understand their needs/desires out of a grad program so that I had a better understanding of what IU could do to meet their needs
- Serve as a resource for underrepresented and marginalized students who are beginning their graduate program at IU to assist with the retention
- Collaborate and engage in dialogue with the University Graduate School to build graduate student community, create networking support, and provide strategies on how to cope with the culture shock of coming to IU
Indiana University Bloomington (Bloomington, IN)

Outreach Co-Director - Student Personnel Association (Oct. 2016 - Dec. 2017)

- Executed the IU Higher Education & Student Affairs Outreach program by overseeing 11 subcommittees and a budget of $9,000 to provide roughly 100 prospective students with an opportunity to interview with assistantship providers, connect with other candidates and current students.
- Assisted the Master's program coordinator with admissions and recruitment activities for prospective students.
- Organized and executed the “Second-Year Send Off” for graduates to foster a strong alumni base and conclude their experience with community and support.
- Counselled prospective students in their process of identifying the best assistantships for their personal and professional development through sharing personal experiences and relevant advice.

St. John’s University (Queens, NY)

Vice President of Activities - Haraya (The Pan-African Students Coalition) (May 2015 - May 2016)

- Established and fundraised Haraya’s Legacy Scholarship for Racial Justice of $1,000 to be awarded to students of color who exemplify a desire for academic excellence, professional development, and passion for racial justice.
- Created an annual retreat to equip 30 student leaders with the tools necessary to succeed as a professional.
- Led and organized staple programs based on social justice, current trends, & popular themes.
- Managed program budget of over $18,000 to put on large-scale events that align with the organization’s mission.

St. John’s University (Queens, NY)

Diversity Peer Educator Coordinator - Office of Multicultural Affairs (OMA) (Jan. 2015 - May 2016)

- Integrated social justice into the program by conducting trainings beyond diversity and inclusion and examining systems of oppression to create safe and brave spaces for difficult dialogues.
- Coordinated Diversity Week events by collaborating with 15 cultural, religious and social justice organizations.
- Developed and facilitated diversity awareness workshops for 10 - 25 students, outside the program, to enhance moral values and social justice competency.
- Planned and led weekly meetings for 14 Diversity Peer Educators who are trained to design and facilitate diversity workshops, games, and activities as requested by faculty members, student organizations, and local community members.

PRESENTATIONS


COMMUNITY SERVICE

International/Local Service

- Campus Ministry Service Plunge (New Salem, PA), New York Cares Day, Ozanam Nursing Home, ViBe Theater Experience, Bloomberg Arts Internship, Discover the World Study Abroad, Zeta Phi Beta Sorority Incorporated

Institutional Committees

- Assistant Director Search Committee, Training Committee, Orientation Committee, Summer Engagement Committee, Wellness Committee, Equity/Inclusion/Social Justice Committee, President’s Multicultural Advisory Committee, ACPA Pan African Network Awards Committee
ALYSSA M. LUNA
317-442-9802 | alyssa.luna517@gmail.com | www.linkedin.com/in/alyssa-luna-5227b44a

EDUCATION

**Master of Science in Education – Higher Education and Student Affairs**
Indiana University, Bloomington (IUB)  
Anticipated May 2018

**Bachelor of Science in Education – Secondary Education, Spanish Concentration**
Indiana University, Indianapolis (IUPUI)  
May 2013

- Study Abroad Program – Universidad de Alcalá, Alcalá de Henares, Spain

WORK EXPERIENCE

**Student Success Advisor**
IUPUI, Academic and Career Development - Indianapolis, IN  
August 2016 – Present

- Provide academic and career advising to a caseload of 116 undergraduate University College students within the Enterprise, Planning, and Policy cluster, utilizing Appreciative Advising skills to increase student retention and success rate
- Collaborate within academic and career advising team to develop special programming and resources to meet unique cluster needs and encourage students to transition into their degree-granting schools
- Provide academic support to at-risk students through the STAR mentoring program designed for reinstated and probationary students
- Co-instruct 3 first year seminars per semester and assist in orientation by providing academic advising to transfer and new students to support and initiate first year students to the campus and their program of study

**NODA Graduate Intern**
University of California, Bright Success Center - Merced, California  
May 2017 – August 2017

- Facilitated operation management, which included large scale events for family and student programs
- Co-supervised a staff of 23 student leaders throughout the training and implementation of Orientation
- Planned and implemented professional development opportunities by developing 2 training sessions grounded in student development theory as it pertains to the Orientation experience
- Conducted evaluations to track the professional development of student leaders and applied CAS standards for Orientation to assess current orientation structure

**Education Specialist**
La Plaza, Inc. - Indianapolis, IN  
August 2014 – May 2016

- Encouraged and supported 1,700+ Latino and immigrant students and their families through outreach, informational workshops, presentations, and one-on-one counseling regarding higher education and career exploration
- Coordinated and facilitated all outreach efforts related to the education program, including college visits, community service events, and the supervision of interns and volunteers
- Participated in scholarship committee, assisting in the review and acceptance process of scholarship applicants
- Built and maintained partnerships with the faculty, staff, and administrators of K-12 schools, colleges, universities, stakeholders, and community partners in order to promote and advocate for program
- Co-coordinated events and activities as well as instructed students during the Leadership Institute for Latino Youth summer program to help prepare and advise 65 students in grades 7-12 for postsecondary education
- Assisted in the planning and implementation of FIESTA and the Night of the Americas fundraiser dinner event honoring sponsors as well as scholarship recipients

**Instructor**
IUPUI, Upward Bound Summer Program - Indianapolis, IN  
May 2014 – July 2014

- Developed and implemented curriculum for an introductory Spanish course designed for 25 high school students immersing themselves in the collegiate experience
- Organized and facilitated cultural outings to foster understanding and appreciation of the Latino community
Created and applied formative and summative assessments that meet learning objectives, improved course curriculum, and which collect data of student success for future use of course

**Spanish Teacher**

Ben Davis High School - Indianapolis, IN  
June 2013 – July 2014

- Managed 7 classes of 30+ students per semester of a diverse student body through excellent organizational skills, conflict resolution strategies, and noted attention to the academic and social needs of every student
- Used data effectively in order to differentiate instruction and to meet the needs of low, on-target, and high-performing students

**INTERNOSHIP & LEADERSHIP EXPERIENCE**

**Alternative Break Advisor & Graduate Intern**  
January 2017 – Present

IUPUI, Office of Leadership Development & Civic Engagement - Indianapolis, IN

- Supervise and advise trip participants throughout the planning, facilitation, and implementation of alternative spring break trips focused on a student-chosen social issue
- Facilitate conversations on issues of social justice and civic engagement with trip participants in pre-trip meetings and during trip to assist in student learning.
- Assist in the Alternative Break assessment efforts, including data entry, conducting a themed analysis for annual report, and design survey instruments
- Design curriculum for student leader trainings and pre-trip education meetings
- Responsible for finances of budgeting meals and transportation associated with trip and coordinating reimbursement and record keeping
- Manage crisis situations, maintain emergency forms and use proper reporting techniques during the trip

**Teaching Assistant**  
August 2017 – December 2017

IUPUI, EDUC-M 322: Diversity and Learning: Reaching Every Adolescent - Indianapolis, IN

- Co-instructed two sections of the undergraduate course for Secondary Education majors to engage in critical dialogue and discourse on the subjects of diversity, social justice, privilege, and oppression
- Collected and analyzed data to assess the growth of students in regards to their understanding of white privilege, institutionalized racism, and the deficit model thinking
- Assisted in the observation and evaluation of undergraduate students’ field experience in the classroom

**COMMITTEE & ADVISING WORK**

**Dreamer’s Alliance: Graduate Advisor, IUPUI**  
2017 - Present

- Student organization dedicated to serving and advocating for undocumented, DACA, and mixed-status students

**META Planning Committee: Member, IUPUI**  
2015 - Present

- IUPUI conference preparing Latino/Hispanic high school students for a higher education

**DACA Committee: Member, IUPUI**  
2017 - Present

**César Chávez Celebration Dinner Committee: Member, IUPUI**  
2016 - Present

**PRESENTATIONS**

- Luna, A.M., Messmore, N. (2017, October). *Centering the Experiences of Students of Color in Program Design*, National Association for Campus Activities Mid-America, Covington, KY.

**PROFESSIONAL DEVELOPMENT**

- Trained in the **Appreciative Advising Institute** at Florida Atlantic University
- Trained in the **UndocuAlly Training** at University of California, Merced
EDUCATION

Master of Science Education in Higher Education and Student Affairs
Indiana University, Bloomington, IN
Expected: May 2018
Relevant Coursework: Career Counseling Theory & Practice; Human Resources Management; Diverse Students

Bachelor of Arts in Anthropology
Oakland University, Rochester, MI
August 2012 – April 2016
Honors College Graduate, Dean’s List
Study Abroad, 2014—Oxford University, Brasenose College, U.K.

WORK EXPERIENCE

Graduate Supervisor (Graduate Assistantship)
Residential Programs & Services – Indiana University, Bloomington, IN
July 2016 – Present

- Develop community for 1,100 students living in Foster Residence Center through engagement of programming, policy and conduct
- Directly supervised 5 Resident Assistants (2016-2017) and co-supervise 12 Resident Assistants (2017-2018) with a shift in organization, monitoring individual professional and personal development in regards to residential curriculum guidelines
- Participate in nine-person duty rotation for on-call response of crisis situations for approximately 4,000 undergraduate students working closely with facilities, Indiana University Police Department, and Emergency Medical Services
- Facilitate student conduct cases as a center Conduct Officer and Foster Conduct Board Advisor, focusing on student self-authorship, interpersonal development, and intrapersonal development
- Managed the creation and implementation of Welcome Week events and $6,000 budget for Foster Residence Center through a partnership with the Office of First Year Experience Programs
- Assist in departmental committees of Selection, Together We Grow (professional development), and Summer Conferences

Hospitality Supervisor/Assistant Program Manager
Conference & Visitor Services - University of Maryland, College Park, MD

- Welcomed and managed programs for over 5,500 summer guests and residents at the University of Maryland, ranging in age from K-12 students to adults
- Arranged building usage, room assignments and programming details for 300+ participant-sized groups, working closely with clientele to accommodate needs
- Implemented events management skills, through on-site management, as well as planning and establishing accommodations
- Directly supervised two residence halls (Oakland and Denton Halls) desk operations, responding to crisis situations
- Created and implemented Supervisor Shadow Program for recruiting the following summer’s student employees

Career Ambassador
Career Services – Oakland University, Rochester, MI
September 2015 – April 2016

- Counseled traditional and non-traditional students on career exploration, job searching techniques, and resume reviews, through individual student advising meetings
- Assisted with organizing and managing Career Fairs on-site, aiding over 100 employers and providing on-site support to students including etiquette training and digital platform assistance
- Facilitated presentations on career related preparatory sessions, such as Career Fair Prep, Career 101, ACEing the Interview
- Tracked and assessed student appointments for more accurate data on content, student demographics, and career needs which resulted in the implementation of new programs, office hours, and techniques to better serve students

Recruitment Intern
Housing – Oakland University, Rochester, MI
September 2014 – April 2015

- Coordinated the planning and implementation of Graduate and Undergraduate Recruitment with various stakeholders including Residence Directors, Graduate Residence Directors, and Assistant Director of Residence Life
- Recruited, Trained, and Organized 10 student leader representatives responsible for positively promoting experience within Housing
- Co-planned and executed interview days for all prospective candidates, including training interviewers, creating interview agendas, and managing space reservation
- Attended conference (Oshkosh Placement Exchange) to conduct interviews for the Graduate Recruitment Process that led to the hiring of 4 graduate resident directors
- Trained and supported 8 aspiring graduate students on job searching techniques and recruitment processes prior to the Oshkosh Placement Exchange

~Lustig 1~
PRACTICUM EXPERIENCE

Graduate Assistant
Association of College Unions International – Bloomington, IN
January 2017 – Present

- Support ACUI central staff with preparation for the 2017 Annual ACUI Conference in Philadelphia by aiding in registration and hotel reservation
- Provide prompt and exceptional customer service to conference constituents both before and during the annual conference
- Manage and organize data regarding registration and hotel reservation for all participants, often communicating directly to delegates for updates and cancellations
- Assist with Member Services, Regional and Community of Practice Meals, and Community Service Projects

Practicum Student
Sexual Assault Crisis Services – Indiana University, Bloomington, IN
January 2017 – May 2017

- Aided with on campus event planning and facilitation of outreach programs about sexual assault, primarily with residence life and Greek life
- Attended bi-weekly meetings with other graduate practicum students to discuss current campus climate issues regarding sexual violence and discrimination

TEACHING EXPERIENCE

Teaching Assistant, Department of Anthropology
January 2016 – April 2016
AN 101 (Human and Cultural Evolution)
AN 222 (Introduction to Anthropological Archaeology)

Teaching Assistant, Honors College, Oakland University
September 2014 – December 2014
HC 100 (First Year Colloquium: Making Discoveries)

PROFESSIONAL DEVELOPMENT

Professional Presentations
- NASPA (Student Affairs Administrators in Higher Education) National Conference Presenter (2018)
  “Navigating the Unknown: A Case Study on Supporting International Students in the Current Political Climate”
- Group Assessment Project Symposium Presenter (2017)
  “Navigating the Unknown: Experiences of International Graduate Students from Muslim-Majority Countries in the Current Political Climate”
- ISAA (Indiana Student Affairs Association) Attendee/Poster Presenter (2016)
  “Supporting Asian American and Pacific Islander Student Success”

Peer-Reviewed Publications

Conference Attendance
- ACUI (Association of College Unions International) Conference Management Team (2017)
- ISAA (Indiana Student Affairs Association) Attendee (2016)
Luis Mora

Education

Indiana University - Bloomington, IN  Anticipated May 2018
- M.S.Ed. in Higher Education and Student Affairs

Indiana University - Bloomington, IN  May 2016
- Bachelor of Science in Business: Marketing

Experience

Graduate Hall Director, *Indiana University - Purdue University Indianapolis (IUPUI)*, University Tower  July 2016–Present
- Manage the day-to-day operations of a residence hall of 650 first-year students and co-supervision of 16 Resident Assistants
- Contribute to the successful creation and development of a Residential Curriculum by creating learning outcomes, timeframes, forms, initiatives, and continuous assessment
- Create and implement a Performance Outcomes Assessment in order to establish a continuous evaluation of the Resident Assistants’ development and growth through their role
- Increase efficiency of desk procedures to provide more student friendly processes by consolidating and creating databases and forms related to packages, item check-out, guest passes, etc.
- Co-facilitate the development and execution of a comprehensive, student-led Spring training for all IUPUI RAs
- Advise and mentor a group of 17 students that comprised the University Tower Hall Council, which operates a programming budget of $5,000.00
- Serve on an on-call rotation for half of the residential campus (1350 students), responding to student crises and incidents, assuring the well-being of all residents, which includes but is not limited to: mental health concerns, roommate conflicts, and maintenance and facilities issues
- Adjudicate student conduct cases by enforcing campus housing, university, and other policies within the residence hall focusing on community standards and impact

- Partnered with maintenance and facilities to assist with building preparation tasks for summer conferences and back for the academic year
- Recruited, selected, and trained 12 Conference Assistants on daily building operations, customer service, and community standards
- Supervised and managed the weekly scheduling of a group of 12 Conference Assistants to ensure the timely turnover of a 650 bed facility in preparation for upcoming conference guests
- Served as Community Desk Supervisor by assisting student employees with various front of/back of house administration related to guest service and administrative tasks

Graduate Assistant, *IUPUI*, Office of Student Advocacy and Support  January 2017–May 2017
- Assisted in the creation of the mission and vision statements of this newly formed office
- Worked closely with the Student Advocate in supporting student’s needs through one-on-one meetings as it relates to emergency withdrawals, conflicts with faculty members, referrals to campus partners, and support to under-resourced students
- Developed an in-depth knowledge database of campus and local resources most used by students at IUPUI by contacting campus partners and arranging meetings to develop better relationships between the offices
Resident Assistant, *Indiana University Bloomington (IUB), Wright Quad*  
July 2015–May 2016
- Supervised, addressed to the needs, and supported the development of 53 first-year students
- Developed a positive and comfortable living environment by implementing programs keeping in mind the four pillars of residential life (Academic life, exploring beliefs, community development, and personal development), as well as enforcing policies when necessary

Orientation Student Coordinator, *IUB, Office of First Year Experience Programs*  
August 2013 - August 2014
- Coordinated the recruitment, selection, and training of the Orientation Team along with 5 other SCs
- Served as a peer mentor to a group of 50 Orientation Leaders by serving as a resource during Orientation programs, as well as co-creating and facilitating training sessions on topics ranging from IU Knowledge to diversity and inclusion

Orientation Leader, *IUB, Office of First Year Experience Programs*  
March 2013–July 2013
- Facilitated Summer and Fall Orientation programs, leading groups consisting of 20-25 national and international students and 200+ parents/guests daily
- Created an open and welcoming environment for incoming students and their guests by facilitating various discussions and educating them on the opportunities available at IU

International Experience

Marketing Housing Intern, *Mandelbaum Residence Hall, Sydney University, Sydney, Australia*  
- Developed and implemented a new marketing plan for Mandelbaum House based on a thorough analysis of primary and secondary data regarding their daily operations and interests of current and prospective residents
- Examined the higher education system operations of Sydney University by interviewing several directors of different Residence Halls and learning about the differences between their system and the American system

Research Presentations


Professional Development

- GLACURH Regional Leadership Conference, Advisor Attendee – La Crosse, WI  
  Nov. 2017
- GLACUHO Annual Conference, Host Committee Member & Attendee—Indianapolis, IN  
  Nov. 2017
- NODA National Annual Conference, Attendee—Indianapolis, IN  
  Nov. 2016
- Indiana Student Affairs Association Annual Conference, Presenter—Indianapolis, IN  
- NODA Region VII Conference, Attendee – Columbus, OH  
  Oct. 2013

Skills
- Fluent in Spanish
- Proficient at Adobe Photoshop, InDesign and SPSS
Madison Motoyasu
(661) 993-5332 | madimotoyasu@gmail.com

Education

Master of Science in Education, Higher Education and Student Affairs
Indiana University Bloomington  Graduation: May 2018

Bachelor of Arts, Communication Studies
University of California, San Diego  Graduated: July 2015

Student Affairs Experience

Office of International Services, Indiana University, Bloomington, IN  7/2016 - present
Graduate Assistant

- Plan and execute on-going social, educational, and community development programs for Indiana University’s international population of 6,500+ international students and scholars
- Aid in New Student Orientation educational and campus resource programs to help international students and scholars transition to life in Bloomington and on campus
- Plan and execute World’s Fare, a large-scale program with 1000+ guests in attendance, an $18,000+ budget, and 70+ volunteers, by liaising with Union Board to celebrate International Education Week and promote intercultural exchange
- Organize monthly Leadership Council Dinners, where executive board members of 40+ internationally-focused student organizations congregate to learn about pertinent resources, like campus safety, and meet with campus stakeholders
- Design assessment tools to determine accessibility and success of programs offered by office
- Host webinars with International Admissions to answer prospective students’ questions regarding admissions processes, program requirements, and campus life
- Supervise four undergraduate student staff members in their efforts to plan programs, manage budgets, and collaborate with campus partners
- Shadow student and scholar advisors to learn how they perform various duties within SEVIS and sunapsis, how they interpret complex federal immigration regulations, and how they work with federal entities
- Assist international advisors with immigration document preparation, application, assembly, and informational presentations on immigration matters
- Utilize sunapsis to access student records and admissions and advising checklists, Microsoft Outlook to respond to emails and schedule appointments, Student Information System to access academic records, and Negative Service Indicators to fully assist clients

University Division Academic Advising, Indiana University, Bloomington, IN  5/2017 – 8/2017
Graduate Assistant

- Assisted incoming students in assessing their interests, values and academic skills and to understand these in relation to first term course planning and academic program requirements
- Supported the new student orientation academic advising sessions by preparing materials, assisting with group advising, and aiding students with registration.
- Partnered with students in educational discovery by employing the developmental advising perspective in order to maximize student learning
- Maintained accurate, detailed records of advising interactions and ensured the confidentiality of all academic records
**Office of Student Conduct**, Indiana University, Bloomington, IN  
**Practicum Student**  
- Adjudicated 20+ cases of student academic misconduct and personal misconduct  
- Facilitated learning moments grounded in learning outcomes and developmental theory (specifically ethical, moral, and cognitive theories) with undergraduate and graduate students  
- Led interactive presentations informing students of their responsibilities regarding the Digital Millennium Copyright Act  
- Balanced student accountability with student rights, while practicing restorative justice to promote student development

**International Center**, University of California, San Diego, La Jolla, CA  
**Resident Assistant**  
- Supported international students’ transition into undergraduate life through holistic support, educational and social programming, and orienting to campus resources  
- Coordinated educational/social programming for 60+ international students from 11+ countries  
- Promoted intercultural and interpersonal communications skills with students through workshops

**Warren College Residential Life**, UCSD, La Jolla, CA  
**Resident Assistant**  
- Fostered an inclusive community-centered environment for residents  
- Operated front desk at Student Activity Center and coordinated multiple building programs  
- Created immediate and accurate reports for supervising directors and other Residential Life staff

**Teaching Experience**

**Residential Programs and Services**, Indiana University, Bloomington, IN  
**Co-facilitator, EDUC-U 450 Foundations for Residential Leadership (3 cr.)**  
- Co-facilitated a residential leadership course that aimed to develop student leaders and augment their understanding of student development theory  
- Adjusted course content to meet learning outcomes for 20+ enrolled students  
- Engaged students in communicating across difference to show them how to do so for future student leadership roles

**Research and Professional Presentations**


Motoyasu, M., Agrawal, M., & Boey, L. (2016, October). *The Muslim Student Experience*. Poster presentation at the Indiana Student Affairs Association Conference – Indiana University Purdue University Indianapolis.
**SHANNON MULQUEEN**  
303.908.9648  
shannonjmulqueen@gmail.com

---

**EDUCATION**

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.S. Ed. in Higher Education &amp; Student Affairs</td>
<td>Indiana University</td>
<td>2018</td>
</tr>
<tr>
<td>B.A. in Applied Sociology</td>
<td>University of Northern Colorado</td>
<td>2016</td>
</tr>
</tbody>
</table>
| • Concentration: Inequalities & Institutions  
• Minor: English | |

---

**RELATED EXPERIENCE**

**Graduate Assistant for Fraternity & Sorority Life**  
Indiana University Purdue University Indianapolis  |  August 2016 - Present  
- Coordinate and implement large scale events, such as New Member Leadership Academy, Greek Awards, and all leadership retreats  
- Create & implement the Greek Awards & Chapter Accreditation report program  
- Conduct and report assessment & evaluation for all office programs & general member experience  
- Develop four year outcome based programming sequence for affiliated students  
- Create & maintain office communications, newsletter, & social media  
- Advise Order of Omega Honor Society, Co-Advise Interfraternity Council, National Pan-Hellenic Council, & Panhellenic Council, in addition to multiple chapters across all four councils  
- Serve on IUPUI Personal Misconduct Policy revision committee, Student Experiences Assessment committee

**Graduate Advisor for Fraternity & Sorority Life**  
Indiana University Bloomington  |  August 2017 - Present  
- Serve as a chapter coach to multiple chapters across all four councils  
- Facilitate outcome specific and large scale chapter programming including values, responsibility, sisterhood/brotherhood, and alcohol skills  
- Serve as a conduct hearing officer & assist chapters in accomplishing any necessary sanctions  
- Work with chapter leadership to implement new practices, improve operations, and improve risk management  
- Maintain communication with chapter leadership and external partners

**Chairperson & Chief Executive Officer**  
NACURH Inc.  |  May 2016 - June 2017  
- Hold ultimate responsibility for all actions of NACURH Inc.  
- Oversee budget & accounts totaling over $1.5 million  
- Directly oversee 20+ students and professionals nationwide in daily operations and the execution of 27 regional and international conferences and in-person meetings  
- Implement high level strategic planning initiatives and evaluate success based on performance outcomes  
- Maintain and negotiate corporate contracts, professional partnerships, and oversee all matters of corporate responsibility  
- Create effective virtual communication, resources and publications for a largely virtual student corporation

**ACUHOI Intern for Housing & Residential Life**  
Vanderbilt University  |  May 2017 - August 2017  
- Co-author residential guiding principles for the Vanderbilt residential experience  
- Create resources for Vanderbilt staff and students about campus resources, student ethics procedures, and staff training  
- Co-author resident advisor training with faculty and staff  
- Work with all summer resident assistants and advise two head residents  
- Collaborate with the Office of Student Ethics to establish common documentation and emergency response procedures
Practice Group Advisor Leadership Training Practicum
Indiana University Bloomington, Maurer School of Law  | January 2017 - May 2017
• Assess & enhance IU Law Practice Group Advisor training program for peer mentors
• Use assessment to establish current areas of success and opportunities for growth
• Research best practices of peer institutions and law programs related to mentorship, diversity, leadership, & success
• Create recommendations for adjusted practice

Fraternity and Sorority Life Program Intern
University of Northern Colorado  | January 2016 - May 2016
• Co-Advise Multicultural Greek Council
• Co-Coordinate Multicultural Greek Showcase
• Advise Greek Week committee
• Coordinate campus wide Greek Awards submission, scoring, and the culminating Greek Awards event

President, Panhellenic Executive Council
University of Northern Colorado  | December 2014 - January 2016
• Chair all business of Panhellenic Council at large
• Oversee Panhellenic Executive board of 7 women
• Represent UNC Panhellenic to community and serve as a liaison in all university and community settings
• Coordinate and direct the Panhellenic formal recruitment process following a vacancy

President, Residence Hall Association
University of Northern Colorado  | May 2014 - May 2015
• Advise first year leadership camp & supervise 2 student coordinators and oversee executive board of 5 executives and 9 hall council presidents
• Coordinate campus move-in day for campus of 3,600
• Host and coordinate large scale programs for university community
• Coordinate organization wide strategic planning process

AFLV West Undergraduate Intern
Association of Fraternal Leadership & Values  | January 2016 - April 2016
• Coordinate conference logistics, specifically surrounding meals, transportation, and facilities
• Pre on-site logistics of participants and presenters
• Contribute to conference planning and management

AWARDS & PRESENTATIONS
• Robert & Ludie Dickeson Presidential Prize for Leadership
  • Presented to two graduating seniors for outstanding achievement in leadership and academics
• NACURH Distinguished Service Award
  • Recognizes distinguished service to NACURH & member schools over a several year period
• Alpha Sigma Alpha Leadership Academy Chicago - Presenter, November 2017
• Sigma Alpha Mu & Sigma Delta Tau Regional Leadership Conference, January 2017
David Neiling  
(317) 694-1154 | davidcneiling@gmail.com

EDUCATION

Master of Science in Education  
Indiana University, Bloomington, IN  
Higher Education & Student Affairs  
Expected May 2018

Bachelor of Social Work  
Indiana University, Bloomington, IN  
May 2012

WORK EXPERIENCE

2016- PRESENT:  
Mentoring and Advising  
IU School of Medicine  
Indianapolis, IN

Student Leadership Graduate Assistant

- Advise student government organization spanning over nine campuses on matters such as policy, finances, and state wide affairs.
- Restructure the Medical Student Council and establish new bi-laws in collaboration with students and faculty.
- Collect and analyze data and proof of leadership and community building across nine campuses throughout Indiana.
- Organize multi-campus student events connected to leadership and community building.
- Facilitate and create content for a monthly student leadership series.
- Advise student interest group related to career mentoring, professional development, and community building.
- Sat on IUPUI’s Ethics on Global Health Volunteerism Working Group creating a more sustainable and ethical study abroad program.
- Facilitate a book club and student leadership talks about ethical global service trips.

2017:  
Career Development  
Ivy Tech Community College  
Indianapolis, IN

International Career Development Intern

- Researched student visas in the United States and the regulations in place for international students looking to work or intern while gaining their degree.
- Presented finding in a professional development session for career advisors looking to gain knowledge of international student needs.
- Crafted weekly infographics for staff about international affairs and career development framing the strengths and challenges of international students seeking employment.
- Advised a small group of students learning more about career interests and potential internships.

New Student Orientation Intern

- Co-created curriculum for a half-day new student orientation covering academic expectations, digital etiquette, and career development.
- Facilitated orientation days helping with set-up, tours, and program fairs for offices and scholarships.
- Assisted in proposing funding for student scholarships 50 students, marketing tools, and attire.
2014-2016:  
LIFE Designs Inc.  
Bloomington, IN  
**Scheduling Manager**  
- Coordinated with team managers to train new employees for client's special needs to address state standards of safety and well-being  
- Oversaw a specialized team of floating employees who filled in at high need sites  
- Managed open shifts in multiple houses in need of 24-hour staffing  
**Team Manager**  
- Supervised teams across multiple homes addressing the needs and development of clients with special needs  
- Coordinated activities and work to increase independence for customers in a supported living setting  
- Created schedules for customers and staff, and manage finances and healthcare  
- Communicated the needs of customers, staff, and guardians via phone, email, and meetings  

2013:  
Department of Child Services  
Bedford, IN  
**Family Case Manager**  
- Collaborated with service providers to support families acquiring necessary parenting skills  
- Facilitated team meetings, collaborating with foster care, and creating action plans  
- Maintained and updated files and legal documents on coinciding cases  

2012  
FASE Mentoring  
Indiana University  
Bloomington, IN  
**Mentoring & Advising Intern**  
- Co-advised 21st Century Scholars students on academic probation, meeting bi-weekly to discuss progress and action plans to success  
- Created workshops to educate students on different campus resources  
- Organized multi-campus professional development conference for academic advisors, certified by the National Academic Advising Association  

**COMMITTEE EXPERIENCE**  
Department of Child Services  
- A member of the Best Practice Committee that enhanced the region’s best practice skills in child welfare based on research and work experience in surrounding counties.  
LIFE Designs  
- Spearheaded Leadership Round Table meetings that developed peer-to-peer training and empower direct service professionals to take part in professional development.  

**PRESENTATIONS**  
Seven years of work experience in higher education, including the following institution types: Big 10, Urban 13, faith-based, single-gender, and private. Five years of on-call live-in roles and two years of national service with AmeriCorps.

**EDUCATION**

**M.S.Ed.,** Higher Education Student Affairs, Indiana University Bloomington, 2018  
**B.A.,** Communication Studies, Hope College, 2010

**EMPLOYMENT**

**Graduate Hall Director | IUPUI | 2016 – May 2018 | Indianapolis, IN**  
- Supervise 9-10 Resident Assistants directly and 9 indirectly each year in an 800-resident complex, including 4 living-learning communities  
- Assist in the creation and implementation of a new residential curriculum  
- Facilitate RA winter training, selection, and onboarding events  
- Evaluate student employees twice annually, providing constructive feedback  
- Manage hall budget and advise students on fiscally responsible spending  
- Practicum internship (spring 2017) with sophomore experience program: conducted research on national best practices; facilitated focus groups with current sophomores to determine needs and interest; created comprehensive list of suggestions for future targeted programming and assessment

**Product Zone Specialist | Apple, Inc. | 2015 – 2016 | Naperville, IL**  
- Corrected technological problems in desktops, laptops, and mobile devices  
- Served on a team with 107 peers, giving and accepting regular feedback from peers, management team, and customers

**Resident Director | Tulane University | 2015 | New Orleans, LA**  
- Supervised 20 Resident Advisors and community of 450+ students  
- Created curriculum for Leadership Village living-learning community focused on community service and participation in on-campus leadership opportunities  
- Committee work: alcohol prevention, student conduct, and facilities operations  
- Earned certification in Applied Skills in Suicide Intervention Training (ASIST)

**Hall Director | St. Norbert College | 2013 – 2015 | Green Bay, WI**  
- Fulfilled collateral position with the Office of Judicial Affairs, adjudicating high-level cases for the Sexual Misconduct Board and Appeals Board  
- Motivated 114 students to complete 3,420 service hours per year by creating engaging community partnerships and applying accountability measures  
- Co-planned and executed fall and winter RA training for 40+ student staff

**VISTA Leader | Wisconsin Campus Compact | 2012 – 2013 | Madison, WI**  
- Interviewed, trained, and mentored 24 statewide volunteers to create infrastructure at non-profit agencies and recruit student service-learners  
- Coordinated in-person and digital diversity trainings for AmeriCorps volunteers  
- Updated VISTA website and created monthly newsletter for partner campuses
EMPLOYMENT

Coordinator, Service-Learning | Columbia College | 2011 – 2012 | Columbia, SC

- Built and maintained community gardens at faith-based centers and schools
- Collaborated with faculty to enhance service-learning in coursework
- Created multi-faceted program fighting type II diabetes, enlisting the help of the city of Columbia mayor’s office, Department of Health and Human Services, Medical College of South Carolina, University of South Carolina, and the CDC

PRESENTATIONS


RECOGNITION

Washington Center for Internships and Academic Seminars: Higher Education Civic Engagement Award. National award winner. $20,000 scholarship.

Youth Service America’s “Get Ur Good On”, 2012. $500 grant.

Disney University, received “Mouseters” (2008) and “Ducktorate” (2011) for completion of academic classes during Disney College Program (2008-2011, seasonal).

GRANTS


Attacking diabetes through faith-based organizations. $20,000 grant.

PUBLICATIONS


Ree Palmer  
706-506-0428 | reepalmer@gmail.com  
800 N. Smith Drive Apt. 8J Bloomington, Indiana 47408

Education

**Indiana University, Bloomington, Indiana**  
Master of Science in Education  
Higher Education and Student Affairs, May 2018

**Berry College, Mount Berry, Georgia**  
Bachelor of Arts Honors; Magna Cum Laude  
History and Economics, May 2016

Key Skill Sets

- Project/Campaign Management
- Event Planning
- Storytelling/Communication
- Prospect Research
- Graphic Design & Creative Projects
- Relationship-Building
- Supervision
- Knowledge of Higher Education
- Content Design of Historic Material

Development & Alumni Relations Experience

**Indiana University School of Informatics, Computing, and Engineering**  
Office of Development and Alumni Relations  
Development and Alumni Relations Coordinator (Internship)

- Manages Auditorium Chair Campaign, working with 40+ donors on gifts in the $500-$3,000 range
- Conducts detailed prospect research for 50+ in-person visits using Blackbaud and Reeher
- Created print and digital appeals using Adobe InDesign/Illustrator and Canva
- Served on the Committee for the Opening of Luddy Hall, SICE’s new $40 million classroom, office, and laboratory facility opening in 2018
- Coordinates 3 events for the opening of Luddy Hall and assists with the planning of 20 other events for donors, alumni, students, and guests

**Indiana University School of Education**  
Office of Development and Alumni Relations  
Graduate Intern

- Creates digital and print designs for donor stewardship
- Plans alumni engagement activities, focusing on young alumni engagement
- Assists in alumni engagement activities

**Indiana University Office of the Bicentennial**  
Graduate Assistant (May 2017-Present), Graduate Practicum Student (January-May 2017)

- Assisted the Campus and University Historians with the development of the historical projects for Bicentennial, Indiana University’s celebration of its 200th anniversary
- Planned 4 research panels for 25+ attendees at each event
- Created digital timelines and resource guide on publications about IU
- Compiled 15 research briefings for historical videos, markers, and publications
- Created programming designed to tell the story of Indiana University to varying audiences
- Facilitated committee meetings of administrators, faculty, and staff

**Indiana University Academic Support Center (ASC)**  
Office of the Vice-President for Diversity, Equity, and Multicultural Affairs  
Assistant Coordinator

- Worked with student staff to provide drop-in tutoring for 12,000 appointments in 2016-2017 in mathematics, science, and writing in residential support centers
- Assisted in the hiring, training, and supervision of 60 student employees
- Partnered with 4 culture centers and 2 scholarship programs to provide culturally-responsive academic support to various student populations
- Maintained usage records for various centers and assisted with assessment measures using Student Success Collaborative (SSC) Campus Software and Microsoft Excel
- Oversaw physical facilities for 3 academic support centers
- Managed publicity and social media accounts (Facebook, Instagram, Twitter)
Higher Education and Student Affairs Experience (continued)

Indiana University Office of Student Life and Learning                          December 2016-January 2017

Graduate Advisor, New Orleans Winter Alternative Break

- Advised group of 50 undergraduate students during a 5-day alternative break to New Orleans
- Supervised crisis management and travel arrangements

Berry College Student Government Association                             May 2013-May 2016

President, 2015-2016; Vice-President of Administration, 2014-2015; Secretary, 2013-2014

- Supervised team of 5 executive officers and 16 class officers
- Proposed and managed student activity fee budget of $350,000 and office budget of $10,000
- Assisted in development and stewardship activities for $100 million fundraising campaign
- Served as voting member on Faculty Council, Student Life Council, and College Budget Committee
- Coordinated application process and assignment of student representatives to 30 committees and councils
- Managed organization standings for 80 campus groups
- Developed training and budget workshops for student organizations

Berry College Health and Wellness Center                                   June-July 2016

Administrative Assistant

- Supervised office team of 5 student employees
- Facilitated student team in the planning of campus-wide health and wellness fair
- Compiled comprehensive health records for freshman class of 600 students, ensuring compliance with HPPA and FERPA

Berry College Summer Orientation, Advising, and Registration (SOAR)         June 2013 and June 2014

Veteran Orientation Leader (2014), Orientation Leader (2013)

- Served as student and parent orientation leader for overnight summer orientation program
- Facilitated small groups of 15-20 students

Leadership and Awards

Indiana University Student Personnel Association                          August 2016-Present

- Chaired the Lunch Committee HESA Outreach and Orientation
- Facilitated five catered lunches for potential students, current students, and program alumni
- Managed budget of $1,500

Berry College Leadership Fellows Scholarship Program                     August 2012-May 2016

- Four-year, cohort-based program based on leadership and student development theory
- Facilitated campus-wide and program-level classes on leadership theory as a junior and senior
- Assisted in the development of the Center for Integrity in Leadership mentorship and certificate programs

Martha Berry Award for Outstanding Undergraduate Achievement               April 2016

- Highest undergraduate honor at Berry College; given to the senior that most embodies mission of academics, service, and work

Order of St. Andrew                                                       April 2016

- Awarded to top senior honors graduate for creative scholarship and leadership

Teaching & Presentations

Indiana University School of Education: EDUC-207: Leadership Training (3 credits)   March-May 2017

Instructor

- Sole instructor for 8-week course designed to prepare 22 undergraduate students (largely freshmen) to address current issues on campus and in their communities


Palmer, R. & Moon, A. (October 2016). Native American/American Indian College Students. Indiana Student Affairs Association—University of Indianapolis.

Software Proficiencies

Blackbaud (Crimson)                          Microsoft Office Suite             Adobe Illustrator
Reeher                                      Adobe InDesign                     Canva Design
Markie Pasternak
(920)-660-6176 • markie.pasternak@gmail.com

Education:
Indiana University, Bloomington, IN
Master of Science: Higher Education and Student Affairs Anticipated May 2018

Marquette University, Milwaukee, WI
Bachelor of Arts: Psychology, Minor: Business Marketing August 2012- May 2016
• Marquette University Women’s Leadership Award
• Ronald E. McNair Research Scholar

Orientation, Transition and Retention:
Office of First Year Experience, Indiana University
Graduate Intern for Summer New Student Orientation Programs May 2017- July 2017
• Managed 22 overnight summer session orientation programs
• Supervised 32 orientation leaders and six student coordinators
• Planned an “end of the summer” celebration banquet for the orientation professional and student staff
• Evaluated student and guest orientation programs by creating surveys in Qualtrics and analyzing results

Graduate Intern for New Student Orientation Recruitment and Training November 2016- May 2017
• Recruited, interviewed, selected and trained 32 undergraduate orientation leaders
• Planned and coordinated a full day retreat for new orientation leaders
• Researched institutional history and partnered with campus historians to develop a new orientation presentation
• Created new family and guest social programs by partnering with nine local businesses and university departments using survey data to inform programming

Community Engagement and Service Experience:
Student Life and Learning, Indiana University
Graduate Advisor for Community Engagement August 2016- Present
• Consult with 27 undergraduate scholarship recipients who work for 20 different local non-profit organizations.
• Develop and lead biweekly diversity and professional development trainings for scholarship recipients
• Provide resources for over 100 service student organizations on responsible volunteering and service trips
• Supervise one Shaffer Intern who organizes and consults with service student organizations

Youth Advocating for Leadership (Student Organization), Indiana University August 2016- May 2017
Graduate Student Advisor
• Oversaw 50 students traveling to New Orleans for a week-long service trip
• Provided on-call crisis and emergency management protocols during travel
• Advised executive board on planning educational and reflective trip activities
• Consulted with non-profit agencies to ensure a safe work environment for student volunteers

Health and Wellness Promotion Experience:
Office of Health and Wellness Promotions, Butler University September 2017- Present
Graduate Intern for Health and Wellness Promotion
• Conducted assessments on campus alcohol and drug education programs using Alcohol Programming Matrix
• Assisted in revising a holistic model of wellness on a campus-wide committee with the counseling center, campus recreation center, spiritual programs, victim advocates and the Vice President of Student Affairs.
• Promoted Alcohol 360 Proof personal assessment program for students who chose to use substances
• Facilitated Alcohol Skills Prevention Training to second-year students in campus residence halls

Bring Change to Mind (Student Organization), Indiana University September 2017- Present
Graduate Student Advisor
• Advise a group of ten students who put on large-scale campus programs to destigmatize mental illness such as our campus scavenger hunt, escape rooms, dialogue panels, and events with our organization founder, Glenn Close
• Facilitate activities to promote collaboration and leadership among students on the executive board
• Educate student leaders on best practices to discuss and destigmatize mental health on campus

Active Minds Inc., Washington D.C.
National Student Advisory Committee President March 2015- April 2016
• Elected to oversee development, public relations and programming of a committee of national student leaders
• Represented the national student body at quarterly Active Minds National Board of Directors meetings in Washington D.C. where we discussed national mental health trends, the national conference, and budgeting
• Assisted in planning and coordinating annual, three-day National Student Conference on mental health advocacy

Teaching and Course Facilitation Experience:
Bloomington Figure Skating School, Bloomington, Indiana
Figure Skating Instructor October 2016- Present
• Teach four weekly, thirty-minute classes for skaters ages four to twelve at an array of skill levels
• Teach two weekly, thirty-minutes classes for adult skaters at a beginner level, including college students
• Evaluate skater’s skills to indicate if they are ready to move up to the next class level, which includes assessing skating moves and writing evaluations for skaters

Office of First Year Experience, Indiana University
Co-Instructor of Orientation Leader Training Course January 2017- May 2017
• Created a curriculum for an eight-week course for new student orientation leaders about leadership, diversity, professionalism, campus resources, and wellness
• Co-facilitated the course with two other graduate students and advised Student Coordinators in leading class activities and evaluating class performance
• Created and graded midterm and final exams for the course that imitated panels they would sit on during orientation to answer questions from new students and their family members

Department of Psychology, Marquette University
Teaching Assistant for Introduction to Psychology Course August 2014- December 2014
• Created study guides and practice quizzes for a class of 100 undergraduate students
• Facilitated review sessions for four exams that helped students study the material
• Administered four exams on behalf of the professor, including the final exam

Conferences and Presentations:
Indiana University Group Assessment Symposium
Physical environment as an indicator of cultural validation in Counseling and Psychological Services and the Center for Human Growth at Indiana University
• Assessed the physical environment of two campus counseling centers and compared the degree to which they communicated inclusivity of underrepresented student populations seeking mental health services
• Presented research at a university research symposium for higher education and student affairs professionals

National Orientation Directors Association Regional and National Conference March 2017, November 2017
• Comprehensive presentation that trains students on person-fist language and the prevalence of mental illness on college campuses, while providing a unique format for discussing these topics in a large-group setting
• Won Regional Showcase Award for best conference presentation from the National Orientation Directors Association (NODA) and was selected for an encore presentation at the NODA National Conference

Research Assistant Experience:
Department of Psychology, Marquette University September 2013- May 2016
Research Assistant in Mental Health Services and Stigma Research Lab
• Conducted controlled research studies with human subjects and analyzed collected data on stigmatizing attitudes
• Presented research posters to faculty and entire university departments explaining the relevance of stigma
Zachary J. Price  
Current Address: E-106, 125 S. Jordan Avenue ● Bloomington, IN 47406  
Permanent Address: 6906 Sweetfield Drive ● Huntersville, NC 28078  
(704) 905-0021 ● zjprice@indiana.edu

A hardworking and passionate graduate student seeking entry-level experience in fundraising, development, and advancement offices within higher education.

EDUCATION

<table>
<thead>
<tr>
<th>Date</th>
<th>Institution</th>
<th>Degree/Program</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 2018</td>
<td>Indiana University</td>
<td>Master of Science &amp; Education (M.S.Ed.) in Higher Education and Student Affairs</td>
<td>Bloomington, IN</td>
</tr>
<tr>
<td>May 2018</td>
<td>Indiana University</td>
<td>Certificate of Institutional Research</td>
<td></td>
</tr>
<tr>
<td>May 2016</td>
<td>North Carolina Agricultural &amp; Technical State University</td>
<td>Bachelor of Science (B.S.) in Civil Engineering</td>
<td>Greensboro, NC</td>
</tr>
</tbody>
</table>

HIGHER EDUCATION EXPERIENCE

<table>
<thead>
<tr>
<th>Date</th>
<th>Institution</th>
<th>Role</th>
<th>Location</th>
<th>Responsibilities</th>
</tr>
</thead>
</table>
| July 2016 - May 2018 | Indiana University Residential Programs & Services | Graduate Supervisor | Bloomington, IN         | Supervise six (6) Resident Assistants  
Lead 18 Total Resident Assistants in a 1,000-resident building  
Duties include:  
- facilitating RA Fall and Spring training sessions in duty response protocol and team building, leading weekly small (6 RA), large (18 RA), and bi-weekly one-on-one RA meetings, advising the programming and initiatives for the Read Student Government and Performing Arts Community, and advising Read Welcome Week team planning and program implementation  
- Evaluate RA programming efforts based on residential curriculum learning outcomes for programs  
- Three week-long on-call duty rotation:  
  - Responded to incidents in Read, Spruce (approx. 400 students), and Wells Quad (approx. 125 students) to address building crises and policy violations  
  - Facilitated student conduct hearings to enforce policy violations and create corrective action plans based on student needs  
  - Created and maintained practicum experience for fellow graduate student  
    - Student was able to facilitate one team building session for Spring training, learn about and give critique to RA duty protocol, shadow one RPS administrator weekly, and receive resume and interview tips for housing positions |
| May 2017 - July 2017 | Indiana University Institutional Research & Reporting Office | Graduate Intern | Bloomington, IN         | Utilized Tableau to create visualizations demonstrating the effectiveness of high school student enrollment in math courses through the Advance College Program leading to positive math outcomes at Indiana University  
Updated database of Classification of Instructional Programs (CIP) codes to match updates for Title IV funding policy for STEM academic programs |
| December 2016 - April 2017 | National Institute for Transformation and Equity (NITE) | Team Member | Bloomington, IN         | A practicum experience working with Dr. Samuel Museus on the assessment of campus climates  
Developed clear language for the Culturally Engaging Campus Environments (CECE) Project student surveys to assess/evaluate campus climate |
- Developed one proposal for a survey of faculty, staff, and students for the Institutional Research Board at IU
- Created a list of higher education professionals, administrators, and campuses to aid in the marketing of webinars and surveys
- Researched publications of best practices for inclusive and culturally engaging campus activities and interpersonal relationships
- Assisted in the facilitation of ACPA conference presentation on CECE Project and campus climate

April 2015 - May 2016  NC A&T Office of New Student Programs  Greensboro, NC

**Student Coordinator**
- Coordinated the Campus Life Mentor Program of one hundred (100) mentors.
  - Duties included: planned/executed Spring and Fall training for mentors, fiscal management for programming expenditures, created metrics for hiring and evaluating job performance, presented to parents/university staff at New Student Orientation, and developed communication calendar and educational materials for mentors
- Aided office staff in the facilitation of New Student Orientation, attended University logistics meetings, completed call campaign to solidify enrollment of undecided new students, ran Virtual Zen registration software for orientation, and communicated professionally with new students, parents, departmental staff, and administrators
- Designed the new organizational structure of the Campus Life Mentor Program

August 2014 - April 2015  NC A&T Housing & Residence Life  Greensboro, NC

**Peer Mentor**
- Planned monthly programs, daily office hours, weekly study halls, and gender-specific small programs to promote positive student development
- Engaged in dialogue with 400+ residents and hall staff to develop a strong sense of community and support
- Implemented conflict mediation techniques, wellness checks, and open communication lines which helped to promote positive self-image and relationship building/management

**ACADEMIC PRESENTATIONS**

**2017**
Price, Z. J., Li-A-Ping, M., Smith, A., & Smith, E. *An Examination of Gender Performance in National Pan-Hellenic Council (NPHC) Sororities*. Presented at Group Assessment Project Presentations for Indiana University Higher Education & Student Affairs program, Bloomington, IN.

**2016**
Price, Z. J., Scott, D., & Fung, M. *The Development of Multiracial Identity Through Cocurricular Involvement*. Presented at University of Indianapolis for Indiana Student Affairs Association Conference, Indianapolis, IN.

**GRADUATE ACTIVITIES & HONORS**

**2017**
- Black Graduate Student Association; **President**
- Neal-Marshall Black Culture Center Unity Summit & Freshmen Pinning Ceremony; **Speaker**
- African-American Development Officers Inaugural Tri-State Meet Up; **Member**
- Wheeler Mission’s Center for Men; **Volunteer**
- Black Graduate Student Association; **Member**
- Pages for Prisoners, Boys & Girls Club Thanksgiving Dinner, BGSA Day of Service; **Volunteer**
- Collaborative Institutional Training Initiative (CITI) approved for human research
- **2016**
- TIMMY Global Health Alternative Spring Break; **Advisor**

**UNDERGRADUATE ACTIVITIES & HONORS**

**2012-2016**
- Lewis & Elizabeth L. Dowdy Full Academic Scholarship
- NC A&T GALA Awards Show, Mister & Miss A&T Pageant, and Business Fashion Show; **Host**
- Dr. Martin Luther King, Jr. Day Oratorical Contest; **Second Place of Thirteen**
- Thurgood Marshall College Fund Leadership Institute; **Attendee**
- **2015**
  - Alpha Phi Omega National Service Fraternity, Inc., **President**
  - Dr. Dorothy J. Harris Exemplary Leadership Award; **Winner**
  - Alpha Lambda Delta Freshman Honor Society, **President**
  - **2012-2014**
    - Dean’s List
EDUCATION
Indiana University – Bloomington, IN
❖ Master of Science in Education, Higher Education and Student Affairs
❖ Master of Science Candidate, Applied Statistics
  • Member, National Association of Student Personnel Administrators
  • Member, Indiana University Student Personnel Association
Illinois State University – Normal, IL
❖ Bachelor of Science, Politics and Government
❖ Bachelor of Arts, English
  • Graduated Summa Cum Laude, May 2013

DATA ANALYSIS & MANAGEMENT EXPERIENCE
Residential Programs and Services, Indiana University – Bloomington, IN
Residential Curriculum Advisor August 2017 - Present
  • Providing support to center management in implementation of student engagement plans and assessment as part of the Residential Curriculum Committee.
  • Assessing the achievement of specified student learning outcomes via data analysis.
  • Collaborating with student organizations and campus partners to facilitate building-wide programs.
  • Designing and executing an assessment gauging student satisfaction with the Honors Community.

Bloomington Assessment and Research, Indiana University – Bloomington, IN
Graduate Practicum Student August – December 2017
  • Provided statistical research consultation to cross-campus partners, including administrative divisions, individual academic departments, and faculty members.
  • Utilized statistical computing software such as SAS, R, and SPSS to analyze sensitive departmental data, and to generate reports for use by various campus partners.
  • Implemented survey tools designed to gather data related to campus initiatives, and to identify areas for improvement in the dissemination of these assessments.

Office of Admissions, Indiana University – Bloomington, IN
Executive Team Practicum Student May – December 2016
  • Completed various institutional benchmarking and enrollment management research projects at the request of the Executive Director of Admissions. Topics included GPA recalculation, enrollment and tuition deposits, and affirmative action in selection.
  • Collaborated with Regional Admissions Representatives to compile and interpret institutional data through tools such as Qualtrics and Tableau.
  • Composed information sheets summarizing pertinent application and enrollment data for key regional markets, including Chicago, New York City, and various counties in Indiana.
  • Refined the departmental assessment tools used to gather feedback from students and parents during their visits to campus.
  • Developed an assessment strategy for Campus Visit Representatives using Survey Monkey data.

Fidelity National Title Group – Carol Stream, IL
Data Entry Specialist/Cataloger August 2014 – July 2015
  • Collaborated with supervisors to meet deadlines for and achieve completion of long-term projects.
  • Transcribed legal file information onto spreadsheets with precise attention to detail.
  • Verified the accuracy of all details before entering them into the computer database.
  • Identified and resolved systematic issues or errors in a timely manner.
EDUCATIONAL LEADERSHIP EXPERIENCE

Residential Programs and Services, Indiana University – Bloomington, IN

Graduate Supervisor July 2015 – Present

- Assisting Residential Operations professional staff with the development of a successful academic and residential life experience for diverse populations in a residence hall of ~1,200 students.
- Supervising and facilitating the personal and professional growth of six Resident Assistants.
- Presenting university procedures, services, and policies to individual students and groups as part of weekly staff and conduct meetings.
- Responding to duty calls approximately thirty nights per semester in the residence hall, including emergency and crisis situations.
- Arranging topics and presenters for monthly Graduate Supervisor In-Service training sessions.

Graduate Supervisor for Conference Services May – August 2016 / 2017

- Supervised a staff of twenty summer Housing Assistants for summer camps and conferences.
- Oversaw staffing operations of the front desks of three residence halls.
- Enhanced the campus community for guests and prospective students by providing “Plus One” customer service to over 3,000 conference attendees, counselors, and facilitators.

Conduct Board Advisor August 2016 – May 2017

- Served as a Judicial Hearing Officer, delegate of the Dean of Students, for conduct cases in the residence hall whose staff I supervised.
- Recruited, selected, and trained twelve students as members of the Student Conduct Board.
- Advised the Student Conduct Board on the adjudication of three low-level conduct cases per week.
- Processed incident reports for conduct cases following the Student Conduct Board’s decision, including case notes, disciplinary sanctions, and other restorative justice measures.

School of Informatics and Computing, Indiana University – Bloomington, IN

Academic Advising Practicum Student January – May 2016

- Facilitated academic advising and counseling sessions for both individual students and groups.
- Advised students on their long-term academic plans and course requirements.
- Taught an introductory course for prospective Informatics and Computer Science majors.
- Utilized the CAS standards to assess the effectiveness of advising tools within the School of Informatics and Computing.

School District 45 – Villa Park, IL

Substitute Teacher March – August 2014

- Managed up to thirty students of diverse backgrounds on their daily assignments.
- Fostered an academically stimulating environment for varied educational levels and contexts.
- Enforced classroom rules and agendas in absence of the regular instructor.
- Composed and submitted reports detailing the class accomplishments for the day.

CONFERENCES

- The Assessment Institute in Indianapolis, Attendee – Indianapolis, IN October 2016
- NASPA Annual Conference, Attendee – Indianapolis, IN March 2016
- Indiana Student Affairs Association (ISAA), Presenter – Muncie, IN October 2015

PRESENTATIONS


Riordan, S. & Cheng, K. (2015). Transfer students in higher education. Poster session presentation at Indiana Student Affairs Association, Muncie, IN.
Da’Shaun Lee Scott  
1725 E. 3RD Street, APT. A108 | Bloomington, IN 47406  
DashaunScott5@gmail.com

Education

Indiana University, Bloomington, IN  
M.S.Ed. Expected: May 2018  
Major: Higher Education and Student Affairs  
Graduate Certificate: Education Law

Westminster College, Fulton, MO  
May 2016  
Bachelor of Arts in Business Communication and Human Resource Management

Work Experience

Graduate Supervisor  
Residential Programs and Services, Indiana University, Bloomington, IN  
July 2016-Present

- Directly co-supervise a staff of 22 Resident Assistants
- Lead weekly meetings with the Resident Assistants
- Serve as an adviser to the student government executive board on programming for over 1100 residents
- Take part in an area on call duty rotation and responsible for responding to, critically assess, and using crisis management skills in emergency situations
- Serve on a Leadership Team for a residence center housing approximately 1100 predominately first-year students, assisting in providing overall direction for the building
- Assist the Selection Committee for the department to recruit, interview, and hire candidates
- Advise the Media Living Learning Community and Atkins Living Learning Community
- Serve as a Conduct Officer for the entire building, consisting of reviewing and processing incident reports, deciding on charges using the Student Code of Conduct and Residence Hall Rules

Student Activities Intern  
Campus Center, Indiana University-Purdue University (IUPUI), Indianapolis, IN  
May 2017-August 2017

- Provided assistance in advising 3 student leaders within the Student Activities Programming Board and Campus Traditions Board for upcoming fall 2017 programs and Weeks of Welcome events
- Assisted in the development of the summer and fall officer and member leadership retreats
- Assisted in developing three assessment pieces for the 2017-2018 programs
- Represented the Campus Center and Student Experiences at summer orientation
- Worked with the Coordinator for Student Programs and Promotions to review the organization's end of the school year finances and started preparing the next year's budget

American College Personnel Association (ACPA) Presidential Intern  
January 2017-May 2017

- Served as the President, Donna Lee, chief of staff
- Briefed the President about upcoming and current events
- Coordinated and communicated scheduling for the ACPA President
- Attended and planned designated events with the ACPA President

Academic Advising Program Assistant  
Kelley School of Business, Indiana University, Bloomington, IN  
January 2017-May 2017

- Established rapport with students, groups, colleagues, and others
- Articulated theories and models that describe the development of college students and the conditions and practices that facilitate holistic development
- Worked with students through schedule planning to define and development realistic education career plans
- Participated in and plan for two Direct Admit Day events for prospective freshmen students
- Developed marketing materials to inspire and increase alumni engagement
President’s Student Assistant  
Office of the President, Westminster College, Fulton, MO  
August 2015-July 2016
* Managed routine administrative tasks for the President’s Office, as assigned, including setting up appointments, processing invoices, data entry, etc.
* Developed reports and presentations to support internal and external communication needs of the president
* Demonstrated a high level of professionalism and judgment in dealing with confidential and sensitive issues including Human Resource items, organizational changes, business plans, and executive plans
* Directly handled alumni engagement, fundraising, and relationships building activities

Student Involvement Assistant  
Emerson Center for Leadership and Service, Westminster College, Fulton, MO  
August 2013-May 2015
* Planned, organized, and implemented a variety of campus programs
* Contracted performers, coordinated marketing strategies, and staffed over 60 events per year
* Collaborate with faculty and staff on co-curricular events, conferences, and summer orientation
* Marketed campus-wide events to the student body

Leadership Experience

ACPA Student Ambassador  
June 2017-Present
* Promote leadership opportunities and networking connections offered by ACPA to undergraduates, graduates, faculty, and university staff
* Create presentations to deliver to other ACPA members around the nation
* Collaborate with surrounding ACPA members to increase campus familiarity and national membership

Black Graduate Student Association (BGSA)  
Vice President, Indiana University, Bloomington, IN  
May 2017-Present
* Help and plan the implementation of programs and activities
* Oversees the operations of the programming, community services, and education committees
* Assist with organizing meetings, making decisions, and communicating with constituencies

Campus Activities Board  
December 2012- December 2014
Concerts and Comedy Chairman, Westminster College, Fulton, MO (November 2013-December 2014)
* Hosted comedians, entertainers, and national and local musicians
* Coordinated the production and logistics for the National Recording Artist, a major concert that occurs every spring
Lectures and Diversity Chairman, Westminster College, Fulton, MO (December 2012-November 2013)
* Provided engaging programs that enriched Westminster’s academic environment and encouraged thoughtful dialogue
* Managed lectures and programming that exposed students to different perspectives, nationalities, and backgrounds

Student Government Association (SGA)  
September 2012- December 2015
Senator (September 2012- December 2014) and Constitution Chair (December 2014- December 2015)
* In 2014, I served as the Constitution Chair and recreated Westminster’s SGA constitution and By-Laws
* Informed the campus of election dates and procedures to increase voter turnout
* Met bi-weekly with members of Student Government to discuss campus issues and approve budgets
* Served the needs of Westminster Community members, as well as fostered and maintained relationships with fellow students, staff, faculty, and the community

Professional Development and Involvement

* American College Personnel Association (ACPA), Member and President Intern  
* National Association of Student Personnel Administrators (NASPA), Member  
* National Association for Campus Activities, Mid America Delegate
Sidra Sherrill
875 W. North St. | Indianapolis, IN 46202 | 260-437-5792 | sidsherr@iu.edu

EDUCATION

Master of Science in Education – Higher Education and Student Affairs
Indiana University, Bloomington, IN
Expected May 2018

Bachelor of Arts in History – Minors in Sociology and Psychology
Northern Illinois University, DeKalb, IL
December 2015

HIGHER EDUCATION EXPERIENCE

Indiana University - Purdue University Indianapolis
Indianapolis, IN
Academic and Career Development Student Success Advisor
August 2016 – Present

• Provide academic and career advising to a caseload of 140+ undergraduate University College students within the Health and Life Science Cluster, utilizing Appreciative Advising to increase student retention and success rates
• Collaborate with academic and career advising team of nine advisors to develop special programming and resources to meet unique cluster needs and encourage students to transition into their degree-granting schools
• Co-instruct four first year seminars as part of an instructional team to support and initiate first year students to the campus and their program of study
• Organized schedules for new student orientation through the University College Orientation Committee
• Present and advise through new student orientation to students and family members within University College
• Advise a Summer Bridge section for early arrival students and create lesson plans for various classes
• Serve as liaison to The School of Physical Education and Tourism Management to collaborate on initiatives between University College and The School of Physical Education and Tourism Management
• Coordinate support for the Health and Life Sciences Advising Center peer advisors by providing training and supporting the peer advisors with office projects
• Educate students working towards professional degrees in health-related fields
• Facilitate panels and create programs to support African American pre-nursing students

STAR Program Mentor
August 2016 – Present

• Develop academic success strategies and life skills development to reinstated and probationary students
• Serve as a positive social and academic role-model by supporting mentees with their involvement on campus
• Identify goals and tracks student progress through note taking and reporting structures
• Discuss any early alerts or other academic barriers and assists students in making necessary changes

Butler University Athletics
Indianapolis, IN
Student-Athlete Support Services and Compliance Practicum Student
January 2016 – Present

• Provide academic support to student-athletes through advising and mentoring
• Create life skills programming for Butler student-athletes including C.H.A.M.P.S Life Skills Cup
• Offer input with reviewing potential NCAA rules and bylaws
• Manage social media sites to ease communication with student-athletes and athletic staff

Northern Illinois University
DeKalb, IL
Student-Athlete Academic Support Services Huskie Intern
August 2015 – December 2015

• Tutored student-athletes in a variety of subjects by building personal, mutually-beneficial relationships
• Facilitated student-athlete academic growth through mentoring
• Worked closely with the Academic Coordinators and the Associate Athletic Director to ensure that study tables were supervised properly, and helped student-athletes maintain focus on academic tasks
INTERCOLLEGIATE ATHLETICS

Northern Illinois University  
Track and Field Team  
DeKalb, IL  
August 2011 – May 2015

- Served as team captain of the Northern Illinois University Track and Field Team during junior and senior year
- Two-time 1st round national qualifier for NCAA Track and Field Championships
- Holder of Northern Illinois University school record in discus
- Attained over 200 community service hours

Northern Illinois University  
Captains Council Member  
DeKalb, IL  
August 2014 – May 2015

- Supported the Director of Athletics to give insight into the experiences of student-athletes
- Collaborated with student groups on campus to strengthen intercampus relationships

Northern Illinois University  
Student Athlete Association Committee Member  
DeKalb, IL  
August 2012 – May 2015

- Served as liaison between student-athletes and athletic administration
- Offered input on rules, regulations, and policies that affect student-athletes
- Planned and hosted the Victors Cup Award Show that celebrated student-athletes for their academic and athletic accomplishments

RELATED EXPERIENCE

Northrop High School  
Assistant Track and Field Coach  
Fort Wayne, IN  
February – June 2016

- Challenged student-athletes to develop academically and athletically through mentoring
- Collaborated with various faculty, staff, and parents to support students’ progress in the classroom
- Taught the importance of leadership and team work through team building activities and meetings with the team captains

Fort Wayne Community Schools  
Substitute Teacher  
Fort Wayne, IN  
February 2016 – June 2016

- Worked with diverse group of students in K-12 classrooms, including AP and Special Education classes
- Responded in a timely manner to urgent staffing needs, adhered closely to lesson plans, and kept students motivated and engaged

Fort Wayne Parks and Recreation  
Camp Counselor at Lakeside Youth Center  
Fort Wayne, IN  
Summer 2012, 2013, and 2016

- Mentored and supported youth in the Fort Wayne community
- Created and engaged in play, while maintaining an educational and enjoyable environment

PROFESSIONAL AFFILIATIONS

- National Association of Academic and Student-Athlete Development Professionals (N4A)
- Ethnic Concerns Committee (ECC) through the N4A
- National Academic Advising Association (NACADA)
- Student Personnel Association (SPA) at Indiana University

PRESENTATIONS

Sherrill, S., Freck, S., and Rossodivita, A. (2016, October). Latina/o Students: Trends and Implications for Student Affairs Practice, Indiana Student Affairs Association Conference, University of Indianapolis, Indianapolis, IN.
Jason Simon

1800 E. 10th Street
Bloomington, IN 47406                          Simonjas@indiana.edu

EDUCATION:

Indiana University – Bloomington, IN
M.S.Ed. in Higher Education and Student Affairs
Graduate Certificate in Institutional Research
Completed May 2016

Bradley University – Peoria, IL
Bachelor of Science in Marketing
Completed May 2018

RESIDENCE LIFE EXPERIENCE:

Indiana University

Graduate Supervisor, July 2016 – Present
▪ Co-supervise a team of 16 student staff members, providing direct feedback, support, and guidance to 8 Resident Assistants in a residence center of 550 residents
▪ Serve in an on-call rotation that covers 2,200 residents across three residence halls
▪ Transition Resident Assistants into a residential curriculum model by completing student engagement plans that educate residents through sequenced learning outcomes
▪ Adjudicate conduct cases and advise a student conduct board in conduct meetings
▪ Promote chore completion and timely response to issues for the co-op managers through maintaining a strong presence within the co-operative communities
▪ Facilitate center training and adapt departmental procedures and expectations to meet the needs of the first-year and upper-division students living in single-occupant rooms
▪ Advise Ashton Student Government members, oversee all ASG funding requests and redesign the ASG constitution for improved effectiveness

Loyola University Chicago

ACUHO-I Graduate Housing Intern, May 2017 – July 2017
▪ Created a residential curriculum assessment plan and provided critical feedback on the learning outcomes and sequencing blocks
▪ Revised assessment surveys to be completed throughout RA training
▪ Assigned 200 students to their academic-year residence hall rooms using RMS
▪ Scheduled and conducted Desk Manager interviews for 12 potential candidates
▪ Reviewed facility damage appeals and communicated decisions to the AD of Facilities
▪ Audit furniture needs of 17 residential floors and prepare room signage for installation

Bradley University

Resident Advisor, August 2014 – May 2016
▪ Advised 40 first-year residents on how to maintain healthy living environments, succeed in their transition into higher education, and develop positive academic habits
▪ Mediated and resolved issues between residents and enforced University policies
▪ Coordinated programs focused on social, educational, and cultural engagement to increase comfort and sense of belonging at the university
▪ Contributed to the development of peer staff members through committee involvement
  - Professional Development Committee, October 2014 – May 2015
  - Resident Advisor Training Committee, January 2015 – May 2015
EMILY SINGER
emilysarasinger@gmail.com

EDUCATION

Indiana University, Bloomington, IN
M.S.Ed. in Higher Education and Student Affairs
IUPUI Campus Center Director's Honor Roll

May 2018

Boston University, Boston, MA
B.A. in Psychology and Sociology
Cum Laude, Dean's List, Psi Chi & Alpha Kappa Delta Honor Societies

May 2015

ADMISSIONS EXPERIENCE

Mercy College Admissions, Dobbs Ferry, NY
Associate Director of Enrollment Events

Jan 2016- Jul 2016

• Coordinated and executed all admissions events for the college’s main and three satellite campuses, including prospective student Open Houses, Accepted Student Days, scholarship dinners, Transfer/Graduate Days, and sponsorship events

• Worked closely with the Vice President of Enrollment Management and each campuses’ Director of Admissions to tailor enrollment events to help improve student yield on each of the respective campuses

• Hired and managed three Federal Work-Study Student Admissions Ambassadors and created a volunteer Admissions Events Ambassador program for the college’s Accepted Student Days

• Managed the admissions events budget and controlled the ordering and distribution of recruitment brochures and promotional items for all the college’s recruiters and events

• Facilitated faculty participation in enrollment events and worked closely with other college departments such as Academic Advising, Residential Life, Financial Aid, Athletics and Student Life to provide prospective students with a holistic understand of the college’s services

• Created various admissions presentations to be utilized at enrollment events and designed and edited event agendas in the InDesign software program

• Planned and executed the annual year end admissions dinner cruise of New York City for recruiters and high school counselors

• Organized all aspects of on-campus visits for high school groups and off-campus guidance luncheons

Admissions Recruiter

Jun 2015- Dec 2015

• Identified, recruited and enrolled prospective freshman and transfer students from diverse cultural and economic backgrounds

• Counseled prospective students concerning admission, financial aid, career planning, and housing options

• Represented the college at recruitment events such as high school/community college visits, on-site decision days, college fairs and credit articulation presentations within recruitment territory

• Evaluated effectiveness of recruitment strategies employed within the college’s admissions office and focused on developing strategies to increase the office’s yield

• Utilized customer relationship management (CRM) system to effectively track communications with prospective students, applicants and high school administrators

• Regularly conducted outreach phone calls to applicants in regards to documents missing from their application

GRADUATE EXPERIENCE

Indiana University Purdue University Indianapolis, Indianapolis, IN
Graduate Assistant for Student Activities, Campus Center and Student Experiences Office

Aug 2016- Present

• Advise three executive board members of the student Traditions Board, responsible for coordinating large-scale programming events on campus such as Homecoming and Jagapalooza, the year-end carnival

• Provide programming support and advise the student directors of the Student Activities Programming Board in the execution of campus-wide events

• Support the assessment of large-scale student programming and the development of student learning outcomes for student organization leaders
• Plan and execute signature student activities events such as the spring student organization involvement fair
• Develop and manage the budget for the student Traditions Board and submit financial transactions to administrative staff for student programs
• Served as a head chaperone to over 200 students for the programming board’s annual King’s Island amusement park trip and assisted the student director in crafting an extensive emergency management plan for the event
• Work closely with campus partners such as Emergency Management, Campus Facility Services, Food Services, Housing and Residential Life, Athletics, Health and Wellness Promotion, Educational Partnerships and Student Success to ensure safe and successful student events
• Served as a Graduate Building Manager in fall 2016 and was responsible for the day-to-day operations of the Campus Center, direct student staff supervision, providing first-rate customer service, problem solving, event management and emergency preparedness procedures

Graduate Intern, Lilly Family School of Philanthropy Jan 2017- Present
• Lead in the creation of the first successful class giving campaign for the Lilly Family School of Philanthropy
• Managed all aspects of the class giving campaign in Spring 2017 including recruiting and supervising class gift officers, implementing marketing strategies and tracking campaign progress and success
• Developed an interactive, digital map of current student and alumni to be utilized for new student recruitment
• Conducted an assessment of alumni webpages across over a dozen schools and developed the content for the newly created alumni webpages for the School of Philanthropy
• Maintain an understanding of the principles of fund raising and university development strategies

State University of New York Cortland, Cortland, NY Orientation Assistant Supervisor, Advisement and Transition May 2017- July 2017
• Trained and supervised 23 student orientation leaders, providing support and feedback for each student consistently throughout the two month long orientation season
• Developed a 1 ½ week long Orientation Assistant (OA) training program and created a comprehensive Orientation Assistant training manual to ensure there was sufficient instruction for leaders
• Worked closely with the Assistant Director of Orientation to complete the final preparations for summer orientation and served as the liaison to campus partners such Residence Life to ensure the program’s success
• Served as one of the key staff members responsible for the overall Orientation program, including check-in procedures, session coordination, the development of Orientation student life skits as well as serving in a on-call capacity throughout each orientation session

VOLUNTEER EXPERIENCE

Alternative Spring Break Trip Advisor, Indianapolis, IN Nov 2016- Present
• Advise an undergraduate student in the planning and execution of a 7-day alternative spring break trip centered around the social justice issues of interfaith and food insecurity for Spring Break 2017 and 2018
• Assist in the creation of pre-trip education programming and finalizing the logistical needs for the trip
• Support the learning and development of trip attendees during the pre-trip education and throughout the trip
• Maintain a knowledge of risk management procedures and protocol and serve as a liaison to the Coordinator for Civic Engagement throughout the trip

Student Personnel Association Vice President, Indianapolis, IN Jan 2017- Dec 2017
• Planned and implemented successful social and professional development programs for members
• Created and analyzed a survey assessment of the member of the organization to evaluate its’ overall effectiveness at meeting it’s espoused goals and created recommendations for future improvements

Boston University Hillel Alumni Council Member Oct 2016- Present
• Serve as an Alumni Council Member at Boston University Hillel and aid in the creation of programs, events and campaigns with the intention to increase alumni engagement
• Attend alumni events when possible and assist Hillel staff in conducting fundraising campaigns

Indianapolis Humane Society- Canine Companion, Indianapolis, IN Aug 2016- Present
• Provide care and love to shelter dogs each week through training sessions and walks
• Assist clients in meeting the available animals and finding the perfect companion for them and their family
UNDERGRADUATE EXPERIENCE

Boston University Interfaith Council  
Jan 2013- May 2015  
- Planned and executed large-scale Interfaith events for over 300 students at Boston University including the International Education Week Interfaith Panel and the 3rd Annual Interfaith Fair  
- Facilitated interfaith dialogues on current world issues and organized religious immersion opportunities on a bi-weekly basis for Interfaith Council members  
- Lead bi-weekly meetings with the executive board, managed executive board responsibilities and mentored junior members

Boston University Hillel Student Board  
*Treasurer (2014), Co-VP for Social Action (2013)*  
Jan 2013- Dec 2014  
- Worked closely with the university's Student Activities Office in the registration of BU Hillel events  
- Submitted requests for funding to the Allocations Board for major events such as Latkepalooza  
- Supported the student board Director of Fundraising in planning and executing successful fundraising campaigns  
- Planned and raised over $3,000 for BU Hillel through organizing a Maccabeats concert in Fall 2014  
- Managed the budget for the BU Hillel Student Board and supported other executive and general board members

Boston University High School Summer Term, Boston, MA  
Summer Challenge Program Assistant  
Summer 2014  
- Served in a Resident Assistant role for 3 two-week sessions for a group of 25 high school students attending a pre-college program  
- Served as the primary responder for on-call emergencies for students attending the program one day each week  
- Worked with other Program Assistants to execute events for up to 350 students, ran nightly curfew checks and planned and executed floor events

Boston University Admissions Ambassador  
Nov 2013- May 2015  
- Lead a group of 20 prospective students and their families on tours of campus weekly  
- Maintained knowledge of the University's academic programs, resources and student life

Admissions Student Diversity Board Member  
Nov 2013- May 2015  
- Assisted professional staff in planning and executing Multicultural Community Weekend  
- Gave special group tours of Boston University to prospective students from diverse cultural backgrounds and attended weekly Diversity Board meetings

PRESENTATIONS AND HONORS

*Should I Stay or Should I Go?: Retention and Attrition of IUPUI Student Affairs Professionals*
*Dec 2017 – Indiana University Group Assessment Project Symposium*

*Back Hallways and Secret Storage Rooms: Planning Student Activities Programming through the Eyes of a Former Building Manager*
*Nov 2017- Association of College Unions International Region VI Conference*

*Moving Beyond “He” and “She”: Inclusive Pronoun Use on College Campuses*
*Oct 2017- Indiana Student Affairs Association Conference*

*Student Veterans: Serving Those Who Have Served*
*Oct 2016- Indiana Student Affairs Association Conference*

*Recipient of the Colleen Hennessy Award*
*Nov 2017- Association of College Unions International Region VI Conference*

SKILLS

Proficient in Microsoft Office, Banner, Talisma (CRM system), Xtender, DegreeWorks, 25Live, 7 Point Ops, ShiftPlanning, InDesign, Limited Working Proficiency in Italian, Driver's License, Building community and campfires
EDUCATION

Degree Expected May 2018

Master of Science in Education, Higher Education & Student Affairs
Indiana University-Bloomington

Bachelor of Arts, Criminal Justice
Indiana University-Bloomington

GRADUATE EXPERIENCE

Graduate Advisor
Indiana Memorial Union
Department of Activities & Events
Fall 2016 - Present

- Advise a programming board of 16 students that provides campus with over 100 social, educational & alternative events
- Supervise & assist 2 programming directors plan and execute events while operating within a $300,000 budget
- Develop & facilitate team-building initiatives to promote student organizational cohesion
- Co-advice Late Nite programming student director & assist with committee's monthly event implementation
- Create & distribute surveys to Late Nite participants in order to assess alternative programming in the Union
- Cultivate relationships with campus stakeholders to promote collaboration for student programming & campus-wide initiatives

Graduate Intern of Programming
Neal-Marshall Black Culture Center of Indiana University
Fall 2017 - Present

- Develop Indiana University’s inaugural Black Student Leadership Development Conference for 200 student leaders
- Create & implement 10 culturally relevant & educational programs for over 100 students per semester in order to promote unity, as well as build critical thinking skills by providing a space to interrogate socially conscious topics within the Black community
- Facilitate activities to enhance leadership skills among 150 students of the Freshman Leadership Academy & Senior Seminar
- Serve as a Graduate Mentor of the Freshman Leadership Academy

Practicum Student
Indiana University School of Informatics, Computing & Engineering
Spring 2017

- Analyzed current recruitment & retention plans for underrepresented students
- Implemented assessment of current strategic plan
- Developed an innovative recruitment & retention plan for the 2018-2019 academic year
- Co-advised the National Society of Black Engineers
- Created training & team-building activities for 2017 technology summer intern cohort
UNDERGRADUATE EXPERIENCE

Curriculum Development Intern
Groups Scholars Program at Indiana University
Summer 2016
- Redesigned the curriculum of the first-year seminar for 300 Groups Scholars
- Collaborated with multiple offices & university stakeholders to execute specific course sessions
- Designed & facilitated interactive sessions such as a mock interview in order to promote leadership & professional development
- Coordinated a multicultural involvement fair featuring 12 student organizations

Leadership Specialist
Community & Leadership Development Center
August 2015 - May 2016
- Managed a creative space for student leaders to conceptualize & execute educational programming & bulletin board topics
- Developed and co-facilitated trainings to build personal skills & promote a positive & productive team dynamic for student organizations
- Facilitated workshops pertaining to current topics of social justice & inclusion
- Created content & maintained all social media, marketing, & publicity on behalf of the center

Student Coordinator
New Student Orientation Program
October 2013 - August 2014
- Identified & implemented efficient, inclusive recruitment strategies for 2014 orientation staff
- Facilitated recruitment, interviews, & selection of student staff among 150+ candidates
- Co-facilitated Peer Leadership class & all training activities for 50 staff members
- Supervised 50 Orientation staff during the summer, transfer, & fall orientation programs

PRESENTATIONS

AFFILIATIONS
ACPA & NASPA (2017-present)
Black Graduate Student Association (2016-present)
Delta Sigma Theta Sorority, Inc. (2014-present)

COMMITTEES
City of Bloomington - Black History Month Planning Committee
Rising Black Women’s Symposium - Executive Planning Committee

STRENGTHS
Input, Futuristic, Context, Connectedness, Learner
ACADEMIC BACKGROUND
M.S.Ed Indiana University, Bloomington, Indiana
Concentration: Higher Education Student Affairs, expected degree May ’18
Graduate Certificate: Institutional Research

B.S Eastern Michigan University, Ypsilanti, Michigan
Health Administration (Honors), Marketing Minor (Honors), December ’14
Honors College, 3.61/4.0 GPA Cum Laude

STUDENT AFFAIRS EXPERIENCE
Office of the President Indiana University
Advisor, the Board of Aeons November 2016 – Present
• Developed research and survey methodologies for student institutional research practices
• Assist with research development requested by the university president
• Coordinated programming for the annual professional development/student leadership retreat
• Facilitate weekly board meetings pertaining to research and survey methodology
• Collaborate with campus partners to improve functionality of the board
• Created graduate assistant and practicum student handbook
• Managed strategic planning for the Board of Aeons’ research presentations based on current landscape of higher education

Office of the Vice Provost for Undergraduate Education
Advising and Student Success Projects Graduate Assistant, Indiana University August 2016 – May 2017
• Identify and promote professional development/grant opportunities for on and off campus for advisors
• Create foundational databases for advising policies including retention, repeat courses, and transferring
• Assist in developing training materials including online quizzes and assessments for advisors
• Research graduate certifications and master degree programs while maintaining a live database
• Assist with retention initiatives and communication/outreach materials
• Developing internal system for IU’s regional campus transfer credit courses
• Served as committee member and presented during annual All Campus Advisor Diversity Retreat

International Journal of Qualitative Studies in Education
Managing Editor Student Assistant, IU School of Education – Indianapolis November 2016 – Present
• Manage, track, and distribute new domestic and international research manuscripts submissions
• Facilitate bi-weekly meetings of QSE’s internal review board and create weekly agendas
• Create and present quarterly analytical and diagnostic reports of the journal’s operations and efficiency
• Use ScholarOne to manage journal submissions and peer review of manuscripts

Office of the Vice Provost of Undergraduate Education
New Student Orientation Student Success Advisor May 2017 – June 2017
• Help students to assess their interests, values and academic skills and to understand these in relation to first term course planning
• Provide students with accurate information about major requirements, general degree requirements, general education requirements, and academic policies and procedures
• Evaluate students’ test scores and academic records (high school and college) and recommend appropriate courses based upon that evaluation in consultation with the student
• Teach students to navigate systems and use academic resources
• Maintain accurate, detailed records of orientation advising interactions and ensure the confidentiality of all academic records
• Deliver effective presentations, as needed, to new students and their parents
• Review guides, tools, and informational materials developed by academic advising to support New Student Orientation
• Provide support for the orientation advising program for new students, including but not limited to preparing materials, assisting with group advising, and assisting students with registration

IU School of Medicine – Indianapolis
Practicum Graduate January 2017 – August 2017
Ellise Smith

- Developed curriculum and provided “lunch and learn” session for students in group advising format
- Assist with the development and assessment of the IUSM Mentoring and Advising Program Orientation program
- Reviewed advising curriculum for co-curricular experiences and reflection e-portfolio of IUSM students
- Help with the development and assessment of summer bridge program with advising techniques

Center for P-16 Research & Collaboration

Practicum Graduate Student
November 2016 – July 2017

- Develop lesson plans and curriculum on identity development, career development, leadership theory, and other college preparation areas for the Balfour Scholars Program Pre-College Academy, a program designed to help facilitate student success for underrepresented student entering college.
- Assisted the Balfour Scholars Program Director in compiling research and developing a research presentation on White identity development
- Lead textbook scholarship selection and distribution for $2,000 donation
- Developed college preparation curriculum for Balfour Scholars Program Pre-College Academy

Michigan College Access Network (MCAN) AdviseMI
College Advisor, Belleville High School

- Increased college attainment rate of economically disadvantaged students
- Provided a range of interventions including meetings, workshops, campaigns, and events
- Analyzed and maintained program records and data to inform actions and measure progress
- Assisted with obtaining over $2.6 million in scholarship offers for the class of 2016
- Coordinated, implemented, and managed college tours
- Created and facilitated incentive programs to increase percentage of scholarship applications
- Researched and created a post-secondary institution database of undergraduate programs and certificates
- Implemented first full-week College Application and FAFSA Week workshops
- Managed advising sessions, mentored, and coached students from diverse backgrounds; low-income/first-generation students
- Studied best practices for post-secondary education to implement for success of students
- Collaborated with local businesses to provide sponsorship and showing programs
- Supported parents/guardians to encourage communal engagement
- Produced marketing and outreach tools for programs

ADDITIONAL EXPERIENCE

Retired and Senior Volunteer Program (RSVP) of Catholic Social Services Washtenaw
Marketing Intern
September 2014 – April 2015

Workforce Intelligence Network/Southeast Michigan Community Alliance
Healthcare Policy and Workforce Policy Intern
December 2014 – March 2015

Eastern Michigan University Purchasing Department
Student Clerk
August 2012 – December 2014

University of Michigan MiChart Activation Team
UMH MiChart Stage 3 Project Support
April 2013 – November 2014

AWARDS AND HONORS:
- 14 Academic Scholarships (Undergraduate Career)

LEADERSHIP AND SERVICE EXPERIENCE

Commission on Multicultural Understanding (COMU)
- Committee Member
- President
- Vice President
- General Member

Health Administration Student Organization (HASO)
- President
- Vice President
- General Member

American Marketing Association Eastern Michigan University Chapter (AMA)
- Secretary
- General Member

National Society of Leadership and Success, Sigma Alpha Pi (NSLS)
- Vice President

September 2016 – May 2017

September 2013 – December 2014

September 2012 – January 2013

April 2014 – December 2014

January 2014 – April 2014

September 2014 – December 2014
## SERVICE EXPERIENCE

<table>
<thead>
<tr>
<th>Organization</th>
<th>Location</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Making Strides Breast Cancer Walk</td>
<td>Detroit, MI</td>
<td>2012-2014</td>
</tr>
<tr>
<td>Alpha House</td>
<td>Ann Arbor, MI</td>
<td>2013-2014</td>
</tr>
<tr>
<td>Habitat for Humanity ReStore</td>
<td>Ann Arbor, MI</td>
<td>2012-2014</td>
</tr>
<tr>
<td>Gleaners Foodbank</td>
<td>Detroit, MI</td>
<td>2013-2014</td>
</tr>
<tr>
<td>Veterans Administration Hospital</td>
<td>Ann Arbor, MI</td>
<td>2013-2014</td>
</tr>
</tbody>
</table>

## PROFESSIONAL PUBLICATION

Lindsey Snow
lindseylsnow@gmail.com
Activator • Woo • Competition • Significance • Command

EDUCATION

Indiana University (IU)                         May 2018
Master of Science in Education in Higher Education and Student Affairs (HESA)  Bloomington, IN

University of Florida (UF)                     May 2016
Bachelor of Science in Marketing               Gainesville, FL

ORIENTATION, TRANSITION, & RETENTION EXPERIENCE

Office of First Year Experience Programs (FYE), Indiana University  October 2017 – Present
Graduate Intern  Bloomington, IN
• Assist in the creation of an online orientation curriculum for 1000+ transfer students by assessing students’ current experiences and needs, while accommodating for unique characteristics of this population
• Review and benchmark current orientation practices with similarly-sized institutions to outline and prepare a modified program plan based upon best practices
• Collaborate with campus partners in gathering content to ensure that the most up-to-date information is used
• Maximize student engagement with modules by utilizing different formats to accommodate all learning styles

Orientation, Transition, and Retention (OTR), Metropolitan State University of Denver  May 2017 – August 2017
Graduate Intern - Association for Orientation, Transition, and Retention in Higher Education (NODA)  Denver, CO
• Planned and facilitated 25 orientation sessions for new, transfer, and adult students, preparing schedules, rosters for academic advisors, special accommodation requests, and other materials
• Delivered welcome presentations for up to 130 family members and guests, giving an overview of the institution’s history, orientation schedule, resources for students, and important policies and deadlines
• Assisted in supervision of 16 student orientation leaders, preparing eight of their compiled evaluations and meeting individually to review comments, answer questions, and provide additional feedback
• Designed and presented a resume workshop to 50+ student staff members across campus

New Student and Family Programs (NSFP), University of Florida  October 2013 – August 2014
Preview Staffer (Orientation Leader)  Gainesville, FL
• Welcomed 6,400+ incoming first-year students, 2,000+ transfer students, and 10,000+ family members through “Preview,” UF’s orientation program
• Advised first-year students and assisted with registration by engaging in conversations relating to major choice, personal interests and hobbies, and incoming credits throughout 30 orientation sessions
• Individualized the transition to UF to fit various student needs by providing a variety of specific resources, all while executing a large-scale campus program and responding to challenges along the way
• Supported a diverse group of 41 other Preview Staffers, working together to adapt to unexpected obstacles

EVENT PLANNING & COORDINATION EXPERIENCE

Student Life and Learning (SLL), Indiana University  January 2017 – May 2017
LeaderShape On-Site Coordinator  Bloomington, IN
• Prepared, organized, and planned logistics for a nationally recognized, six-day, off-campus retreat
• Created marketing materials leading up to the program, utilizing Photoshop and social media accounts
• Designed and oversaw the production of t-shirts given to participants and staff members
• Responded to emergency situations and used crisis management protocol as needed for 60+ students

Housing and Residence Life (HRL), The University of Chicago  May 2016 – August 2016
ACUHO-I Summer Conferences Intern  Chicago, IL
• Provided support for summer conference groups comprised of over 5,500 participants and guests
• Oversaw all pre-arrival preparation and post-arrival event execution for four conferences, including room reservations, rosters, identification cards, dining and catering services, facility inspections, classroom and conference space reservations, expenses and billing records, and building occupancy
• Responded to 24/7 inquiries and emergency situations in an on-call conference staff rotation
• Utilized StarRez, Persona, and CBORD systems to manage data and building access for conference guests
ADVISING & COACHING EXPERIENCE

Career Development Center (CDC), Indiana University  
Graduate Assistant  
August 2016 – Present  
Bloomingon, IN

- Advise students on topics including major/career exploration, resume and cover letter critiques, internship and part-time job search strategies, graduate school applications, and career fair preparation
- Oversee the coordination of all CDC outreach events, monitoring online request forms, communicating with student leaders, overseeing staffing of events, and tracking attendance for 50+ presentations per semester
- Maintain specialized knowledge on the career development process for exploratory students who are undecided on majors and career paths in order to best serve their individual needs
- Compile, synthesize, and report data to assess career services and programs, such as the 2016-2017 Career Attitude Survey with 2500+ University Division student respondents
- Create and/or lead Outreach workshops and presentations to groups of 20 – 200 students on topics related to services, overall career development, and student success
- Collaborate with a team of 12-15 professional career coaches to coordinate and execute events such as the annual part-time jobs fair, providing customer service to 80+ employers and 2900+ students
- Support in the training for new graduate assistants, contributing resources and prior knowledge, clarifying advising-related questions, and providing opportunities to shadow advising and presentations

Theta Phi Alpha Fraternity, Indiana University  
Chapter Advisory Board Member  
November 2016 - Present  
Bloomington, IN

- Advise 11 executive board members on matters regarding collegians with special status requests, risk management, and event planning, through weekly meetings with the leadership team
- Assist the Vice President of Recruitment in the planning and execution of Spring Panhellenic Recruitment, working alongside 15+ committee members with a budget of $10,000+
- Plan and execute membership development events such as executive board transition meetings
- Support executive board members alongside nine other advisory board members through additional events in which an advisor is needed, such as initiation rituals and formal advisory board voting procedures

FACILITATION & TEACHING EXPERIENCE

Residential Programs and Services (RPS), Indiana University  
Co-Facilitator – Foundations of Residential Leadership  
January 2018 – March 2018  
Bloomington, IN

- Co-facilitated an undergraduate leadership course as a part of the Resident Assistant selection process
- Guided class activities to assist in exploring the varying skills needed for student leader positions in the residence hall, understanding student development theory, and working with a diverse group of students
- Evaluated participation and graded assignments in order to provide a recommendation for selection

Student Life and Learning (SLL), Indiana University  
Co-Facilitator – Seminar in Leadership Training  
March 2017 – May 2017  
Bloomington, IN

- Co-facilitated a six-week course following Indiana University’s LeaderShape program for 20 students
- Planned curriculum for each week focused on students’ visions as leaders, values, and positive change
- Assessed participation levels, graded assignments, and provided timely and constructive feedback

PRESENTATIONS


RELEVANT UNDERGRADUATE LEADERSHIP & WORK EXPERIENCE

Dean of Students Office (DSO), University of Florida  
Campus Diplomat – Official Ambassador to UF’s Dean of Students Office  
February 2013 – May 2016  
Gainesville, FL

UF Department of Housing and Residence Education  
Resident Assistant  
August 2013 – May 2016  
Gainesville, FL

The Walt Disney World Company  
Disney College Program Intern – Expedition Everest  
January 2015 – May 2015  
Orlando, FL
Benjamin Stalvey
(615) 308-2821 · 800 N. Smith Road, Bloomington IN 47408 · benjamintstalvey@gmail.com

Education History
Indiana University, Bloomington Anticipated May 2018
Master of Science in Education: Higher Education and Student Affairs

The University of Tennessee, Knoxville May 2013
Bachelor of Science in Business Administration: Marketing; Minor: Logistics

The Forge, Leadership & Service Program, Pine Cove Camps May 2012
Certificate in Leadership and Theology

Student Supervision and Leadership Development

Student Life and Learning, Indiana University August 2016-Present
Graduate Supervisor, Student Organizations
• Supervise a team of 12 undergraduate interns responsible for office help desk, programming, and customer service
• Advise newly forming student organizations and serve as their liaison through registration and risk mitigation
• Plan, coordinate, and assess student organization community programs including Student Involvement Fairs, Student Organization Orientations, and Student Organization Awards
• Represent Student Life and Learning office to Committee for Fee Review, in order to secure division funding
• Develop partnerships with departments and academic units across campus to improve services and programs

Pine Cove Camps’ Camp in the City 2013-2016
Site Director
• Facilitated personal and professional development initiatives for 55 college-age camp staff each summer
• Managed hiring and orientation processes for Pine Cove’s overall 1500 collegiate summer staff
• Supervised camp programs serving 200 children weekly, each summer for 11 weeks
• Led colleagues on national recruiting trips to interview college students and build rapport with institution staff
• Coordinated all marketing and communication efforts on behalf of Camp in the City and 99 organizational partners across the country, managing a marketing budget exceeding $100,000
• Completed multi-week trips to cultivate and nourish organizational partnerships for our summer camp sites

Pine Cove Camps’ Global Ministries 2011-2015
Trip Leader – Guatemala and Costa Rica
• Led 16 collegiate staff in fundraising $40,000 each Fall to travel abroad for three international trips
• Planned and directed 6-day camp sessions with approximately 200 children participating on each trip
• Implemented the training curriculum for U.S. college staff as well as Latin American co-leaders, focusing on leadership, programming, cultural competencies

Student Organization Advising August 2016-Present
IU Funding Board, Indiana University
Graduate Advisor
• Provide advisement to 16-member board on funding decisions totaling $450,000 annually
• Craft professional and personal development initiatives for board members
• Advise 2 Co-Directors each semester and oversee fund transfer process to all funding recipients

Office of the President, Indiana University 2016-2017
Graduate Advisor, Board of Aeons
• Facilitate communication with faculty across campus to solicit over 300 student nominations
• Manage application, interview, and selection processes as well as develop new member training process
• Advise board members in their research projects focused on student retention, campus cultural art collections, and university healthcare system in order to provide recommendations to the University President
Benjamin Stalvey

Student Activities and Programming
Office of Development and Alumni Relations, Kelley School of Business   December 2017-Present
Graduate Intern

• Coordinate programs and communications for philanthropic initiatives on IU Day
• Assist in creation and distribution of solicitation materials to constituents in conjunction with the Annual Fund
• Survey processes and standards of institutional advancement and philanthropic initiatives

Office of Student Activities, Baylor University   May 2017-August 2017
Graduate Intern

• Wrote student conduct policy based on peer institution benchmarks and Baylor’s mission and culture, which has now been enacted
• Developed policy and training module for new Open Expression Observers program focused on equipping campus partners to serve students in their expressive activities and political events
• Evaluated and revised the office full-time staff onboarding practices and implemented a new administrative system to ensure consistency across department, education of departmental norms, and cultural hospitality
• Focused additionally on environmental remodeling, Human Resource systems and policies, as well as late night and weekend campus-wide programming

Student Personnel Association at IU, Indiana University   2016-2017
Graduate Intern

• Designed Orientation for the incoming Higher Education and Student Affairs Master’s students
• Crafted student engagement system around mentorship to ensure positive transition of Master’s students into IU
• Served on the Review Board for the SPA at IU Journal

UT Ambassadors, University of Tennessee Office of Admissions   2009-2013
Co-Director, UT Ambassadors

• Interviewed, hired, and trained each new group of 10-15 new Ambassadors in representing UT Admissions from hundreds of applicants
• Implemented large-scale on-campus programming such as Open House days for up to 2,000 perspective students
• Assisted in off-campus recruitment programs for new and prospective students across the state of Tennessee
• Scheduled and led campus tours and conducted information sessions for prospective students and their families

University Housing, University of Tennessee   2009-2010
Resident Assistant, Reese Hall

• Led and assisted in the development process of 40 college freshman through the first-year experience
• Enacted residence hall standards, planned hall-wide programs, and engaged in crisis management
• Served as Director of Grand Illumination, coordinating all residence halls on campus to provide Christmas Gifts for 150 children from three Knoxville Area Boys and Girls clubs

Teaching and Presentations
School of Education, Indiana University   Fall 2016
Instructor, EDUC-U207; Leadership Techniques

• Lead the examination of theories and ethics of leadership in today’s world with 24 undergraduate students
• Facilitated discovery of personal skills and values, including the StrengthsQuest inventory and exploration of results
• Evaluated academic performance of each student using detailed rubrics and other assessment materials

NASPA National Conference   Accepted for March 2018
Presentation: “Navigating the Unknown: Supporting International Students in the Current Political Climate”
Presenting with: Madison Motoyasu, Juanita Ariza, Donna To, Ree Palmer, Holly Lustig, and Dr. Lucy LePeau

Selected Graduate Coursework

Career Counseling   •   Diverse Students on the College Campus   •   Student Development Theory
The College Student and the Law   •   Counseling Theories   •   Financial Management for Non-Profit Organizations
Paige Leigh Thomas  
C: (317) 695-3001 | palethom@gmail.com | https://www.linkedin.com/in/paigeleighthomas  
ENFP/ENFJ | Communication, Restorative, Futuristic, Connectedness, Intellection | Blue, Gold

EDUCATION

Indiana University  
**Master of Science in Education**  
Program: Higher Education and Student Affairs  
Bloomington, Indiana  
Expected May 2018

Indiana University  
**Bachelor of Science in Education**  
Major: Elementary Education  
Bloomington, Indiana  
May 2013

PROFESSIONAL EXPERIENCE

**Diversity and Residence Life Graduate Assistant**  
Diversity Enrichment and Achievement Program (DEAP)  
IUPUI – Indianapolis, Indiana  
Dec 2016 - Present

- Provide direct guidance and supervision over DEAP House, a residential-based living learning community
- Coordinate, plan, and implement intentional educational, academic, social, and cultural learning opportunities
- Serve as liaison and connects 37 DEAP House residents, resident assistant, DEAP, and Housing and Residence Life
- Supervise and provide leadership to resident assistant in programming and resident support
- Assist and support recruitment, selection, retention, and evaluation
- Conduct administrative tasks including: sending and receiving correspondence, maintaining documents, resident files
- Advise students on academic, career, and personal matters
- Maintain a high level of student contact and is accessible to residents utilizing various methods of communication
- Authored job description, operations manual, student organization operations manual, program plan template
- Trained in creating and editing website content

**Service Learning Curriculum Assistant**  
Office of Medical Service Learning  
Indiana University School of Medicine – Indianapolis, Indiana  
Oct 2017 - Present

- Assists faculty in the process of implementing service-learning teaching methodology into elective courses
- Coaches students in the creation and design of service-learning electives
- Collaborates with Director to develop IUSM electives that are aligned with service learning pedagogy

**ACUHO-I Summer Camps and Conferences Intern**  
May 2017 - July 2017

- Co-supervised and conducted weekly meetings of a staff 20 undergraduate summer conference assistants (SCA)
- Shared responsibility in bi-weekly on-call duty rotation as a first respondent for 20 residential buildings
- Conducted administrative tasks including: key inventory, duty schedule, guest rosters, and SCA evaluations
- Nurtured a cooperative relationship with New Student Transitions and First Year Experience Office to ensure efficient check-in/check-out processes for 3,000 guests over 9 orientation sessions
- Coordinated with Housekeeping/Facilities for building preparation and maintenance for 20 camps/conferences
- Created and administered a mid-summer intern evaluation

**Career Engagement Intern**  
Career Development; Associated Accelerated Program (ASAP)  
Ivy Tech Community College of Indiana  
Jan 2017 – May 2017

- Analyzed curriculum, identified areas of improvements, and proposed recommendations to stakeholders
- Researched and adapted career readiness activities to be utilized in Transition and Capstone courses
- Utilized Microsoft Publisher to create ready-made lesson plans and supplemental material for instructors

**21st Century Scholars of Indiana/Multicultural Programs Graduate Assistant**  
Office of Academic Success and Engagement  
Marian University – Indianapolis, Indiana  
July 2016 - Dec 2016

- Developed and facilitated bi-weekly academic success seminars and co-curricular programs for 190 students from diverse backgrounds
- Prepared operational program budgets and grant authorization proposals
- Enhanced peer mentor program that trained 22 students to mentor 25 first-year students
- Collaborated with supervisor to plan and oversee Board meetings
- Arranged and conducted the full-tuition scholarship interview and selection process
- Served on a search committee for the Director of Academic Success and Engagement
Licensed Teacher  
Harrison Hill Elementary School  
Metropolitan School District of Lawrence Township – Indianapolis, Indiana  
- Designed and instructed curricular and co-curricular lessons for a diverse student population using given standards  
- Fostered a welcoming, culturally engaging, and academically rigorous classroom environment  
- Tracked and analyzed student progress to develop and execute intervention plans to bring students to mastery  
- Executed crisis prevention strategies to ensure student safety and well-being  
- Elicited collaboration from administration, colleagues, school partners, and families to holistically support students

PROFESSIONAL ASSOCIATIONS AND SERVICE

**American College Personnel Association (ACPA)**  
Liaison and Committee Member, Coalition for Multicultural Affairs (CMA) Culture Fest 2018  
- Collaborates with professional staff across networks to assist in the planning and execution of Culture Fest  
- Co-hosted the 2018 Culture Fest

**Indiana University School of Medicine**  
Member, Culturally Appropriate and Socially Responsive Thread Committee and Thread Directors Committee  
- Collaborates with faculty and staff to create and enhance objectives for curriculum  
- Identifies overlapping thread level objectives

**Student Personnel Association at Indiana University (SPA at IU)**  
Member, Journal Review Board  
- Serves as a blind reviewer and reads manuscripts to provide critical feedback to authors for purpose of publishing  
- Participates in Review Board Training  
Co-Coordinator, Programming  
- Co-managed details of multiple-day events including: oversight of subcommittees, coordination of personnel, facilitated activities, master calendar and timeline, reservations, catering, transportation, and printed materials  
- Served as a reliable resource for potential students, current students, and faculty/staff in the program

**IUPUI Leadership and Civic Engagement**  
Facilitator, Freedom Rides Alternative Break Immersion Trip  
- Prepared and led discussions on topics related to social justice and coalition building  
- Assisted with the daily coordinating efforts of the trip, including but not limited to: activities, tours, and item pick-up

**Academic Success and Engagement at Marian University**  
Staff Committee Member, Search Committee for Director  
- Interviewed, scored, and voted on potential candidates

COMMUNITY ENGAGEMENT

**Diversity Enrichment and Achievement Program - IUPUI**  
Mentor, Faculty and Staff Mentor Program  
- Mentors a student on academic, career, and personal matters  
- Attends semester workshops to enhance skills and strategies needed for effective mentorship

**Delta Sigma Theta Sorority, Incorporated - Indianapolis Alumnae Chapter**  
Committee Member, HBCU College Tour  
- Participated in risk management training, conducted interviews and scored applicants for participation in tour  
- Researched and coordinated out-of-state co-curricular activities for high school-aged participants while on the tour

CONFERENCE PRESENTATIONS


Brown, S., Hilliard, C, Smith, A., Spears, B. & Thomas, P. (Expected March 2018). *We All We Got: Lessons Learned from Black Students in HESA Masters Programs.* Session presented at the American College Personnel Association Annual Conference, Houston, TX.

Donna To
(916) 719-9798 ♦ donnamto@gmail.com

EDUCATION

Indiana University
Master of Science in Education, Higher Education and Student Affairs
Bloomington, Indiana
Anticipated May 2018

University of California, Santa Barbara (UCSB)
Bachelor of Arts, Political Science, Minor in Education
Santa Barbara, California
June 2015

WORK EXPERIENCE

Indiana University - Residential Programs and Services (RPS) Bloomington, IN
Graduate Supervisor - Eigenmann Residence Center July 2016 – Present
• Directly supervise 7 undergraduate student staff members in biweekly one-on-one and staff meetings, formal evaluations, and creating opportunities for personal and professional growth
• Serve on a leadership team responsible for management and administration of a residence hall housing over 800 undergraduate students
• Adjudicate policy violations and provide educational sanctions through formal conduct hearings
• Assist in the recruitment, selection, and training of 19 RAs on community building, crisis management, and mental health intervention
• Facilitate the implementation of the Residential Curriculum for the department, emphasizing learning outcome-based programs, personal interactions and assessment techniques
• Serve in an area on-call duty rotation responding to emergency situations, encompassing 3 residence halls housing over 1700 students
• Advise student government, comprised of a 6 member executive board and 19 floor representatives to foster peer-to-peer learning and self-governance

IUPUI - Office of Educational Partnerships and Student Advocacy Indianapolis, IN
National Orientation Director's Association (NODA) Intern May 2017 – August 2017
• Worked with the Division of Student Affairs to coordinate components of JagBlast, 2-day orientation over the duration of 15 summer orientation sessions
• Advised 2 undergraduate Student Transition Specialists and delegated their level of involvement within aspects of the orientation program sessions
• Facilitated training for over 50 registered student organizations and regulated participant contracts for JagBlast
• Created and updated detailed organization maps for Campus Center staff and other members of the orientation team
• Organized set-up and check-in process of each JagBlast orientation session

Education First - Department of Residential Life and Services Goleta, CA
Resident Assistant / Reception Coordinator June 2015 – August 2015
• Managed three residence hall housing over 500 international students
• Assisted residents with developing English skills through providing tutoring services
• Maintained the school emergency phone, in an on-call duty rotation, responded to crisis and emergency inquiries
• Supported Residential Life and Housing team and answered international students’ questions concerning post-departure, bookings and concerns

Tropicana Student Living – Department of Residential Life
Resident Assistant
Goleta, CA
August 2014 – June 2015
April 2013 – June 2013

• Advised and oversaw a floor of over 60 residents in a private residence hall serving the University of California, Santa Barbara and Santa Barbara Community College communities
• Developed and implemented educational programs on diversity, mental health, personal development, alcohol and other drugs, academic performance, and community building
• Enforced university and housing policy in order to maintain a safe, orderly, and enjoyable living environment
• Managed administrative tasks including room condition reports, maintenance requests, crisis management, incident reports, check-in/out and roommate agreement forms

UCSB – Department of Women, Gender, and Sexual Equity
Administrative Coordinator
Santa Barbara, CA
September 2012 – June 2015

• Created and organized educational passive programs on a variety of issues and topics related to feminism, positive body image, and inclusive language

PROFESSIONAL DEVELOPMENT & COMMUNITY INVOLVEMENT

Indiana University – Residential Programs and Services (RPS)
Conduct Board Advisor
Bloomington, IN
August 2017 – Present

• Recruit, select and train a group of 13 undergraduate student leaders in responding to allegations of student misconduct among their peers
• Facilitate discussions related to preponderance of evidence and development of action plans to promote community restoration
• Navigate Simplicity conduct software to upload conduct case notes, delivery of student notifications, and input action plan after case decisions

Indiana University – Residential Programs and Services (RPS)
Co-Instructor, EDUC-U450 Foundations for Residential Leadership
Bloomington, IN
January 2017 – March 2017

• Co-instructed a section of 20 undergraduate students on residential life history, identity exploration, leadership styles, program planning and mediation skills
• Designed course lectures, facilitated discussions, graded student projects and evaluated overall student performance

Indiana University – Graduate & Professional Student Government
Diversity Council Member
Bloomington, IN
October 2016 – May 2017

• Served as 1 of 8 graduate representatives on the Inclusive Excellence Student Advisory Committee, under the Office of the Provost to address campus issues involving diversity and inclusion
• Drafted legislation and campus initiatives to improve the inclusivity and multiculturalism of graduate student life
Daniel Tovar
6210 Sachs Drive Apt. B Speedway, IN 46224 | danieltovardiez@gmail.com | 407-953-5551

Education
Indiana University Bloomington, Bloomington, IN
Master of Science in Education (Higher Education and Student Affairs) Anticipated May 2018
Florida International University, Miami, FL August 2016
Bachelor of Science (Psychology)

Experience
Campus Center and Student Experiences, Division of Student Affairs IUPUI, Indianapolis, IN
Graduate Assistant – Leadership Development and Civic Engagement August 2017 – Present
• Coordinate on-demand leadership programming logistics and assist in the facilitation and assessment of implemented programs.
• Hire, train, and supervise two student employees, called Civic Engagement Assistants.
• Design and implement monthly civic engagement programming, called the Active Citizenship Series.
• Oversee the implementation of the Women’s Leadership Reception which highlights the many achievements of women on IUPUI’s campus and in the surrounding communities.
• Assist as a co-coordinator of the Advancing Women’s Mentorship Program, serving 22 mentors and 37 mentees.
• Serve as a trip advisor for Freedom Rides, an immersion trip centered around the social issue of gentrification that focuses on solidarity building and leadership.

Multicultural Center, Division of Diversity, Equity, and Inclusion IUPUI, Indianapolis, IN
Practicum – Social Justice Education September 2017 – December 2017
• Developed a 28-page curriculum guide, based on global and local issues of power, privilege, and oppression, for faculty to incorporate Tunnel of Oppression into the classroom.
• Compiled information and resources for students pertaining to the topics covered in Tunnel of Oppression.
• Researched various activities on identity, power, privilege, and oppression to be used by faculty in their course(s).

University Housing, Community Living Department Johns Hopkins University, Baltimore, MD
Graduate Conference Assistant May 2017 – August 2017
• Supervised summer conference student staff, consisting of 22 student leaders, in conjunction with co-Graduate Conference Assistant.
• Coordinated and provided supervision for various large conference group check-ins and check-outs.
• Developed and implemented office practices and policies for logistics, training, and customer service for summer conference staff in conjunction with co-Graduate Conference Assistant.
• Provided on-call leadership during situations related to building and individual security, emergency management, maintenance, and conference guest accountability.

School of Science, School of Engineering and Technology IUPUI, Indianapolis, IN
Graduate Assistant – Residential STEM Initiatives July 2016 – May 2017
• Supported residence life student staff in their efforts to plan and provide academic support and co-curricular enhancement initiatives for residents living in the STEM, Purdue House, and Women in Science House Residential Based Learning Communities (RBLC).
• Collaborated with faculty, staff and students in providing in-center programs that enhance and promote academic success as well as assist students in their academic and social adjustments to IUPUI.
• Assessed and implemented the use of STEM RBLCs student learning outcomes to inform present and future initiatives in the communities.
• Provided on-call leadership during situations related to personal crisis, building and individual security, student accountability and maintenance.

Presentations
HOLLI WEED
hweed@iu.edu

EDUCATION

**Indiana University**, Bloomington, IN  
M.S.Ed. in Higher Education and Student Affairs  
GPA: 4.0  
*May 2018*

**Dartmouth College**, Hanover, NH  
B.A. in Psychology, Minor in Education  
GPA: 3.34  
*June 2014*

PROFESSIONAL EXPERIENCE

**Indiana University – Purdue University Indianapolis**, Indianapolis, IN  
*Graduate Assistant, Office of Health and Wellness Promotion*, Aug 2016- Present

- Supervises 7 to 19 students within the Peer Health Education (PHE) Program, in which students serve as wellness mentors and educators within the IUPUI community
- Trains Peer Health Educators on topics such as stress management, sexual health, and campus outreach
- Plans retreats, trainings, and community-building opportunities for current and future Peer Health Educators
- Meets one-on-one with Peer Health Educators to support their ongoing learning and development
- Coordinates all health and wellness outreach presentation requests, including presenter assignments, communication with requestors, and post-presentation data collection/analysis
- Created an instrument to evaluate the quality of health and wellness presentations, implemented a centralized data collection and storage process and trained staff on its use
- Maintains office databases, analyzes data, and proposes improvements to campus outreach
- Provided over 100 presentations and trainings to nearly 2,100 students on topics including stress management, sexual health, and group dynamics
- Supports the planning and execution of large-scale student programming such as STI testing, wellness screenings, and stressbuster events

**Graduate Intern, Office of Housing and Residence Life**, May 2017- Aug 2017

- Evaluated data from the annual IUPUI housing satisfaction survey, made recommendations to HRL staff based on findings
- Analyzed budget with Director of HRL to make recommendations for future resource allocation
- Assisted Facilities and Building Operations Staff on various after-hours maintenance calls
- Shadowed HRL staff during summer on-call rotation, provided on-the-scene support as needed

**Marian University**, Indianapolis, IN
*Graduate Intern, Office of Housing and Residence Life*, Jan 2017- May 2017

- Developed and implemented practices to assess retention and academic achievement of students living in on-campus housing
- Observed and documented conduct meetings with students
- Created a proposal for the rejuvenation and sustainability of a hall council system at the university
- Redesigned the Housing and Residence Life website to include additional resources for parents and guardians, move-in day maps, and information to help students transition into the college environment
Dartmouth College, Hanover, NH  
Finance and Administration Fellow, Office of the President  
Aug 2015- June 2016  
• Served as the liaison to the Office of Residential Life; assisted live-in staff with RA trainings and revisions to the residential curriculum  
• Coordinated recruitment of the incoming cohort of Presidential Fellows; created marketing materials to promote the program  
• Worked closely with senior leaders to assist in preparing and managing budgets  
• Organized and maintained Dartmouth’s honorary degree nominee database  
• Ordered and managed honored guests’ graduation regalia  
• Coordinated travel, lodging, and special requests for Dartmouth’s 2016 commencement speaker and honorary degree recipients  

Communications and Special Projects Fellow, Office of the President  
June 2014- Aug 2015  
• Provided research, analysis, and peer benchmarking in sexual assault, high-risk drinking, and lack of inclusivity to a presidential committee charged with mitigating these harms  
• Collaborated with the Provost’s Office and Alumni Relations on conferences, research projects, and college policy changes  
• Assisted with correspondence and prepared event briefings for the President  
• Wrote speeches and provided historical briefings as needed to support the President’s Senior Writer  
• Served on the Dartmouth Granite United Way Steering Committee to raise over $550,000 in charitable donations for the local community  

UNDERGRADUATE EXPERIENCE  
Resident Assistant  
Sept 2011- June 2014  
• Guided over 100 students through their first year in college by providing live-in support, education, and community-building opportunities  
• Created education programs on sexual violence that are currently used with incoming first-year students  
• Worked with other Resident Assistants to execute community events for up to 200 students  
• Served in an on-call rotation for after-hours response to students in crisis and campus emergencies  

Director and Discussion Facilitator, Movement Against Violence  
Nov 2010- June 2014  
• Facilitated discussions about sexual violence and campus culture in Greek and first-year communities  
• Redesigned the MAV violence prevention program, boosting recruitment and retention of student discussion facilitators  
• Trained 127 Movement Against Violence members in discussion facilitation techniques and bystander intervention strategies  
• Launched campus-wide poster campaigns and awareness events that have become annual traditions at Dartmouth  

Member, Student and Presidential Committee on Sexual Assault  
Nov 2010- June 2014  
• Served as the Residential Life Liaison, Greek Life Liaison, and Research Advisor  
• Worked to foster healthy behaviors across all Greek and residential campus communities  
• Successfully lobbied for safer student transportation, and additional mandatory student education on interpersonal violence, as well as new college policies on harassment, stalking, and other forms of sexual violence  

SELECTED PRESENTATIONS  
Should I Stay or Should I Go?: Retention and Attrition of IUPUI Student Affairs Professionals
Indiana University Group Assessment Project Symposium, 2017

Mind the GAP: Understanding Graduate Assistants with Prior Full-Time Work Experience
Great Lakes Association of College and University Housing Officers Annual Conference, 2017

Moving Beyond “He” and “She”: Inclusive Pronoun Use on College Campuses
Indiana Student Affairs Association Conference, 2017

Accommodating the Individual: Empowering Students with Physical Disabilities on a College Campus
Indiana Student Affairs Association Conference, 2016

HONORS AND ACHIEVEMENTS

Nationally-Certified Wellness Coach  May 2017 – Present
• Works with individuals and groups to empower them to make sustained behavior changes such as healthy weight attainment, tobacco cessation, stress reduction, diabetes management, or other health and wellness objectives

Krehbiel Family Scholar  Aug 2010- June 2014
• Awarded a four-year scholarship for students from each class year deemed most likely to improve Dartmouth

Elizabeth A. Hoffman Grant Recipient ($4,000)  Feb 2014-June 2014
• Researched how to best survey undergraduate students on sexual violence and related campus culture issues; results were used to inform recommendations made to the President’s Office

VOLUNTEER EXPERIENCE

Guest Lecturer, IUPUI SITE Program  Aug 2016 – Present
• Works with the IUPUI Skills for Independence, Transition, and Employment (SITE) program to teach core health and wellness skills to students with intellectual disabilities

Volunteer Wellness Coach  Mar 2017 – Present
• Provides free wellness coaching to low-income Indianapolis residents to support their pursuit of healthy weight attainment, tobacco cessation, and diabetes management

Sexual Assault Peer Advisor (SAPA), Dartmouth College  Feb 2011 – June 2014
• Connected undergraduate survivors of sexual violence to resources both on and off-campus, served as a SAPA for the Native American community at Dartmouth for three years

PROFESSIONAL AFFILIATIONS

American College Personnel Association (ACPA)
Indiana Student Affairs Association (ISAA)
Great Lakes Association of College and University Housing Officers (GLACUHO)

SKILLS

Education

**Master of Science in Education, Higher Education, and Student Affairs**
Indiana University, Indianapolis, IN  
May 2018

**Bachelor of Science, Biology/Pre-Med**
University of Southern Indiana, Evansville, IN  
May 2016

**Study Abroad, Biology and British Studies**
Harlaxton College, Grantham, England  
Fall 2015

Experience

**Marian University**

*Resident Director – Office of Housing and Residence Life*  
July 2016 – Current
- Responsible for the overall administration (including key, management, room changes, facility maintenance, etc.) of a co-ed, 220-bed residence hall
- Supervise, hire, and train six resident assistants and one hall assistant
- Shape the environment and experience of all resident assistants and one hall assistant
- Shape the environment and experience of all residents by providing educational services and programs that focus on department and university values
- Collaborate with various offices on the Marian University campus
- Adjudicate high level conduct cases
- Serve in an on-call duty rotation for all on-campus students
- Advise and develop leadership skills of hall council
- Manage budget of approximately $1500 for programmatic purposes
- Organized RA Recruitment and Selection
- Organized re-occurring RA monthly in-service training and appreciation
- Analyzed and critiqued Housing and Residence Life policy
- Collaborated with several departments across campus to assist in their departmental goals and initiatives
- Arbitrated mediations and reconciliation meetings between students

*Primary Advisor (fEmpower)*  
January 2017 – Current
- Advise students in the creation and continual growth of the student organization that centers on empowering women at Marian University
- Generated an atmosphere of inclusion and learning that promoted the growth of conversing women’s issues on the campus

*Veterans Task Force*  
August 2017 – Current
- Generated programs to increase the retention and recruitment of Military Service Members
- Improved assistance and advocation for Military Service Members at the institution
- Facilitated space and provided space for Military Service Members to have conversations about their experiences

**Southern Oregon University**

*ACUHO-I Housing Intern*  
Summer 2017
- Evaluated Educational Benchmark Initiatives
- Analyzed and revised the Residential Education Curriculum
• Joined in the closing of residential halls and communities
• Coordinated creating institutional research departmental initiatives
• Learn about the differences between residential departments
• Facilitated the supervision of ten resident assistants
• Share on-call duty rotation with other interns and staff members
• Collaborated in accreditation seminars to aid in accreditation efforts for the department

Indiana University – Purdue University of Indianapolis (IUPUI)
Practicum – Office for Veterans and Military Personnel (OVMP)  Spring 2017
• Organized veteran-specific programming on campus
• Administered resources and collaboration between OVMP and various communities
• Coordinated initiatives to breakdown the academic and institutional challenges that impact Military Service Members
• Analyzed current research and recommended best practices for military student success

Sigma Tau Gamma Fraternity
National Alumni Advisory Council  Spring 2018 – Current
• Review monthly CEO report
• Participate in bi-monthly conference calls focused on current issues facing Sigma Tau Gamma
• Periodically review fraternal industry news articles, white papers, and reports
• Analyzed fraternal policy and provided feedback
Facilitator at the Sigma Tau Gamma Presidents Academy  January 2018
• Advised individual fraternity chapter leadership
• Stimulated conversation between fraternity members based on a curriculum designed by the national fraternal organization

National Conference Intern  June 2016
• Presented on developing better communication within a Fraternity chapter, to different chapters from around the nation
• Set-up and developed events; banquets, educational sessions, and legislative meetings

United States Army Reserves
• Served as squad leader for multiple medics
• Instructed recertification medic courses
• Deployed to various military sites to set-up and build aid stations for communities

Professional Development

Indiana Student Affairs Association (ISAA)
Indiana State University – Terre Haute, Indiana – 2017
University of Indianapolis - Indianapolis, Indiana - 2016

NASPA Symposium on Military Connected Students  March 2017
District of Columbia

Great Lakes Association of College and University Housing Officers (GLACUHO)  November 2016
University of Cincinnati – Cincinnati, Ohio

National Association for Campus Activities (NACA) Conference  Fall 2014 – 2012
Mid-America Region – Peoria, Illinois & Covington, Kentucky
National NACA Conference – Charlotte, North Carolina
Professional Memberships

- Journal of Veteran Studies, Reviewer  
  March 2017 – Present
- National Association of Student Affairs Professionals (NASPA)  
  August 2016 – Present
- NASPA Veterans Knowledge Community  
  August 2016 – Present
- National Orientation Directors Association (NODA)  
  August 2016 – Present
- Association of College and University Housing Officials – International (ACUHO-I)  
  August 2016 – Present
- Great Lakes Association of College and University Housing Officers (GLACUHO)  
  August 2016 – Present
- Sigma Tau Gamma Fraternity  
  Fall 2011 – Present

Projects/Presentations

The Earned Identity: A Developmental Theory for Military Service Members  
- Identified a developmental theory for Military Service Members
- Improve better understanding of the Military Service Member identity
- Self-driven research

Let’s Talk About Sex: Perceptions of Sexual Health in First Year Residence Halls at IUPUI  
Fall 2017
- Group Assessment Project completed for a course in Environmental Studies
- Evaluated the residential curriculum, the residence hall environment, and a survey to students
- Made suggestions to the department for improvements

Student Success Rate of Military Service Members in the Indiana University System  
Fall 2017
- Analysis of student success of Military Service Members, compared with the NVEST data set on Military Service Members
- Communicated recommendations to the Indiana University administration to improve recruitment and retention of Military Service Members
- Completed for the class Capstone in Institutional Research

Evaluation of the Southern Oregon Residential Curriculum  
Summer 2017
- Conducted and Analyzed five focus groups and transcribed all material to be codified
- Made suggestions to the department on possible suggestions and future implications based on current research
- Companied current staff members on how certain changes can be made and the outcomes of those changes

Presented “Understanding Military Service Members through Research”  
Fall 2017
- Evaluated current research on Military Service Members
- Instructed individuals on current practices for Colleges and Universities
- Presented at ISAA

NASPA Symposium on Military Connected Students  
March 2017

- Assisted in a presentation centered around a veteran’s office participating on a Behavioral Consultation Team

Research Database on Student Service Members  
Summer 2017
- Composed a research database and literature review concerning Military Service Members
- Completed for the class Strategies for Educational Inquiry

Comparative Data Analysis of Student Service Members at IUPUI  
Spring 2017
- Analysis of various university data concentrating on the student success of Service Members
- Expressed that Service Members using educational benefits are more successful in higher education
- Completed for the class Foundations in Institutional Research

Fall 2016
• Conveyed information on population demographics
• Advised individuals on current demographic trends facing Military Service Members
Chase K. Wilson  
ckwilson304@gmail.com

Education:

Master of Science, Education in Higher Education and Student Affairs  
Indiana University, Bloomington  
Expected Graduation, May 2018

Bachelor of Arts in Public Affairs, Minor in Spanish  
Specialization in Civic Engagement and Social Capital  
The Ohio State University  
Graduated May 2016

Student Affairs Experience:

Graduate Supervisor  
Residential Programs and Services at Indiana University  
July 2016-present

- Recruit, select, and train a staff of 21 Resident Assistants (RAs), with direct supervision of 5 Resident Assistants, alongside a 5-member Leadership Team, within a building of 1,000 residents
- Serve in a duty rotation for crisis response as a live-in staff member
- Create Student Development Plans to implement departmental learning objectives of a residential curriculum
- Educate RAs and student leaders about the importance of identity and diversity
- Manage software for administrative actions such as scheduling RA on-call shifts, approving time away, and recording RA weekly reports
- Advise and train student government involving 25 students and center conduct board involving 11 students
- Recruit residents to create and implement service learning programs for the residential community
- Conduct and train RAs in emergency response procedures such as fire, tornado, and active shooter scenarios
- Hold weekly conduct meetings with students as part of the student ethics process and create action plans for student discipline

Orientation Graduate Intern  
Office of First Year Experience Programs at Indiana University  
November 2016-July 2017

- Designed summer semester single day orientation program for approximately 200 first year and transfer students
- Developed curriculum and lesson plans for a leadership course for 32 Orientation Leaders
- Planned late night programming activities for approximately 8,000 students during the 64 sessions of the summer orientation program
- Coordinated with faculty and campus partners to facilitate sessions within the summer orientation program
- Facilitated staff bonding between the Orientation Leader staff and the student desk administrative staff
- Educated and trained Orientation Leader staff in plus-one customer service and supporting campus partners

Resident Advisor  
University Housing at The Ohio State University  
August 2013-May 2016

- Organized weekly specialized educational, wellness, inclusion, and community building programming for communities ranging from 32-48 residents
- Developed programming for the John Glenn Learning Community and Humanities Scholars
- Planned developmental leadership programs and retreats for staff with Hall Director
- Organized and led sexual assault awareness program and active bystander training

ACUHOI Intern: Area Coordinator Assistant  
Housing and Residence Life at Mississippi State University  
May 2015-August 2015

- Planned and developed staff development and leadership training sessions for Residence Directors, Resident Advisors, and Office Assistants
- Served on Residence Life Training Committee to plan banquets, staff development activities, and other large-scale events during Residence Director training
Chase K. Wilson

- Revamped department programming model to be more relevant and intentional for evolving resident needs

**Publication/Presentation Experience:**


**EDUC-U450 Foundations of Residential Leadership**
- 3 credit hours
- Required class for all applicants for IU Residence Life student staff positions


- Selected as the Regional Showcase Presentation Winner at the NODA Region VII Conference


**Professional Organization Membership:**

Great Lakes Association of College and University Housing Officers
- November 2016-present
- 2017 Contemporary Issues: Student Dissent Committee
- 2018 Health and Wellness Committee

**Related Experience:**

**Student Affairs Professional Association Secretary**
Indiana University
- November 2016-present
- Designed a weekly newsletter to notify all Masters students in the Higher Education and Student Affairs program of upcoming social and professional development programs and opportunities using MailChimp
- Recorded minutes during executive board and general body meetings

**Second-Year Transformational Experience Program (STEP Ambassador)**
The Ohio State University
- August 2014-May 2016
- Organized Pecha Kucha presentations on campus to showcase STEP signature experiences
- Hosted recruitment events for future STEP students
- Shared experience as former STEP student with program administrators to improve the program
- Interned with faculty members to develop programs and activities for student cohorts
- Mentored current STEP cohorts of 25 students to help provide direction in the program proposal draft process for a $2,000 co-curricular signature experience

**Joint-Founder of The Honor Games**
The Ohio State University
- October 2012-May 2016
- Engaged over 50 students annually in on-campus and off-campus communities in hunger awareness programming
- Hosted a large-scale event based off of *The Hunger Games* series in which students competed for a $500 book scholarship
- Organized a campus-wide food drive for the Mid-Ohio Foodbank to raise over 1,000 lbs. between Nov. – Feb.
EDUCATION

Indiana University, Bloomington, IN  Expected May 2018
- Master of Science in Education, Higher Education and Student Affairs
- Graduate Certificate in Institutional Research

Northwestern University, Evanston, IL  June 2013
- Bachelor of Arts, cum laude, Sociology and Urban Studies; minor in Spanish

Universitat de Barcelona, Barcelona, Spain; Spring 2012

PROFESSIONAL EXPERIENCE

Indiana University Indiana Memorial Union, Bloomington, IN  August 2016-Present
Graduate Advisor, Office of Activities & Events
- Advise a 16-student Union Board, overseeing over 100 educational, cultural, and entertaining events
- Supervise program planning, budgeting, marketing, implementation, and evaluation
- Present and facilitate team-building and leadership exercises for directors at Union Board retreats to establish goals and ensure learning outcomes are met through board activities and programming
- Produce a bi-weekly contemporary music series, recruiting student performers, advertising across campus, and managing budget tracking and performer payments
- Build strategic relationships with First Year Experience, Jacobs School of Music, Outdoor Adventures, and other campus partners for programming and outreach efforts
- Create a curriculum for an 8-week leadership course for incoming student directors
- Collect and analyze event attendance data to better understand populations served by Board programming

ACUI Central Office, Bloomington, IN  January 2017-May 2017; December 2017-Present
Graduate Staff, Practicum Student
- Coordinate over 100 education session timeslots with Conference Management Team representative for two annual international conferences with approximately 1,000 attendees each
- Collect and uploaded all presentation materials for access on Guidebook mobile app
- Assess session attendance and attendee ratings for re-evaluation for 2018 national conference
- Serve as point of contact for various on-site needs, including check-in, wayfinding, set-up, and tear-down
- Provide on-site assistance and coordination for annual CUPSI Poetry Slam Invitational in 2017

Emory University, University Center, Atlanta, GA  May 2017-July 2017
ACUI Graduate Intern, University Center Operations
- Scheduled and oversaw student staff of 10 student managers and information desk associates in day-to-day building and event operations across three event locations
- Participated in numerous construction planning meetings during the demolition of existing university center
- Benchmarked student employee training practices for existing teams and newly anticipated set-up team
- Remotely managed marketing student employee, creating new signage for webpages and on-campus wayfinding
- Updated vendor partnership marketing materials and expanded outreach list to maximize fundraising despite reduced University Center capacity
Advisory Board Company, Washington, DC

December 2014 – July 2016

- Managed five Revenue Associates, processing over 6,000 contracts and $500M in revenue annually
- Created training program for onboarding new associates to minimize transition time
- Oversaw hiring and interview process for all new team members
- Benchmarked process improvement efforts to improve team efficiency and eliminate errors
- Collaborated with c-suite, finance, legal, and commercial teams to ensure alignment and accurate reporting
- "Golden Calculator" award recipient for excellence in leadership and overall performance; selected for emerging leader fellowship program

Senior Sales and Marketing Associate, Education Advisory Board (EAB) August 2013-December 2014

- Managed administrative tasks and meeting scheduling with dozens of executives and prospective members
- Received Spirit of Generosity, Best Mentor, and Best Trainer awards; top tier of associate recognition program
- Completed internal internship with student success team, assessing and preparing institutional data to be shared with campus administrators in an effort to improve graduation and retention rates

Norris University Center - Northwestern University, Evanston, IL

Sept 2012-August 2013

- Managed the student union autonomously, oversaw events, and offered center resources to meet client needs
- Held accountable for the open and close of the center and supervised 4-5 students per shift
- Facilitated communication for event set-up and tear-down with clients and A/V, facilities, catering, and operations to ensure satisfaction and efficiency
- Served as the point of contact for all clients and student staff in the union

Operations Staff Attendant Sept 2009-December 2011

- Responded to inquiries from students, employees, and the public regarding campus resources
- Developed organizational skills while preparing meeting spaces for student and faculty events

ADDITIONAL LEADERSHIP

Norris University Center - Student Staff Development Manager Sept 2012-June 2013

- Planned and budgeted for community-centered events for ~300 student employees from 14 departments
- Designed and implemented employee recognition modules to encourage teamwork and productivity
- Advised future Student Staff Development Managers on successful practices and event planning guidelines


- Pioneered the foundation of the club, earning official student group status and attaining 40+ active members
- Devised and executed 20+ events yearly to promote happiness and friendship, some with over 500 attendees
- Led executive board meetings and discussed opportunities for future success and expansion

PRESENTATION AND PUBLICATION EXPERIENCE

- Journal of the Student Personnel Association at Indiana University, Review Board Member; 2016-2018

SKILLS

Language: Near-fluent in Spanish

Computer: Mac and PC: Proficient in Word, PowerPoint, Excel
Experience with SQL, R, Access, GIS, Canva, Adobe Illustrator, Campus Labs Collegiate Link, WhenToWork