<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>Jonathan Ada</td>
<td>Student Affairs, Admissions, Career Coaching, Recruitment</td>
<td>Indiana University-Bloomington</td>
<td><a href="mailto:jdada89@gmail.com">jdada89@gmail.com</a></td>
<td>4/18/2023</td>
</tr>
<tr>
<td>Faith Baker</td>
<td>Education Technology, International Education, Diversity Initiatives</td>
<td>Midwest (IN, IL, MN, WI) East (PA, NY, VT, DE, MA, MD) Southeast (WV, VA, NC)</td>
<td><a href="mailto:faithbaker63@gmail.com">faithbaker63@gmail.com</a></td>
<td>4/26/2023</td>
</tr>
<tr>
<td>Kenneth Brown Jr.</td>
<td>Diversity, Equity, Inclusion, and Belonging; Student Engagement; Community Engagement; Access and Success Initiatives; Leadership Programs; Residence Education</td>
<td>Mid-Atlantic/Southeast; North Carolina, South Carolina, Virginia, Tennessee, Georgia, Maryland</td>
<td><a href="mailto:kenbrownjr19@gmail.com">kenbrownjr19@gmail.com</a></td>
<td>4/20/2023</td>
</tr>
<tr>
<td>Leah Bushey</td>
<td>Housing and Residential Life</td>
<td>Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Washington, D.C.</td>
<td><a href="mailto:lbusheym@gmail.com">lbusheym@gmail.com</a></td>
<td>4/17/2023</td>
</tr>
<tr>
<td>Effy (Fanzhong) Cao</td>
<td>Academic Advising, International Student Advising and Support, Study Abroad Advising</td>
<td>Baltimore/Mid-Atlantic, West Coast, Abroad</td>
<td><a href="mailto:fanzhong.ca@gmail.com">fanzhong.ca@gmail.com</a></td>
<td>4/17/2023</td>
</tr>
<tr>
<td>Esmeralda Ceballos</td>
<td>Study Abroad, International Services, Orientation, Academic Advising, Fraternity &amp; Sorority Life</td>
<td>Nationwide, Abroad</td>
<td><a href="mailto:esmeceballos0612@gmail.com">esmeceballos0612@gmail.com</a></td>
<td>4/24/2023</td>
</tr>
<tr>
<td>Annie Delehanty</td>
<td>Student Athlete Development, Prevention Programming, Fraternity and Sorority Life, Student Organizations</td>
<td>Northeast</td>
<td><a href="mailto:annie.delehanty@gmail.com">annie.delehanty@gmail.com</a></td>
<td>4/21/2023</td>
</tr>
<tr>
<td>Ruby Flores Camacho</td>
<td>Diversity, Equity, Inclusion/Multicultural Education &amp; Programming Scholars Programs Campus Activities Student Conduct</td>
<td>Midwest</td>
<td><a href="mailto:floresru25@gmail.com">floresru25@gmail.com</a></td>
<td>4/26/2023</td>
</tr>
<tr>
<td>Name</td>
<td>Responsibilities</td>
<td>Location</td>
<td>Email</td>
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<tr>
<td>Ian Fournie</td>
<td>Student Activities, Student Programming, Admissions, Orientation, Religious Life</td>
<td>Midwest</td>
<td><a href="mailto:ian.fournie@gmail.com">ian.fournie@gmail.com</a></td>
<td>4/20/2023</td>
</tr>
<tr>
<td>Anna Galvez</td>
<td>Diversity, Equity, Inclusion, and Belonging; Athletics; Development/Advancement; Alumni Relations; Student Engagement; Fraternity and Sorority Life</td>
<td>Midwest, Northeast, South, Pacific Northwest</td>
<td><a href="mailto:apgalvez@iu.edu">apgalvez@iu.edu</a></td>
<td>4/27/2023</td>
</tr>
<tr>
<td>Lauren Harris</td>
<td>Student Activities and Engagement, TRIO and College Access Programs, Residential Life</td>
<td>DMV and Chicago</td>
<td><a href="mailto:laurenharris.harris8@gmail.com">laurenharris.harris8@gmail.com</a></td>
<td>4/28/2023</td>
</tr>
<tr>
<td>Dimitri Heath</td>
<td>Residence Life, Admissions, Disability Student Services</td>
<td>Midwest, East Coast</td>
<td><a href="mailto:heathdh@iu.edu">heathdh@iu.edu</a></td>
<td>4/19/2023</td>
</tr>
<tr>
<td>Jordan Hill</td>
<td>Academic Advising, Living-Learning Communities, Scholars Programs, Student Affairs/Services, Study Abroad Advising, Career Advising</td>
<td>Midwest</td>
<td><a href="mailto:hill.jordan@gmail.com">hill.jordan@gmail.com</a></td>
<td>4/20/2023</td>
</tr>
<tr>
<td>Jared Hunt</td>
<td>Residential Life, Student Athletics</td>
<td>Chicago, Colorado, North Carolina, Ohio, Tennessee, Texas</td>
<td><a href="mailto:jaredhuntr@gmail.com">jaredhuntr@gmail.com</a></td>
<td>4/28/2023</td>
</tr>
<tr>
<td>Kristen Kolodzik</td>
<td>Education technology, study abroad, academic advising</td>
<td>Midwest, East coast</td>
<td><a href="mailto:khkolodz@iu.edu">khkolodz@iu.edu</a></td>
<td>4/28/2023</td>
</tr>
<tr>
<td>Jayla Langford</td>
<td>Diversity, Equity, and Inclusion, STEM, Multicultural Education, New Student Orientation, Admissions, First Year Programming</td>
<td>Midwest, North, Northeast</td>
<td><a href="mailto:jaylalangford28@gmail.com">jaylalangford28@gmail.com</a></td>
<td>4/26/2023</td>
</tr>
<tr>
<td>Anny Lu</td>
<td>Enrollment Management, Development and Fundraising</td>
<td>New York City, New Jersey</td>
<td><a href="mailto:annylu@iu.edu">annylu@iu.edu</a></td>
<td>4/25/2023</td>
</tr>
<tr>
<td>Melissa Medin</td>
<td>Student Leadership, Service Learning, Community Service, Student Activities, Residential Life</td>
<td>Midwest</td>
<td><a href="mailto:memedin@iu.edu">memedin@iu.edu</a></td>
<td>4/25/2023</td>
</tr>
<tr>
<td>Macarena Pelaez Salinas</td>
<td>Student Engagement, Admissions, Academic Advising, Study Abroad/Global Programs, Student Life, Student Activities</td>
<td>NYC, Boston, Maine, Vermont, Abroad</td>
<td><a href="mailto:mpelaezs@iu.edu">mpelaezs@iu.edu</a></td>
<td>4/25/2023</td>
</tr>
<tr>
<td>Joe Reyes</td>
<td>Non-Clinical Case Management/CARE/Student Support; Orientation, Transition, and Retention; Academic Advising</td>
<td>Midwest and East Coast</td>
<td><a href="mailto:ajr3455@gmail.com">ajr3455@gmail.com</a></td>
<td>4/27/2023</td>
</tr>
<tr>
<td>Name</td>
<td>Department/Program</td>
<td>Location</td>
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<tr>
<td>Anna Riley</td>
<td>International Student Services, Career advising, academic advising</td>
<td>Indianapolis, Indiana</td>
<td><a href="mailto:rileyanna838@gmail.com">rileyanna838@gmail.com</a></td>
<td>4/21/2023</td>
</tr>
<tr>
<td>Amin Saleh</td>
<td>Orientation, Residential Life, Leadership &amp; Service-Learning Programs</td>
<td>Prefer South/Central Florida, but open to working anywhere</td>
<td><a href="mailto:aminsaleh1@hotmail.com">aminsaleh1@hotmail.com</a></td>
<td>4/19/2023</td>
</tr>
<tr>
<td>Kirsten Stenger</td>
<td>Alumni Engagement and Development, Admissions, Student Development</td>
<td>Bloomington &amp; Indianapolis, IN</td>
<td><a href="mailto:kcstenger@comcast.net">kcstenger@comcast.net</a></td>
<td>4/18/2023</td>
</tr>
<tr>
<td>Meg Tobin</td>
<td>Academic Advising, Athletics, First Year Experience, Study Abroad, Leadership Development</td>
<td>Cincinnati, Ohio Metropolitan Area</td>
<td><a href="mailto:megtobi@iu.edu">megtobi@iu.edu</a></td>
<td>4/27/2023</td>
</tr>
<tr>
<td>Austin Van Horn</td>
<td>Enrollment Management, Financial Aid, Institutional Research, Academic Advising</td>
<td>Southeast</td>
<td><a href="mailto:austinvanhorn029@gmail.com">austinvanhorn029@gmail.com</a></td>
<td>4/18/2023</td>
</tr>
<tr>
<td>Will Walker Jr.</td>
<td>Advancement/Development; Leadership Education; Service-Learning Programs; DEI/Multicultural Student Programs and Services; TRIO and College Access Programs</td>
<td>Mid-Atlantic/East Coast; South (e.g. VA, GA, LA)</td>
<td><a href="mailto:willbwalkerjr@outlook.com">willbwalkerjr@outlook.com</a></td>
<td>4/20/2023</td>
</tr>
</tbody>
</table>
Jonathan Ada  
jonada@iu.edu | jdada89@gmail.com | (760)819-1719

EDUCATION

Indiana University-Bloomington – Bloomington, IN  
M.S.Ed. Higher Education and Student Affairs  
May 2023  
GPA: 3.97/4.00  
B.A. Liberal Studies  
May 2019  
GPA: 3.47/4.00  

University of the District of Columbia – Washington, DC  
A.A. Liberal Studies  
December 2013  
GPA: 3.90/4.00

STUDENT AFFAIRS EXPERIENCE

Indiana University-Residential Programs and Services (RPS) – Bloomington, IN  
Graduate Supervisor  
July 2021 – Present  

- Supervise 20+ Resident Assistants (RAs) in daily operations pertaining to resident life, residential curriculum, and RA duty procedures  
- Collaborate with Environmental Operations (EO) personnel, RAs, and other campus partners to guarantee the conditions of resident life within the residence hall are livable and in good working order  
- Approve RA materials for residential curriculum, a series of monthly thematic educational and social topics, to strengthen overall community of residence hall  
- Ensure RAs are trained and understand proper RA duty procedures for normal daily operations and after-hours response to multiple emergent/non-emergent calls  
- Establish rapport and trust with RAs through weekly one-on-one meetings, bi-annual performance evaluations, and other team building activities to maintain work efficiency and resulting in 90 percent retention rate  
- Advise the Union Street Center (USC) Student Government consisting of 7 members, in planning events, approving use of funds, and partnering with other entities on and off campus  
- Manage core central neighborhood (Wright, Teter, Ashton, USC, and Eigenmann communities) activities and responsibilities including assisting EO personnel, hearing student conduct cases, and the follow up of CARE Reports  
- Collaborate with colleagues and department leadership in the selection process which includes assessing applications, conducting and evaluating interviews, and placing new RAs into their respective residence halls  
- Serve as part of the Graduate Supervisor on Call rotation for 2 weeks during a 16-week period to perform after-hour emergency services and crises response

Indiana University-RPS – Bloomington, IN  
Summer Orientation Graduate Supervisor  
May 2022 – July 2022  

- Supervised 10 Conference Assistants in day-to-day operations such as student check-ins and check-outs, residence hall tours, and Hoosier hospitality  
- Developed response procedures for multiple situations including maintenance work order requests, on-call duty rotations, and after-hours response to ensure safety and security of environment  
- Managed the development and training of staff for effective team building and task completion
Indiana University-RPS – Bloomington, IN January 2022 – March 2022

Foundations of Residential Leadership Course Instructor

- Instructed weekly two-credit course for the first eight (8) weeks of Spring Semester 2022, to 18 undergraduate students covering topics related to leadership, conflict management, crises response, residential life, and student development theory
- Evaluated student engagement and performance through completed assignments, in-class participation, and weekly journal reflections for compatibility, placement, and selection as new RAs
- Provided effective and timely feedback to students regarding performance to ensure in-class success and in preparation for RA interviews with representatives from RPS

Indiana University-Center for Students in Transition (SIT) – Bloomington, IN January 2022 – April 2022

Training Program Coordinator

- Revamped the current training program as part of the onboarding process for incoming academic advisors at the Center of Students in Transition (SIT) for the Office of the Vice Provost for Undergraduate Education (OVPUE)
- Created, edited, and improved a total of 18 training modules to effectively adapt newly hired academic advisors into the IU culture and system
- Developed learning objectives for each training module with relevance to the National Academic Advising Association (NACADA) competencies
- Incorporated accommodations for the hearing and visually impaired to enhance the training program accessibility and functionality

LAW ENFORCEMENT EXPERIENCE

Indiana University Police Department (IUPD) – Bloomington, IN March 2016 – October 2019

Emergency Communications Operator

- Provided First Responder assistance for a variety of emergent and non-emergent situations, involving fires, accidents, disturbances, and criminal activities from diverse sources such as telephone, radio, alarm systems, computer hardware/software, and personal contact
- Received and relayed accurate computer, radio, and telephone messages to IUPD officers, other law enforcement agencies, fire departments, paramedics, and other individuals within the jurisdiction of Indiana University campuses in Bloomington, East, Evansville, Kokomo, Northwest, South Bend, and Southeast
- Managed 5+ radio/telephone communications systems and data, and conducted status checks on over 10+ critical communication room equipment to ensure all systems operating in good working order
- Briefed and trained colleagues, including 5 new hires, on communication procedures and imperative information to necessitate effective and efficient call response and assist in law enforcement investigations

Indiana University-Kelley School of Business – Bloomington, IN September 2015 – March 2016

Part-time Security Officer

- Ensured security of 100+ offices, classrooms, entry and exit points, and parking garage by conducting thorough foot patrols
- Monitored building security via closed circuit television (CCTV) and maintained effective communication with proper authorities (IUPD)
- Responded to alarms and investigated all reports of disturbances and assisted faculty and staff with lock out procedures
Georgetown University Law Center (GULC) – Washington, DC  
November 2012 – November 2014

Special Police Officer

- Completed 250 hours of police training conducted by the Consortium of Universities and subsequently commissioned as an officer by the Chief of Police of Washington, DC
- Enforced proper law and civil protection and resolutions to disputes and security matters on GULC campus
- Provided first responder assistance and support for all emergency scenarios on GULC campus

MILITARY EXPERIENCE

Afognak Native Corporation, Alutiiq, LLC – Crane, IN  
October 2019 – May 2021

Electronic Tech Maintenance II

- Administered preventative maintenance for the Anti-Terrorism Force Protection security measures at U.S. Naval Station Activity Crane for a variety of security systems such as, Automated Vehicle Gate (AVG), Delta Scientific (hydraulic wedge barriers), Federal Signal (early warning giant voice towers), Nasatka Security (hydraulic barriers), and Milestone XProtect (security cameras)
- Implemented additional corrective maintenance services outside of the scheduled maintenance to improve overall efficiency of all assets
- Communicated with diverse points of contacts, including U.S. Navy personnel, Department of Defense (DoD), civilian employees, and external stakeholders, to create and submit thorough maintenance and inventory reports, and provide timely and accurate technical customer service
- Managed a spending budget of $5000 utilizing the Wells Fargo Commercial Electronic Office platform for necessary building materials and hand tools, specialized heavy equipment rentals, and travel expenses

United States Marine Corps (USMC) – Camp Lejeune, NC  
July 2007 – July 2011

Field Radio Operator (Rank: Sergeant)

- Operated and maintained complex communications network consisting of several radio equipment and secret materials to provide efficient and pertinent data
- Led 20+ platoon personnel and conducted supervisory duties, including directing daily and individual technical and practical instructions and evaluations to increase camaraderie and work effectiveness and accuracy
- Completed eight-month deployment in support of Operation Iraqi Freedom
- Received the Marine Corps Good Conduct Medal, Iraq Campaign Medal (w/ bronze star), Sea Service Deployment Ribbon, Global War on Terrorism Service Medal, National Defense Service Medal, and Expert Rifle Qualification Badge during four years of USMC career
Faith Grace Baker
faithbaker63@gmail.com

Education
University of Illinois - Urbana Champaign School of Information Sciences               May 2028
PhD Digital Environments, Learning Technologies & Agency

Indiana University School of Education  May 2023
M.S. Ed: Higher Education and Student Affairs

Indiana University Hamilton Lugar School of Global and International Studies May 2021
B.A. International Studies: Global and Environmental Health
Area Focus: Western and Southern Africa

Indiana University Luddy School of Informatics, Computing, Engineering May 2021
B.S Informatics: Health & Geology

Minor: African American & African Diaspora Studies, Computer Science

Graduate Work Experience
Graduate Intern, Office of Diversity, Inclusion, Equity, & Access Aug 2022 - Present
Eskenazi School of Art, Architecture, & Design

- Developed a Minority Serving Institutions database for Eskenazi administration.
- Created and facilitated workshops for students and faculty on a variety of diversity, equity, and inclusion topics.
- Curated events and programs for visiting artists presenting for Eskenazi and the University as a whole.

Program Assistant, Mandela Washington Fellowship April 2022 - July 2022
Office for the Vice President of International Affairs, United States Department of State

- Served on a staff of 6, supporting a group of 24 young professionals from 18-sub-saharan African countries.
- Lead logistics and technological components of the fellows pre-arrival, arrival, stay of program, and departure
- Curated events and site visits for fellows to attend during the fellowship.

Graduate Instructor, Student Involvement and Leadership Center Jan 2022 - Present
School of Education, Indiana University Bloomington

- Conducted course instruction for EDUC-U207 Leadership Development and EDUC-U450 Foundations of Residential Life
- Created and delivered lectures on leadership theories, history of residential life, and campus culture.
- Evaluated students’ assignments and overall performance.
- Maintained student progress and attendance records, and provided appropriate feedback on work.

Student Personnel Association Journal Review Board, School of Education Jan 2022 – Present
Indiana University Bloomington

- Assists in the review and development of manuscripts, essays, and journals seeking publication.
- Works in a small collaborative team of three in discussion of feedback distribution to authors.

Graduate Practicum Student, Neal Marshall Black Cultural Center Jan 2022 - Present
Office for the Vice President for Diversity, Equity, and Multicultural Affairs, Indiana University Bloomington

- Assisting in the development of programs and services for Black graduate and professional students.
- Collecting qualitative and quantitative data for Neal Marshall Black Culture Center regarding Black history and student engagement.

Graduate Program Coordinator, Groups Scholars Program  Aug 2021 – Present
Office for the Vice President for Diversity, Equity and Multicultural Affairs, Indiana University Bloomington

- Currently developing a program called the GROUPS L.E.A.D (Leaders Empowering Academic Dreams) Program. Where first year Groups scholars are matched with upper-level Groups scholars called LEADs. With the goal in assisting the accountability measures and retention efforts of all Groups scholars using the Four-Year Plan. Sustaining the relationship between all Groups classes. Lastly, strengthen the support system, resources, and retention for Groups Scholars across all classes. The program is on track to recruit 125-150 LEADs for the incoming Group class of roughly 350 students.
- Assisted in providing Groups scholars with laptops and tablets for their hybrid courses.
- Helped in the construction of the online course, COLL-G Groups First-Year Seminar during the COVID-19 pandemic.

Graduate Supervisor/Hearing Officer, Briscoe Residence Hall, Foster Residence Hall  Aug 2021 - Present
Residential Programs & Services, Indiana University Bloomington

- Supervise, train, and evaluate 10 Resident Assistants (RAs) and indirectly supervise 21 RAs total
- Serves as a member of the center leadership team in oversight of residence center including collaboration with center partners such as custodial and maintenance staff, learning community partners and dining.
- Design and facilitate student learning experiences through a residential curriculum.
- Duty response and crisis intervention in rotating coverage for multiple residence centers.
- Adjudicate student conduct cases for both residence hall and university policy violations.
- Advise and counsel students with social, educational, and academic concerns.

Foster Student Government Advisor, Foster Residence Center  Aug 2021 – May 2022
Residential Programs & Services, Indiana University Bloomington

- Advises the Foster Center President on the operations of the Foster Student Government.
- Assists in the passing of new bills and policies during General Assembly meetings.

Conduct and Care Advisory Committee  Aug 2021 – Present
Office of the Dean of Students, Indiana University Bloomington

- Convene to consult on conduct issues and trends in residence halls and assist in designing interventions based on trends in various Residence Centers/Neighborhoods.
- Review/Recommend RPS Rules & Regulation policy changes.
- Serve as a source of feedback on improving Conduct and Care Processes.
- Assist in developing conduct assessment plan.

Northwest Neighborhood Representative, Graduate Staff Advisory Group  Aug 2021 - Present
Residential Programs & Services, Indiana University Bloomington

- Assists in providing feedback and support addressing the concerns of the graduate staff in RPS.
- Assessing Northwest graduate supervisors on prominent concerns and needs that should be addressed to RPS.

Undergraduate Recruitment, Training, and Selection Committee  Aug 2021 – Present
Residential Programs & Services, Indiana University Bloomington
• Helps in the development of winter and summer residential assistant training.
• Plans recruitment efforts across campuses utilizing our campus partners and RPS staff.
• Participates in the selection of the incoming group of RAs for the 2022-2023 school year.

**Undergraduate Work Experience**

**Peer Mentor**, Women in STEM Living Learning Community  
*Indiana University-Bloomington*  
Aug. 2020 – May 2021

- Strengthened residential community by coordinating 10 social and educational events each semester.
- Helped over 40 girls living in the residential community start their journeys in STEM through tutoring in introductory classes.
- Conducted one-on-one meetings with the residents on goal orienting work and academics.

**Student Coordinator**, Office of First Year Experience Programs  
*New Student Orientation Team*  
Oct. 2019 – Aug 2021

- Created a new curriculum for the required EDU-U495 class for orientation leaders for diversity, equity, and inclusion.
- Taught and created educational workshops and conversations for student staff and professional staff.
- Founded affinity groups for incoming students of color going through orientation.
- Facilitated a weekly dialogue for undergraduate student and professional staff to learn how to best support peers and students of color while empowering them to have conversations surrounding diversity, equity, and inclusion through the lens of race, sexuality, ableism, gender, and religion.
- Conducted a student advocacy and affinity spaces for orientation leaders and professional staff to have discussions surrounding inclusion and advocacy through the lens of race.
- Assisted in the implementation of the new virtual orientation program for all incoming students through developing modules and webpages.
- Determined team targets and implemented plans to achieve goals at individual and group level.
- Taught orientation leaders how to perform tasks such as presenting information and conducting online orientation for students.
- Worked with directors to address projects with virtual engagement and student development.

**Student Ambassador**, Office of Admissions  
*Indiana University-Bloomington*  
Dec. 2019 – May 2021

- Enriched tour presentations with written and audiovisual components highlighting topics with a more in-depth approach.
- Prepared personalized tours by researching the client's topics of interests and the history of related locations.
- Transported visitors to tour site locations, maintaining a flawless safety record.
- Educated students on the interesting history and fun facts surrounding historical locations.

**Program Assistant**, Office of First Year Experience Programs  
*Hoosier Experience Team*  
Aug. 2019 – May 2021

- Reviewed activities regularly to identify opportunities for improvement.
- Satisfied customers every day with fast, friendly, and knowledgeable support for first year students needs.
- Maintained and updated files and records to support efficient daily operations.
Developed and communicated standard operating procedures to the team of sixteen.
Gained expert knowledge of student affairs operations, market conditions, and trends.

**Orientation Leader, Office of First Year Experience Programs**  
May 2019 - Aug. 2019

**New Student Orientation Team**
- Guided visitors to staff members and business locations with warm, personable approach.
- Satisfied Indiana University largest class by delivering speedy and expert service for all Indiana University related needs.
- Ordered, organized, and rotated supplies.
- Assisted first year students and their families in the orientation process before their first year.
- Provided mentorship to incoming students regarding their transition to college.

**Student Ambassador, Hamilton Lugar School**  
Dec. 2018 - Apr. 2019

**Indiana University-Bloomington**
- Mentored students to increase satisfaction and help each engage in campus life.
- Interacted with university and prospective students and parents during tours and student visit days, answering questions and providing insight.
- Worked closely with management staff of HLS to create new and lucrative tours.

**Desk Staff, Residential Programs and Services**  
Aug. 2020 - May 2021

**Indiana University-Bloomington**
- Assisted in logging and distributing packages and mail to all residents in Union Street.
- Provided customer service to students and guests of Union Street Center through answering phone calls and responding to questions.
- Worked with Residential Assistants in reporting maintenance requests throughout Union Street Center.

**Student Supervisor, IU Dining**  
May 2018 – Jan 2021

**Indiana University-Bloomington**
- Managed student employees on their daily tasks such as stocking shelves and counting inventory during hours of operations.
- Conduct monthly inventory of the entire store.
- Assisted with customers and provided friendly service.

**Cashier/Stock, IU Dining**  
Aug. 2017 - May 2018

**Indiana University-Bloomington**
- Assisted customers with locating items, answering questions, and ringing their items.
- Returned non-purchased items and delivered items to the shelves and performed general merchandising functions.
- Counted money in cash drawers at the start of each shift and balanced drawers at the end of each shift.
Kenneth Brown Jr.

EDUCATION
Master of Science in Education in Higher Education & Student Affairs, Indiana University-Bloomington Expected May 2023
Bachelor of Arts in Human Service Studies, Elon University May 2019

WORK EXPERIENCE
Elon University - Center for Access and Success Starting June 2023
Assistant Director, First Generation Student Support Services

Indiana University - Bloomington Residential Programs and Services July 2019-Present
Graduate Supervisor Diversity Education
  ● Supervise, train, and evaluate six Community Educators serving 3,100 students in six residence halls by holding CUEs accountable for program expectations; evaluating/assessing performance and program effectiveness.
  ● Advise the planning committee of the Spring MLK Civil Rights Immersion Series; a series of programming and a destination trip to a city engaging around issues of civil rights and social justice
  ● Oversee operations, technology, inventory, space reservations by serving as Operations Manager for the Community Education Center
  ● Provide support around issues of diversity, equity, and inclusion to undergraduate residence halls leadership teams through monthly meetings and occasional workshops

Indiana University Office of International Development April 2022 – July 2022
Program Assistant for Logistics- Mandela Washington Fellowship Program
  ● Served with six other interns to support a group of 24 young professionals from countries in sub-Saharan Africa
  ● Managed accommodations for and assisted two fellows who with vision impairments by creating accessible materials and organizing trainings with mobility specialists
  ● Organized transportation logistics for community events and off-campus trips

Indiana University School of Medicine- Medical Service-Learning January 2022 – May 2022
Graduate Intern
  ● Collaborated with another intern to create and find social justice-based educational content for AmeriCorps cohort
  ● Coordinated with nonprofits across the state of Indiana to match AmeriCorps students with an organization to serve with for summer 2022
  ● Assisted with writing memorandums of understandings for AmeriCorps members and the service-learning team on grant agreements

The A.J. Fletcher Foundation, Raleigh, NC July 2019-July 2021
Fellow
  ● Created and produced ten podcast episodes on the pandemic effects on the North Carolina social sector.
  ● Led communication efforts around foundation’s pandemic re-emergence mini grants by working with 10 organizations to create a video and write a joint opinion article
  ● Supported Director of Operations and Grants Administration in grant management activities and developed a database of all grants made since the foundation’s inception
  ● Provided project management support to various nonprofits like You Can Vote & Southeast Raleigh Promise on summer fellowship programs focused on civic and community engagement
  ● Created logistics process for the Executive Director Search Committee for Leadership Triangle

Intern
  ● Developed and produced video series highlighting eight business in the downtown district
  ● Created and managed social media account highlighting businesses and events
  ● Assisted administrator with research on projects related to affordable housing and student engagement.

Greensboro Urban Project, Greensboro, NC June 2018-August 2018
Intern
- Assisted director in planning and execution of summer camp for 40 kids per week from low-wealth communities.
- Explored issues of race, economics, justice, family, activism, and purpose to develop a practical framework for understanding the intersection of faith and marginalized communities.

LEADERSHIP EXPERIENCE

**Indiana University Black Graduate Student Association**, Bloomington, IN  
**Communications and Socials Chair**  
- Manage the organizations social media presence on by highlighting events and Black graduate student success on Instagram through biweekly social media posts.
- Collaborate with executive board on event planning and sharing information.

**Elon University**, Elon, NC  
**Youth Trustee**  
- Worked with the board of trustees to advance the mission of the university.
- Engaged with senior staff on issues related to the student life and diversity experience by serving on the Campus Life Committee and Ad-Hoc working group on Diversity, Equity, and Inclusion.

**Elon University Student Government Association**, Elon, NC  
**Student Body President**  
- Worked with 40+ senators to represent the 6,000 undergraduate students.
- Serve as a student representative between students and senior administration.
- Spoke to over 3,000 people at various university events from New Student Convocation, Presidential Inauguration, Call to Honor Ceremony, and various video messages.
- Collaborated with Executive Treasurer and Finance Team to implement a new funding model for Student Activity Fee distribution.

SERVICE

**Southeast Raleigh Table**  
**Finance Committee Member**  
- Worked with a group of five to oversee the budget for church and parish operations.

**Alexander Hamilton Scholars**  
**Alumni Board Member & Secretary/Treasurer**  
- Work with program staff and twelve other alumni to engage the broader alumni community through virtual happy hours, our Alumni Summit, and fundraising.
- Took and distributed meeting notes alongside other information to the alumni board.

**Elon University Odyssey Scholars Program**  
**Summer Mentor**  
- Worked with program staff and six other upper-class students to create a week-long summer orientation program for incoming first years in the Odyssey Scholars Class of 2020 & 2022.
- Lead a group of five mentees through their first year of college by providing academic and social support.

Trainings
**Leadership Triangle Transforming Leaders Class of 2020**

Skills
**Microsoft Word, Microsoft Teams, Microsoft Excel, Google Drive, Qualtrics, Public Speaking, Planning and Organizing, Adaptability, Canva**

Teaching
**Indiana University**  
U450- Foundations of Residential Leadership (3 cr.), Spring 2023. Course covers leadership concepts and development
topics useful when working as a student staff member in residence life.
Leah Bushey (she/her)
lbusheym@gmail.com

Education
Masters of Science in Education in Higher Education and Student Affairs (HESA), Indiana University Bloomington
  - Bloomington, Indiana - Anticipated May 2023

Bachelor of Arts in History, Minor in Russian Studies, Willamette University
  - Salem, Oregon - May 2021, Honors: magna cum laude

Experience in Housing & Residence Life
Indiana University (IU) Graduate Supervisor for Residential Programs and Services (RPS)  July 2021 - Present
  - Directly supervised and evaluated the performance of a staff of 9 Resident Assistants (RAs)
  - Collaborated with front desk operations staff, custodial staff, dining staff, and maintenance staff to ensure the smooth overall operation of McNutt Residence Center, which houses over 1,300 students
  - Assisted in the implementation of IU’s residence education curriculum
  - Facilitated trainings on duty response procedures, incident report writing, and mediation techniques
  - Advised student staff committees in the completion of building-wide special projects, such as a custodial staff appreciation week.
  - Adjudicated personal misconduct cases and responded to student wellbeing and care concerns in order to maintain a safe and supportive living environment
  - Instructed “Foundations of Residential Leadership,” a course required as a component of the RA application process centered around student identity development, leadership skill-building, and inclusionary practices
  - Volunteered on RA Recruitment, Selection, and Training Committee, Graduate Staff Advisory Group, Curriculum Committee, and Conduct and Care Committee to implement initiatives which improved the experiences of students, student staff members, and full-time staff members
  - Served in an emergency on-call duty rotation
  - Managed RA programming budgets by filing purchase request forms and monitoring in-center spending

Graduate Assistant to the Director of Residential Life  January 2022 - December 2022
  - Conducted research on IU’s numerous Living Learning Community (LLC) behavioral expectations and policies and consolidated findings into an advisory document to create a draft of a standardized LLC covenant
  - Modernized several RPS policies, procedures, and documents, such as the process for dismissing a student from an LLC and Essential and Marginal Job Function descriptions
  - Consulted with residential leadership of institutions in the Big Ten Conference to gather information and respond to campus-wide questions, needs, and concerns
  - Organized a webinar for 300+ student staff members designed to respond to student staff concerns related to on-campus sexual assault response, educate student staff on student privacy and media conflicts, and encourage dialogue between student staff and campus administrators and partners, including the IU Police Department, the Sexual Violence Prevention and Victim Advocacy Office, and the Office of Student Conduct

Willamette University Resident Advisor (RA) - First Year Commons  Aug. 2018 - May 2021
  - Collaborated with housing staff and residents to maintain a safe and friendly community for first-year residents
  - Responded to the emotional and intellectual needs of residents, and ensured that the goals and expectations of the Willamette Housing and Student Affairs Offices were upheld
  - Advocated for an open and inclusive environment for approximately 100 residents each year
  - Participated in an emergency on-call duty rotation
  - Mentored, supported, and assisted in training all newly-hired Resident Advisors in 2019 and 2020
  - Attended the 2019 Residence Hall Association (RHA) Regional Leadership Conference at Portland State University as a third-year Residence Hall Association (RHA) General Assembly RA Representative
Willamette University Office of Housing Intern  Aug. 2020 - Dec. 2020

- Developed and constructed an informative manual to be provided to first-generation college students who are considering or planning on living in on-campus housing
- Investigated methods, ethics, and sanctioning procedures in the conduct adjudication process both at Willamette University and at other institutions
- Observed low and mid level conduct hearings in order to gain first-hand knowledge of strategies and practices used by professional staff members in conduct adjudication

Willamette University Housing COVID-19 Re-Opening Committee Member  June 2020 - Aug. 2020

- Established plans for the safe return of students, taking into account policy enforcement and violation, programming, the cleaning and use of shared spaces, quarantine and isolation locations, and more
- Devised a list of over 50 programs which can be conducted within the constraints of both CDC COVID-19 safety guidelines and Willamette University’s COVID-19 safety policies
- Partnered with the COVID-19 Re-Opening Committee of Student Leaders to collect additional ideas and navigate the concerns of residential students, and to communicate the Housing Reopening Committee’s plans

Willamette University Area Coordinator Search Committee Member  Sept. 2019 - March 2020

- Evaluated the application materials of 45 candidates for three open Area Coordinator positions (over two separate searches), using criteria established by the Director of Housing and existing Area Coordinators
- Interviewed 10-15 candidates through remote phone interviews, in-person interviews during on-campus visits (as a member of the Committee and during Resident Advisor interviews), and candidate presentation interviews
- Determined the strengths and weaknesses of each candidates, and advocated for the employment of the candidates who best aligned with the Willamette University’s Housing Office values and needs
- Successfully filled all open Area Coordinator positions in 2019 and 2020

Johns Hopkins Center for Talented Youth (CTY) Resident Assistant  June 2019 - Aug. 2019

- Designed and facilitated over 25 original and creative activities for up to 80 students
- Served on planning committees for larger, community-wide events
- Carefully followed CTY’s set standards and procedures in order to ensure the health, safety, and happiness of all residential and non-residential students

Additional Student Affairs Experiences

Indiana University Student Personnel Association, Co-Director of Outreach  Jan. 2022 - Jan. 2023

- Planned and executed IU’s student-led, week-long HESA admissions program alongside two co-directors
- Directed and supported six committees (Social Programming, Affinity Groups, Tech Support, Swag Distribution, Buddy Assignments, and “Running” Committee) composed of 8-15 current HESA graduate students each to carry out Outreach needs and goals

Willamette University History Department Intern  Aug. 2018 - Jan. 2020

- Coordinated with professors, students, and alumni to organize enjoyable and informative events
- Implemented a monthly program to help promote student connection within the department
- Restructured and revitalized a system of communication to update and engage with over 75 department alumni

Achievements, Awards, and Presentations

Phi Beta Kappa Society Member, May 2021 - Present

Nomination: ACUHO-I Outstanding Graduate Student Award, 2023

Brown, K., Bushey, L., Heath, D., Reyes, J., & Van Horn, A. Champagne Problems? Sometimes Students Just Don't Know the Answer. Examining How Substance (Mis)Use Resources Provide Support and Aid in the Persistence of IU Students. Presented at the HESA Master’s Students Research Exhibition, 2022
Fanzhong (Effy) Cao
She/Her/Hers
fanzhong.cao@gmail.com | 812-369-9700

Education

Indiana University - Bloomington  
Master of Science in Education, Higher Education and Student Affairs  
Graduate Certificate in College Pedagogy  
Cumulative GPA: 4.00

Expected: May 2023

University of Iowa  
Bachelor of Arts in Economics (Policy)  
Undergraduate Certificate in International Business

Graduate Experience

Graduate Supervisor  
Residential Programs & Services at Indiana University  
Bloomington, Indiana  
July 2021-Present

• Directly supervise, train, and mentor 13 undergraduate Resident Assistants through individual and staff meetings on conflict management and policy enforcement with a focus community building, student development, and holistic growth in a building of 1,000 residents

• Advise the Hoosier Link Thematic Community by recruiting, training, and mentoring 6 students through logistical planning of events, team management, leadership development, and overseeing expenses within a $15,000 budget

• Serve as a conduct hearing officer with the aim of guiding students through the educational/reflective experience of the conduct process to uphold policies and prevent future violations

• Serve over 2,500 residents across 5 residence halls during a weekly on-call rotation to manage emergency/crisis situations such as access malfunctions, medical transports, and substance abuse, through a student-centered approach

New Student Orientation Academic Advisor  
University Division at Indiana University  
Bloomington, Indiana  
May 2022-July 2022

• Advised over 200 incoming first year and transfer students in person and on Zoom over 9 weeks with registering for full time coursework utilizing transcripts, placement test scores, and four-year degree plans

• Guided students through schedule creation and course enrollment; navigated course permission, general education requirements, and admission processes for the 12 academic colleges at Indiana University

• Maintained detailed, accurate records of advising appointments using advising and student information software systems while ensuring confidentiality of academic records

Co-Instructor for EDUC-U450: Foundations of Residential Leadership (2 credits)  
Indiana University Bloomington  
Bloomington, Indiana  
January 2022-March 2022

• Co-instructed 8-week course for 19 prospective residential student staff; engaged students in activities about identity development, leadership styles, foundations of residential curriculum, and conflict management

• Graded weekly reflection journals, course participation, cumulative assignments; evaluated students holistically in end-of-course evaluations to assist with hiring process for student staff positions
Practicum Student
Office of Students in Transition at Indiana University
Bloomington, Indiana
January 2022-May 2022
• Design virtual onboarding materials for newly hired academic advisors using Canvas by articulating the Four Pillars of Academic Advising as defined through NACADA

Education Abroad Advisor
Kaplan International College London
London, United Kingdom
February 2019-June 2021
• Counseled students from Sub-Saharan Africa, Americas, MENA, APAC, NZ virtually and in person from enquiry to enrollment on foundation and pre-master courses at US, UK & Australian partner universities
• Liaised with international partner institutions and internal departments such as admissions, housing, and visa services to ensure students received holistic support
• Planned and led webinars and Q&A sessions via Zoom for offer holders and parents on pre-departure processes
• Attended school fairs and recruitment events providing exceptional customer service to prospective students and educational agencies
• Extensively advised students on digital learning solutions offered in light of COVID-19 and address concerns on how pandemic affects their plans and situation
• Punctually and accurately updated student profiles using CRM software (Salesforce)

International Student Coordinator
Hawks Ridge Apartments, Campus Life & Style Student Housing
Iowa City, Iowa
June 2017-June 2018
• Planned and executed new on-site programs to foster sense of community and promote cultural diversity
• Provided live-in, on-site support to 500+ residents and acted as main point of contact for 100+ international students
• Created and managed new social media platforms such as WeChat and translated marketing material into Chinese, resulting in significant increase in international students’ engagement
• Participated in on-call rotations responding to emergency and crisis situations

Relevant Leadership Roles
Executive Board Member
Organization for the Active Support of International Students (OASIS), University of Iowa
Iowa City, IA
June 2016-June 2017
• Mentored 70+ international students strengthening their teamwork, communication, and interpersonal skills
• Assisted in drafting International Student Handbook containing resources for incoming first-year international students
• Planned major on-campus cultural events to spread cultural education, awareness, and tolerance in the community

On Iowa! Orientation Leader
New Student Services, University of Iowa
Iowa City, IA
March 2016-August 2016
• Led group of 30 first-year students throughout the 3-day On Iowa! orientation program and facilitated conversations on transition issues familiarizing students with campus resources and facilities
• Encouraged rapport building among students with icebreakers, group discussions, meals, and outdoor activities

Language Skills
• Fluent in: Italian, Mandarin Chinese, English
• Authorized to work for any US employer (no sponsorship required)

Professional Presentations
• Cao, F., Hill, J., Kolodzik K., Lu, A., Medin, M. (December 2022). It’s NOT a Small World After All: How Study Abroad Experiences Contribute to Undergraduate Students’ Cultural Humility Development. Research presentation presented to Indiana University Bloomington’s Higher Education and Student Affairs Master’s Research Exhibition.
• Baker, F & Cao, F. (December 2021). International Students in Higher Education. Poster presented to Indiana University Bloomington’s Higher Education and Student Affairs Master’s Symposium
Esmeralda Ceballos
she/her | esmeceba@iu.edu | LinkedIn

EDUCATION

Master of Science in Education, Higher Education and Student Affairs
Indiana University – Bloomington
Expected Graduation: May 2023

Bachelor of Science in Psychology
Indiana University-Purdue University Indianapolis (IUPUI)
May 2020

PROFESSIONAL EXPERIENCE

Leadership, Prevention, and Wellness Educator
Indiana University – Bloomington, Office of Sorority and Fraternity Life
January 2022 – Present
Bloomington, IN

- Facilitates educational sessions on bystander intervention, drug & alcohol awareness, consent, and mental health for the 66 Greek Life organizations using trauma-informed and inclusive language
- Represents office by attending and supporting health and wellness events such as Come Get Your Pot and Sex, Drugs, and Rock & Roll

Graduate Assistant
Indiana University, Office of Sorority and Fraternity Life
August 2021 – Present
Bloomington, IN

- Serves as the primary advisor for the Multicultural Greek Council (MCGC) and oversee the respective 11 organizations and MCGC executive board
- Chapter coaches 9-11 chapter presidents in the areas of recruitment, leadership, chapter operations & risk management through monthly chapter coaching meetings
- Advisor to 8 MCGC executive board officers by hosting weekly or biweekly 1:1 meetings to discuss council operations and their goals/projects
- Informed the restructured and implementation of the Greek Awards & Assessment Program (GAAP) by building program guidelines, maintaining communication with volunteer reviewers, and planning awards ceremony and reception
- Represent and provide support to office during implementation of various programs such as Community-Wide Meetings, Neophyte Retreat, and Greek Leadership Academy
- Assisted in the training of Panhellenic Council chapter leaders to facilitate the Body Project program, a group-intervention program that focuses on encouraging healthy eating habits, self-esteem, and body image, to their new member classes

Study Abroad Program Assistant
Indiana University, Hutton Honors College
June 2022 – July 2022
Bloomington, IN

- Assisted in student support and coordination of logistics for HON-H251 Memory, History, and Identity in Europe
- Served as a part of 3 person leadership team on four week long study abroad course in Germany and Hungary to ensure safety and comfort of student attending
- Orchestrated travel logistics to daily program excursions to museums and historical sites
- Coordinated and assisted with optional program activities such as team builders and excursions to Potsdam, Germany, and Szentendre, Hungary
- Co-led pre-departure meetings with participating students to discuss program overview and expectations

Union Board Graduate Advisor
Indiana University, Student Involvement & Leadership Center
January 2022 – December 2022
Bloomington, IN

- Advised 3 student directors on event planning, proposal, space reservation, implementation and IU policies
- Provided support to student directors during program implementation and assessment
- Served as part of 3 person advising team to implement board retreats, recognition dinners, other board-wide initiatives and events
Graduate Assistant Advisor  
August 2020 – July 2021  
IUPUI, Department of Psychology and Neuroscience  
Indianapolis, IN  
- Advised & recommended Psychology & Neuroscience students on class selection based on academic progress  
- Assisted students in scheduling their four year plan using IGPS with consideration of their degree requirements, future professional goals, and extracurricular responsibilities  
- Taught students how to use and read Academic Advisement Report (AAR)  
- Prepared packets for orientation students with academic requirements, resources & recommended first semester schedule

Undergraduate Peer Advisor  
August 2019 - May 2020  
IUPUI, Department of Psychology and Neuroscience  
Indianapolis, IN  
- Advised & recommended Psychology & Neuroscience students on class selection based on academic progress  
- Assisted students in scheduling their four year plan using IGPS with consideration of their degree requirements, future professional goals, and extracurricular responsibilities  
- Taught students how to use and read Academic Advisement Report (AAR)  
- Prepared packets for orientation students with academic requirements, resources & recommended first semester schedule

Orientation Leader  
May 2018 – August 2019  
IUPUI, Office of Orientation Services  
Indianapolis, IN  
- Guided 5-25 students per orientation session through orientation program while creating opportunities for students to connect and learn more about institution through team builders  
- Conducted tours of IUPUI's campus that gave overview of entire campus and  
- Assisted incoming students on class selection, enrollment process, and general degree requirements  
- Provided support to program by participating in student panels and checking in students to program/sessions

LEADERSHIP EXPERIENCE

Chapter President  
April 2019 – May 2020  
Gamma Phi Omega International Sorority, Inc., Xi Chapter  
Indianapolis, IN  
- Facilitated chapter retreats and weekly meetings to discuss chapter goals, programming, and membership intake  
- Maintained communication with National Board of Directors, Regional Director and Chapter Mentor to ensure chapter compliance with organization requirements and policies  
- Represented chapter in council, FSL, & campus-wide events in panels, leadership workshops, and meetings

Executive Vice President  
August 2019 – May 2020  
IUPUI Multicultural Greek Council  
Indianapolis, IN  
- Assisted in establishing the Multicultural Greek Council to provide support to the previously 5 independent culturally-based organizations by creating founding documents such as council bylaws and constitution  
- Maintained and enforced council bylaws and organization expectations and proposed amendments based on membership feedback and concerns

Campus Ambassador  
November 2017 – August 2018  
IUPUI, Office of Undergraduate Admissions  
Indianapolis, IN  
- Represented IUPUI by participating in student panels and workshops with prospective students  
- Conducted general and specialized campus tours for prospective students and their families

First Year Seminar Mentor  
March 2017 – January 2020  
IUPUI, Office of Orientation Services  
Indianapolis, IN  
- Met one-on-one or in a group with mentees three times per semester to discuss transition to college  
- Prepared and facilitated workshops on time management, campus resources, and degree requirements/class enrollment as co-instructor in first year seminar course

PRESENTATIONS

  [https://education.indiana.edu/students/graduates/program-specific/higher-education-and-student-affairs/masters/masters-students-research-exhibition/2022/#second](https://education.indiana.edu/students/graduates/program-specific/higher-education-and-student-affairs/masters/masters-students-research-exhibition/2022/#second)

ANNIE DELEHANTY
She/Her | www.linkedin.com/in/annie-delehanty/

EDUCATION
Indiana University - Bloomington
Master of Science in Education, Higher Education Student Affairs
Expected May 2023

Indiana University - Bloomington
Bachelor of Science in Recreation
- Major: Tourism, Hospitality, Event Management
- Minor: Fundraising and Resource Development
Graduated with Distinction

RELEVANT EXPERIENCE
Graduate Assistant
Office for Sexual Violence Prevention and Victim Advocacy – Indiana University Bloomington
Aug 2021 - Present
- Create and execute prevention programming for up to 1,300 students on Healthy Relationships, Consent, Sexual Assault and Domestic Violence
- Facilitate It's On Us governmental programming for first-year students on Bloomington’s campus to educate on consent and bystander intervention.
- Promote office and services to students by hosting tables across campus once a week
- Create resource cards using Canva to inform students of office resources, programs, and services

Graduate Advisor
Culture of Care at Indiana University Bloomington
Culture of Care at IU is a school funded student organization created to demonstrate care across campus.
Aug 2021 - Present
- Collaborate weekly with a leadership team of six to discuss plans for upcoming events
- Hold one-on-one bi-weekly meetings with all leadership team members to create timelines and offer support and collaboration
- Manage the events and programming held by the organization
- Oversees the $20,000 semester budget
- Helps to create the educational components of all events focusing on Mental Health, Drugs and Alcohol, Sexual Wellbeing and Respect, Harm Reduction and education for students

Graduate Assistant Academic Advisor
University Division – Indiana University Bloomington
May – July 2021
- Advised 200 students throughout New Student Orientation to plan the Fall 2022 semester
- Organized and submitted notes using AdRx so students and permanent advisors could reference the meeting
- Enforced FERPA throughout all appointments
- Maximized courses for students by referencing AP/Dual Credit and transfer credits
Graduate Intern  
*Indiana University Athletics Excellence Academy – Indiana University Bloomington*  
Jan – May 2022  
- Facilitated Huddle Up; a gender bias training with all 24 IU Varsity teams  
- Created Instagram stories and flyers on Canva to promote events and volunteer work done by student athletes  
- Collaborated with the office to program events for the student athletes  
- Helped to create and execute end of the year student athlete celebration

Meetings Coordinator  
*American Meteorological Society – Boston, MA*  
July 2019 – June 2021  
- Specialized in the Attendee Experience  
- Acted as the lead Meeting Planner on several conferences within the Annual Meeting  
- Ran Pure Chat communications for virtual events and oversaw help desk volunteers  
- Created and executed staff engagement programs for Centennial and Annual Meeting  
- Worked with vendors to create merchandise for the Society and 100th Annual Meeting

**LEADERSHIP EXPERIENCE**

**Huddle Up Facilitator**  
*Indiana University Athletics Excellence Academy - Indiana University Bloomington*  
Oct 2022 – Present  
- Following my internship with the Excellence Academy, I stayed on to continue to facilitate Huddle Up; gender bias trainings to the student athletes from the 24 varsity sport teams at Indiana University.

**Vice President**  
*Student Personnel Association at IU - Indiana University Bloomington*  
Jan 2022 – Dec 2022  
- Wrote, planned, and emceed the May 2022 Hooding Ceremony for the IU HESA program for both Master’s and Doctoral students  
- Oversaw elections and transitions for the 2023 SPA Board  
- Collaborated on ideas and events with the SPA Executive board

**Robert Shaffer Greek Education Intern**  
*Office of Sorority and Fraternity Life - Indiana University Bloomington*  
Aug 2018 – May 2019  
- Created facilitation guides for various programs across Indiana University’s Campus  
- Worked directly with Student Life and Learning Advisors  
- Worked collaboratively to assign facilitations throughout the year to educate students on leadership

**Peer Facilitator**  
*Office of Sorority and Fraternity Life - Indiana University Bloomington*  
Sep 2017 – May 2019  
- Worked closely with students involved in Indiana University Greek Life  
- Discussed leadership and meaning of the Greek Community on IU’s campus  
- Attended Indiana Greek Emerging Leaders Retreat as a facilitator

**Sisterhood Chairman**  
*Alpha Sigma Alpha – Epsilon Phi*  
Nov 2016 – Dec 2017  
- Planned and hosted formal events for 250+ people  
- Planned and executed bonding sessions for up to 30 people per session  
- Managed a budget over $7,500
RUBY FLORES CAMACHO
floresru25@gmail.com | 317-992-7060 |

Education

Indiana University-Bloomington
Bachelor of Science in Education
Secondary Social Studies Education, minor in Counseling | May 2021

Indiana University-Bloomington
Master of Science in Education
Higher Education and Student Affairs, College Pedagogy Certificate | Expected May 2023

Experience

Residential Program & Services (RPS), Indiana University
Graduate Supervisor for Diversity Education – CommUNITY Education Program | July 2021-Present

▪ Train and supervise a staff of 18 CommUNITY Educators (CUEs) to foster respect and understanding in the residential environment and beyond to create an atmosphere that seeks, welcomes, and values for 15 residence halls housing over 8,000 residents.

▪ Assist in promoting and assessing a residential curriculum and student leadership model while taking part in outreach across campus.

▪ Evaluate and assess student performance and CUE program effectiveness

▪ Design and implement biweekly training for the CUEs focusing on facilitation preparation, diversity, equity, and social justice topics, and professional development opportunities

▪ Co-facilitate biweekly meetings of 22 people including 18 student staff, 3 graduate staff members, and one full time staff member focusing on the CUEs upcoming work, professional development, social justice interests and ongoing training in areas like facilitation, navigating tough conversations, and conflict management

▪ Engage in conversations with CUEs about self-advocacy and encouraged them to use their platforms to advocate for the historically misrepresented groups they are a part of through their workshops and bulletin boards

▪ Perform budget management tasks within a $34,000 budget such as updating ledgers, submitting hospitality requests, and collecting receipts.

Office of Student Conduct, Indiana University
Graduate Hearing Officer | December 2021-Present

▪ Adjudicate and process over 100 personal and academic misconduct cases per academic year

▪ Formulate individualized action plans for students who violate the University’s Code by applying student development theory, evaluating student needs, and considering mitigating circumstances

▪ Engage in critical dialogues on student rights and responsibilities, ethical decision-making, and student accountability with students in the conduct process

▪ Serve as a Hearing Coordinator for personal and academic misconduct cases

▪ Assist in organizational misconduct investigations by taking notes during individual interviews

▪ Maintain confidentiality of FERPA-protected misconduct cases to ensure student and case confidentiality
GROUPS Scholars Program, Indiana University
Graduate Assistant
May 2022-July 2022
- Co-facilitated staff training for 24 resident assistants through activities that helped staff develop problem-solving skills, communication skills, and team bonding
- Assisted resident assistants in implementing programs to get first-year students connected to members of their cohort by hosting programs
- Co-supervised 24 resident assistants by participating in one-on-one meetings with staff, attending staff programs, and co-leading weekly staff meetings
- Responded and guided resident assistant through emergency situations, policy violations, and wellness checks for 400+ GROUPS students while serving in 24/7 on-call rotation
- Led weekly forums for about 30 LGBTQ+ GROUPS Students by developing a safe space for students to talk about issues facing the LGBTQ+ community at IU

Indiana University Foundation (IUF), Daniel C. Smith Internship Program
Development Intern – Office of the Vice Provost of Undergraduate Education
May 2021-July 2021
- Attended Indiana University Foundation’s Board of Directors to see the behind the scenes of how foundation boards operate
- Attended learning series on the fundraising process led by foundation and development leaders
- Presented a Capstone summarizing the work I accomplished and what I learned in front of an audience of 20+ development leaders
- Competed in a case competition with members of my cohort to solve a real-life problem happening at the foundation
- Created a development course for undergraduates to learn more about the basics of philanthropy

La Casa/Latino Cultural Center, Indiana University
Undergraduate Assistant
August 2017-May 2021
- Monthly tasks consisted of documenting foot traffic and program outcomes, greeting students, tabling, advertsing, and attending staff meetings
- Represented La Casa at academic program orientations, resource fairs, and other university events per semester to promote the Center’s mission, and acquaint students to La Casa’s student groups and associated Latine-based organizations
- Created two programs per semester geared toward professional development for students
- Interacted with, and assisted over 20 students weekly who come into the center to use the space and/or come to programs
- Helped in planning, advertisement, execution of signature events such as our Annual Día de Los Muertos Celebration, Fall Latine Retreat, Monthly Collectiva Dinners, and National Hispanic Latine Heritage Month which served 10-200+ students, staff, faculty and community memebers
- Ran and chaired Latinx Student Council; ensured all Latinx student organizations came together monthly to build community and network with students, faculty, staff, and community members
- Co-facilitated Latinx initiative an affinity group for 15+ LGBTQ+ Latinx students
Involvement, Presentations, Awards, Committee Memberships

Involvement

La Casa/Latino Cultural Center, Indiana University  
*Latina Initiative* | Co-Facilitator  
August 2021-Present
- Meet frequently with the Director of the La Casa Latino Cultural Center to coordinate purchasing needs and acquire feedback on facilitation performance
- Facilitate an affinity group for Latina undergraduate and graduate students at IU who identify as Latinx women to have open and honest dialogues about matters that relate to their social identities
- Create programming both educational and social to establish community among participants
- Coordinate outreach to share publicly about the purpose of group and events

Student Personnel Association at Indiana University  
*Director of Member Relations*  
January 2022-December 2022
- Served as a liaison between new, returning, and alumni members of SPA at IU.
- Planned and executed HESA orientation (HESOL) and peer mentor (Buddies) programs.
- Worked with the executive board to plan and execute programming geared toward orientating students to their new environments at the beginning of each academic year.

Residential Program & Services (RPS), Indiana University  
*EDUC-U450: Foundations of Residential Leadership Facilitator/Instructor*  
December 2021-March 2022
- Taught a 2-credit hour course with 14 undergraduate students who are in the RPS selection process
- Engaged students in activities around the topics of social identity, leadership styles, and conflict management
- Introduced selected student development theories and apply knowledge in hypothetical situations to prepare students for a diverse student population
- Graded coursework and evaluated overall student performance

Presentations

Awards
- 2022-2023 Indiana University Robert H. Shaffer Memorial Fund Scholarship Recipient
- 2017-2021 Indiana University Bloomington Jesse H. and Beulah Chanley Cox Scholarship Recipient

Committee Memberships
- 2021-2022 Residential Program Services Diversity Committee
- 2021-2022 Residential Program Services Residential Curriculum Committee
Ian Fournie
Strategic • Includer • Futuristic • Achiever • Focus
he/him/his

Education

**Indiana University Bloomington**
Bloomington, IN
Masters of Science in Education, Higher Education and Student Affairs
Expected Graduation: May 2023
GPA: 3.97 / 4.0

**Bradley University**
Peoria, IL
Bachelors of Science, Public Relations
May 2021
GPA: 3.83 / 4.0
Minors: Music, Creative Writing, Business Management & Leadership

Professional & Graduate Student Affairs Experience

**Union Board Advisor**
Indiana University Bloomington, Student Involvement and Leadership Center
Bloomington, IN
August 2021 - August 2022

- Advise 8 - 9 Union Board Directors & their committees. Committees advised include: Concerts, Spirits and Traditions, Films and Entertainment, Marketing, Finance, Canvas Creative Arts, Live from Bloomington and Culinary Arts.
- Supervise Film Projectionist Staff (4-7 students) and Marketing Staff (5 students)
- Implement and execute programs for Union Board including fall retreat, spring retreat, director role determination, installation ceremony, bi-annual reunion etc.
- Responsible for management of Union Board's $550K budget
- Lead communication with talent agencies and coordination of contract signing in accordance with university policy
- Coordinated logistics for Union Board including coordinating space reservations, assessing attendance data collection/reporting, and updating campus partners on upcoming events.
- Teaching 2 credit hour *Issues in Undergraduate Life* course to 24 - 30 students

**Graduate Advisor for Union Board**
Indiana University Bloomington, Student Involvement and Leadership Center
Bloomington, IN
August 2021 - August 2022

First Year Summer Springboard Orientation Intern
Harrisonburg, VA
May 2022 - July 2022

- Collaborated with the Coordinator of First Year Student Staff to develop and deliver a series of comprehensive trainings based on learning outcomes for 24 Orientation Peer Advisers (OPAs)
- Collaborated with the Coordinator of First Year Student Staff to co-supervise the OPAs during First-Year Summer Springboard
- Lead effective and constructive evaluation and reflection sessions with student staff
- Served as support and primary point of contact for student staff in the residence hall after First-Year Summer Springboard training days and program,
- Developed student staff placement schedules for First-Year Summer Springboard,
- Assisted with managing Transfer Summer Springboard program components and logistics as needed.
Social Media Intern
Bradley University, Office of Undergraduate Admission
Peoria, IL
August 2019 - May 2021
- Assisted in managing the Office of Admission’s Facebook, Twitter, Snapchat & Instagram accounts by creating and planning content on all platforms.
- Moderated the incoming first year class Facebook page.
- Created Bradley Buzz (BuzzFeed) posts.
- Organized Bradley Bound takeover series.

Student Admissions Representative
Bradley University, Office of Undergraduate Admission
Peoria, IL
August 2018 - May 2021
- Assisted prospective students by leading and presenting campus tours, conducting phone calls, and meeting with families on visit days.
- Communicated information about the university and helped to plan and execute large visit day programs consisting of 300-500 people.

Residential Advisor
Bradley University, Office of Residential Life
Peoria, IL
August 2018 - May 2020
- Created a community on a floor of approximately 40 students and developed relationships with all residents.
- Attended training on diversity and inclusion, as well as emergency situations regarding alcohol, drugs, and sexual assault.

Student Aide
Bradley University, Office of Orientation & Advisement
Peoria, IL
February 2018 - February 2020
- Prepared and implemented a variety of programs that assisted students with the transition from high school to college. This included 13 three-day orientation sessions each summer for incoming freshmen and their families.
- Presented to large groups of students and family members on topics such as being a commuter student, academic advising, course registration and other topics.
- Had one on one conversations with incoming students to assist them in their personal transition to college.
- Assisted in academic advising for first year students.
- Facilitated small group discussions on topics related to DEI, drugs/alcohol awareness and roommate conflict.
**Leadership and Involvement**

**Director of Finance**
Indiana University, Student Personnel Association  
January 2022 - December 2022

**President | Vice President | Comedy Coordinator**
Bradley University, Activities Council of Bradley University  
January 2018 - December 2020

**Bradley Fellow**
Bradley University, Bradley Fellows  
August 2017 - May 2020

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**Social Media Intern**
ComEd, eChannels Department  
Oakbrook, IL  
June 2020 - July 2021

- Assisted in managing ComEd Facebook, Twitter, & Instagram pages by developing and planning content on all platforms
- Created content series (AI Web Chat, Unity Project, Like/Follow Ads)
- Created Instagram & Facebook story series (Trivia Tuesday, This or That, Language Series, Volunteerism)
- Tracked analytics and pulled reports via Talkwalker
- Created the Customer Care Campaign (a suggested project to improve ComEd’s eChannels)
- Interacted with followers on Instagram
- Assisted with other projects as needed.
ANNA GALVEZ
she/her | apgalvez@iu.edu | LinkedIn

EDUCATION

Master of Science in Education, Higher Education and Student Affairs
Indiana University – Bloomington
Expected Graduation: May 2023
Bloomington, IN

Bachelor of Science in Education, Educational Studies and Spanish
Texas Christian University
May 2015
Fort Worth, TX

PROFESSIONAL EXPERIENCE

Assistant Director of Diversity Initiatives
Indiana University – Bloomington, Kelley School of Business
Starting spring 2023

Jane Jorgensen Diversity, Equity, and Inclusion Intern
Indiana University – Bloomington (IUB) Division of Student Affairs, Office of Sorority and Fraternity Life
January 2023 – Present
Bloomington, IN

• Audit existing diversity, equity, and inclusion (DEI) programming offered by Office of Sorority and Fraternity Life (OSFL) to assess strength and efficacy of presentations
• Meet with DEI leadership/chairs from each Greek council/organization to gain understanding of prevalent issues each chapter/council faces and seek out student-driven input and goals for DEI programming
• Update/create existing programming from student feedback in conjunction with IUB Assistant Dean for Student Support and Bias Education
• Present formal recommendations at end of semester on how to incorporate DEI efforts and initiatives into student organization programming, leadership development and advising

Graduate Assistant
Indiana University, Office of School Partnerships
May 2021 – February 2023
Bloomington, IN

• Maintained an inventory of the ways Indiana University faculty/staff/students are engaged in the community to address K-12 student success and college readiness using Collaboratory database
• Onboarded faculty and staff from IU’s seven campuses statewide, ensuring proper and consistent use of software platform, Collaboratory
• Assisted facilitation of projects and visualizing data, using KUMU, among other platforms, that demonstrate town-gown relationships and community engagement within the IU system
• Built, launched, and maintained Office of School Partnerships and Collaboratory at IU websites
• Oversaw five hourly assistants across four Indiana University campuses

Graduate Intern
Indiana University – Bloomington, Office of Sorority and Fraternity Life
August 2022 – December 2022
Bloomington, IN

• Enhanced and built diversity, equity, and inclusion programming for all 4 Greek councils: Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Panhellenic Association
• Assisted in auditing and providing feedback on new member education curriculum to each Greek organization
• Collaborate and assist with building annual organization accreditation process rubrics

Leadership, Prevention, and Wellness Educator
Indiana University – Bloomington, Office of Sorority and Fraternity Life
January 2022 – December 2022
Bloomington, IN

• Facilitated weekly sessions on bystander intervention, drug & alcohol awareness, consent, and mental health for the entire Greek community using trauma-informed and inclusive language

Board Governance Intern, Office of the President
Indiana University Foundation (IUF), Daniel C. Smith Internship Program
May 2022 – August 2022
Bloomington, IN
• Supported execution of operations for June Board of Directors meeting
• Created and upgraded the process in which historical documentation of the actions/resolutions of the Indiana University Foundation Board are documented using CRM database as starting point
• Participated in annual IUF Daniel C. Smith Internship Program Case Competition
• Evaluated diversity metrics of IUF’s Board of Directors in comparison to its Big 10 and peer public institutions and presented to IUF staff as part of summer-long capstone project

Graduate Intern, Office of Inclusion, Equity, Diversity & Justice
Indiana University – Bloomington
January 2022 – May 2022

Jacobs School of Music + Eskenazi School of Art, Architecture & Design
• Created, implemented, and assessed social justice, equity and inclusion-based programming and activities for students, staff and faculty in Jacobs School of Music and Eskenazi School of Art, Architecture & Design
• Developed and implemented marketing plans and social media campaigns focused on diversity education, representation and the arts, cultural heritage months, and programming initiatives
• Assisted in the development of the mission and vision statements for the DEI office of both schools

Upper School Equity and Inclusion Coordinator
Greenhill School
August 2019 – June 2021
Addison, TX
• Advised and served as a diversity, equity, social justice, and inclusion (DESJI) resource for Upper School administration, students, faculty/staff, and families
• Worked directly with the Director of Equity and Inclusion to lead the school in setting and attaining the objectives and goals of the school’s mission and strategic DESJI-focused initiatives, as well as planned and executed DESJI-focused programming within and outside of the Upper School
• Participated in leading and managing Greenhill’s partnerships with local/regional organizations such as Dallas Area Youth Organization (DADYO) and Dallas Area Diversity Practitioners Organization (DADPO)
• Represented the DESJI team as a member of the Upper School Leadership Team

Upper School Spanish Teacher
Greenhill School
August 2018 – June 2021
Addison, TX
• Developed a standards and proficiency based regular track Spanish curriculum for two Spanish 2 and two Spanish 3 classes
• Observed, planned, taught, and assessed students to inform and modify instruction for multi-cultural classes with many levels of ability, while implementing strategies to maintain students’ social-emotional health
• Advised a group 13 of students in the Class of 2022, meeting with them daily, ensuring that they and their families feel known, mentored, and empowered, while effectively supporting each student to thrive authentically throughout Upper School

High School Spanish Facilitator
Plano ISD Academy High School
August 2016 – June 2018
Plano, TX
• Created and taught performance and project-based Spanish curriculum using backwards design that aligned with the American Council on the Teaching of Foreign Languages (ACTFL) standards
• Collaborated with multiple grade-level teams to assist in designing multidisciplinary science, technology, art, and math project-based curriculum
• Assessed and re-evaluated each project’s curriculum with grade-level teams, and Languages Other than English (LOTE) team, consistently

Spanish 1 & 2 Teacher
Warren Travis White High School
August 2015 – June 2016
Dallas, TX
• Designed and taught curriculum aligned to Texas Examinations of Educator Standards LOTE standards, incorporating ACTFL and performance-based curriculum when possible
• Assessed 140 students’ progress throughout term and worked closely with other staff to efficiently plan and coordinate work
ADDITIONAL EXPERIENCE

Co-Director of Outreach
Student Personnel Association at Indiana University
November 2021 – November 2022
• Coordinated and oversaw all aspects of the Outreach Program (IU’s Higher Education and Student Affairs (HESA) interview week for prospective students)
• Assisted the HESA master’s program in the coordination of admissions and recruitment activities for Outreach week and additional recruitment activities and events

Board Member
Greenhill School Alumni Association
August 2020 – June 2021
• Served on the advancement committee and worked with the Director of the Greenhill Fund and Alumni Board Advancement chairs on alumni fundraising strategies for the year
• Assisted in the creation of collateral and outreach strategies for Alumni Giving Day – a 24 hour online fundraising event – to drive engagement and increase dollars raised through urgency, peer influence, and matched gifts
• Attended monthly board meetings, contributed to the Greenhill Fund, encouraged others to support and attend alumni sponsored events, and participated in a board-sponsored community service event

Student Administrative Assistant
TCU Athletics
September 2011 – April 2015
• Helped Athletic Director and Associate Athletic Directors with special projects and confidential paperwork
• Assisted Administrative team during conference realignment to the Big XII
• Coordinated Director of Intercollegiate Athletics' club suite during football season, as well as guest check-in
• Handled day to day operations within the Administrative Athletic office

Human Resource Intern
PGA TOUR, INC.
June 2013 – August 2013
• Compiled employee profiles into digital versions for iPads as part of HQ-wide talent management project for departmental executives
• Chosen to participate in program out of over 1,000 applicants nationwide
• Helped research for a new parental leave policy for PGA TOUR HQ
• Served as liaison and coordinator of intern class

PRESENTATIONS AND PUBLICATIONS


• Flores Camacho, R. & Galvez, A. (December 2021). *Undocumented Students in Higher Education*. Presented at the Indiana University – Bloomington HESA Master’s Scholarship Symposium.

• **Brown, S., Galvez, A., & Terrell, K.** (March 2017). *Project Based Learning in a World Language Classroom.* Presented at the Southwest Conference of Language Teaching Conference. Oklahoma City, OK.

<table>
<thead>
<tr>
<th>PROFESSIONAL AFFILIATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIR – Association for Institutional Research, April 2022 – Present</td>
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<tr>
<td>ACPA – American College Personnel Association, November 2021 – November 2022</td>
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<tr>
<td>ACTFL – American Council on the Teaching of Foreign Languages, September 2018 – June 2021</td>
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<td>AATSP – American Association of Teachers of Spanish and Portuguese, January 2019 – June 2021</td>
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<td>SWCOLT – Southwest Conference of Language Teaching, January 2017- January 2018</td>
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<tr>
<td>TFLA – Texas Foreign Language Association, October 2016 – December 2018</td>
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<tr>
<th>CERTIFICATIONS AND AWARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth A. Greenleaf Fellowship Award Recipient, Indiana University – Bloomington HESA Program, May 2022</td>
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<tr>
<td>Languages other than English K-12: Spanish License, Texas Education Agency, June 2015 – Present</td>
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Lauren Harris
Harrila@iu.edu • linkedin.com/in/lauren-harris353 • (630) 235-6673

EDUCATION
Indiana University
Master of Science in Education in Higher Education & Student Affairs
Bloomington, IN
Expected May 2023

Illinois State University
Bachelor of Science in Politics & Government with Minor in African American Studies
Normal, IL
May 2021

PROFESSIONAL EXPERIENCE
Student Involvement & Leadership Center
Graduate Assistant for Student Organizations
Bloomington, IN
August 2021 – Present

- Provide support to over 750 student organizations through Engage, an Anthology software system
- Coach student leaders on best practices for student organization management
- Coordinate student organization registration processes, including consultation with students and application review
- Build annual re-registration processes for organizations to maintain good standing with our office
- Serve as the primary advisor for Indiana University Funding Board comprised of 18 student leaders
- Review and approve all Indiana University Funding Board allocations, which results in over $375,000 of distributed funds to a variety of diverse student organizations each year
- Chair annual student organization award committees for leadership and community development
- Help staff develop, implement, and evaluate student organization support systems, policies, and procedures
- Organize and execute fall and winter Student Involvement Fair for over 400 organizations
- Support other functional areas within the center as needed

Neal-Marshall Black Culture Center
Programming and Student Development Assistant
Bloomington, IN
December 2021 - Present

- Serve as the program lead and advisor for the Black Student Caucus comprised of over 30 student organization leaders
- Communicate and build networks with the campus community and student organizations to help assess what leadership development opportunities students are looking for
- Develop and enhance programming experiences for student leaders utilizing student development and leadership theories
- Curate Indiana University’s inaugural Black Student Leadership Summit for 75 student leaders
- Support staff and other areas of the Neal-Marshall Black Culture Center as needed

Office of Sorority and Fraternity Life
Leadership, Prevention, and Wellness Educator
Bloomington, IN
August 2021 – December 2022

- Facilitated our leadership, prevention, and wellness programs for the entire sorority/fraternity community with participants ranging from 25 to 100 people each program depending on chapter size
- Routinely attended and complete required trainings for (OSFL) executed programs
- Offered critical feedback on OSFL programs through assessments and reflections surveys
- Used trauma-informed and inclusive language in presentations and team meetings to encourage a safe learning environment for students with various learning styles, identities, and backgrounds
- Maintained accurate understanding and awareness of sorority and fraternity life at Indiana University

Campus Living and Residential Education - The George Washington University
ACUHO-I Intern for Summer Housing
Washington, D.C.
May 2022 – August 2022

- Coordinated and facilitated all aspects of the Summer Housing Short-Stay Groups program
- Communicated with campus partners to assess their needs for invited short-stay guests
- Served as a member of the Summer Housing committee who oversaw all aspects of the long-stay, short-stay, and individual intern program
- Maintained an effective check-in system for summer housing guests utilizing the Mercury software platform
- Assisted with the logistics of all Summer Housing guests move-out procedures
- Provided diligent customer service to all summer housing guests and provided timely assistance as needed
- Assisted with occupancy solutions and management in preparation for students return to the residence halls

TEACHING EXPERIENCE
Student Involvement and Leadership Center
EDUC-U207: Leadership Training Facilitator
Bloomington, IN
Spring 2023 Semester

- Teach an online 2 credit leadership course focused on theories, practices, and developing leadership styles for 24 students
- Create and share lectures on course material through Canvas, an online class management system
- Grade and provide feedback for assignments to ensure student success in meeting course learning outcomes
ADDITIONAL EXPERIENCE

Career Services

**Career Ambassador**

- Aided students with resumes and related document reviews, LinkedIn profiles, and answer other career questions
- Provided career-focused presentations such as resume building, to variety of campus audiences and group sizes

Center for Community Engagement and Service Learning

**Student Leader in Community Engagement (SLiCE)**

- Partnered with community organizations to promote community service to students
- Served as on-site coordinator for service projects with mid-size student groups

Leadership Education and Development

**LEAD Student Coordinator**

- Served as program coordinator for the Institute, a four day LeaderShape retreat
- Created LeaderShape Legacy initiatives to get students engaged past their LeaderShape experience

ORGANIZATIONS & LEADERSHIP EXPERIENCE

**Student Personnel Association**

**Journal Review Board Member**

- Review manuscripts for the Student Personal Association Academic Journal
- Provide three rounds of thoughtful and detailed feedback to the editorial team

**Director of Programming**

- Organized and developed social and professional development programs for HESA students and faculty
- Assisted in the implementation of Outreach initiatives for prospective students
- Planned and executed programming geared toward orientating students to their new environments each academic year

**Student Government Association**

**Student Body President**

- Served as the primary student official and spokesperson for the 20,000 student body population
- Performed duties as liaison between students and Illinois State University administration
- Supervised the operations of the Student Government Association Executive Branch
- Co-chaired Academic Senate, the primary governing body for Illinois State University

**Membership & Outreach Chair**

- Reviewed, researched, and preliminarily confirmed Presidential appointments for legislative vacancies

**Secretary of Diversity Affairs**

- Cultivated university initiatives that aids in promoting diversity on Illinois State University’s campus

**Black Student Union**

**Special Events Coordinator**

- Coordinated the Black Student Union’s signature events

**Media Relations Director**

- Utilized social media outlets for promotional purposes

PROFESSIONAL MEMBERSHIPS

**Delta Sigma Theta Sorority, Inc.**

**Association of College and University Housing Officers – International**

**American College Personnel Association**

AWARDS

**Drs. Larry W. and Tracy M. Tyree Scholarship**

**Department of Politics and Government's Equity and Inclusion Advocacy Award**

**Diversity Advocacy's Action Oriented Leader**

PRESENTATIONS


**Harris, L., Howell, G., Jackson, J., Loving, B., White, D.** (2022, November). *Listen and Learn: Utilizing a Student-Facilitated Townhall to (Re)connect Students to the Black Culture Center*. Presented at the Association of Black Culture Centers Conference.

Dimitri Heath  heathdh@iu.edu | Bloomington, IN

EDUCATION

Bachelor of Arts in Sociology and Gender Studies August 2017 – May 2021
Butler University, Indianapolis, IN

Bachelor of Arts in Gender, Women’s, and Sexuality Studies August 2017 – May 2021
Butler University, Indianapolis, IN

Master’s Degree in Higher Education and Student Affairs August 2021 – Present
Indiana University, Bloomington, IN

HIGHER EDUCATION EXPERIENCE

Irvington House Resident Assistant August 2018 – May 2020
Butler University, Indianapolis, IN
- Served as a Resident Assistant for approximately 40 first year students living in Irvington House by creating educational programs, managing conflict, and being a resource
- Participated in a duty rotation to manage a building of 600+ first year residents
- Addressed conflict, policy violations, and conduct situations in the building and document appropriately
- Performed administrative duties such as Room Condition Reports, Health and Safety Checks, Roommate Agreements, and Duty Logs

Irvington House Desk Assistant August 2019 – May 2021
Butler University, Indianapolis, IN
- Received and logged packages for first-year residents
- Provided building information, created maintenance reports, did lockouts, and requested new keys for first-year residents
- Sorted and distributed incoming mail for those residing in the building

Irvington House Senior Resident Assistant August 2020 – May 2021
Butler University, Indianapolis, IN
- Served as a peer mentor for the Resident Assistants in Irvington House by creating community hours and being a resource for any questions or concerns
- Managed the Irvington Front Desk and trained new Desk Assistants in order for desk operations to run smoothly
- Organized monthly meetings for Desk Assistants to ask questions, bring up concerns, brainstorm ideas, and schedule weekday and weekend shifts
- Assisted the Community Director and Assistant Community Director with various administrative duties including staff meetings, wellness checks, and building closures.

Residential Programs and Services Graduate Supervisor August 2021 – Present
Indiana University, Bloomington, IN
- Served as a Graduate Supervisor for Residential Programs and Services in Forest Residence Hall and Spruce Residence Hall
- Supervised Resident Assistants and aided them in learning how to build community, use mediation skills, understand policy and conduct, and mentor students on their floor and in their building
- Learned and used administrative skills such as scheduling one-on-one meetings, utilizing RPS systems such as Roompact, ResCard, CSGold, etc., and managing finances for my respective buildings
- Served as a Conduct Hearing Officer and met with students regarding RPS policy violations and educational conversations
- Handled CARE Reports and met with students who were in need of emotional support

**Office of Admissions: Diversity, Recruitment and Outreach Practicum Experience** January 2022 – May 2022
Indiana University, Bloomington, IN
- Assisted with various Admissions events and programs such as Red Carpet Day Luncheons and Family Receptions
- Co-created and assisted with programs such as Project Stepping Stone and the IU Pre College Academy with supervisors
- Learned and used administrative skills through various Admissions systems
- Developed public speaking skills during Admissions events and programs
- Served as a resource at Admissions events to answer questions about Residential Programs and Services

**ADDITIONAL SKILLS**
- Can navigate IU online systems related to position
- Ability to manage websites and social media platforms
- Proficient at Adobe InDesign
- Ability to mediate and resolve conflict
- Written and verbal communication skills
Jordan Hill
he/him/his | hill.jordant@gmail.com

Education

Indiana University - Bloomington: Bloomington, Indiana  |  Expected Graduation: May 2023
M.S.Ed: Higher Education and Student Affairs  |  Current GPA: 4.0

Hope College: Holland, MI  |  Graduated: May 2016
Bachelor of Arts: Philosophy, Spanish (double major)  |  GPA: 3.83

Higher Education Experience

Graduate Assistant Academic Advisor at Hutton Honors College August 2021-Present
Indiana University - Bloomington

- Advise any of Hutton’s 6000+ students via 15 weekly appointment slots, as well as daily drop-in advising, on Hutton Honors program, degree planning, course enrollment, and educational, professional, and personal goals
- Employ a welcoming, person-centered, and developmental approach to advising, discussing not only degree requirements and course registration but also personal and vocational goals, adjustment to collegiate life, etc.
- Engage advisees in cooperative problem-solving and decision-making, balancing being an accessible institutional agent who provides expertise while also supporting student autonomy and responsibility
- Exhibit familiarity and competency with broad range of degree/school requirements and policies across IU and be able to access, organize, interpret, and inquire about a large quantity of information, as students in the Honors College come from every school and major, as well as many University Division (undeclared) students
- Provide quality academic services by collaborating with a team of 6 advisors, co-facilitating weekly team meetings, leading group advising and admissions presentations, and execute other Hutton Honors programming and services including assessment, evaluation, and continual improvement projects
- Utilize IU operation systems to maintain advising records, assess degree requirements, process admissions applications, and schedule appointments. Utilize advising software to communicate with other advisors, reference their past advising notes, access instructor feedback, and otherwise maintain student academic records

Graduate Student Fellow at Leonard D. Fromm Office for Student Affairs January 2022-Present
Maurer School of Law, Indiana University - Bloomington

- Collaborate closely with the Director of the Office for Student Affairs to support and improve multiple projects
- Chair of the Wellness Week committee, which plans and implements a semesterly week of programming designed to support and educate multiple dimensions of wellbeing among law students
- Conduct and interpret ongoing assessment, evaluation, and research in the realm of wellbeing in law to support a cultural shift in the field
- Co-supervise the 24 student mentors of the Peer Group Advisors (PGA) program, which places first-year law students into small groups led by an upper-level student mentor, who serves as a professional and personal resource
- Design ongoing training and provide continual support and guidance to the mentors throughout the semester

Residential Life Coordinator of Phelps Scholars Program August 2018-July 2021
Hope College – Holland, MI

- Pioneered position that jointly serves the Division of Student Development/Residential Life and the Phelps Scholars Program (PSP), a living-learning community for 90-100 first year students centered around creating a diverse and intentional community experience with residential, curricular, and co-curricular components
- Directed operation of residence hall including direct supervision of a diverse team of six Resident Assistants (RAs), resident well-being, student engagement, community development, and facility needs
- Collaborated weekly with the five PSP program faculty to contribute to the design of course content, communicate cohort socio-emotional and cultural learning opportunities, and coordinate individual student support
• Served as full-time member of the Residential Life Leadership Team for the entire campus, which met weekly to solve problems, assess and implement programs, and address emergent issues that affect the campus community
• Instrumental in annual interview and hiring process of 100+ RAs as well as 12+ professional Residential Life staff
• Evaluated, enhanced, and facilitated department-wide onboarding/ongoing training for all RAs and professional staff
• Led annual recruitment of incoming PSP class, including direct supervision of 10+ student recruitment assistants
• Served as an informal advisor or success coach for current and former PSP students who had been identified as struggling socially or academically or who were seeking additional support or mentorship
• Piloted a formal peer mentoring program of 30+ students, connecting first-year Phelps Scholars with upper-level PSP alumni to provide personal/academic support and strengthen the connections within the greater PSP community
• Developed and implemented regular programming and events in collaboration with the RA team to celebrate the richness of diversity and promote the active engagement and affirmation of all residents
• Acted as judicial hearing officer and conflict mediator for incidents related to 200+ residents in 3 residence halls
• Responsible for weekly on-call rotation as professional staff member for the entire campus, responding to policy violations, medical emergencies, personal crises, and advising the resident assistants on duty

Program Coordinator of Step Up Mentoring Program July 2016-July 2018
Hope College – Holland, MI

• Coordinated middle school mentoring program that offers academic and personal support to underserved students in local community and prepares them to apply to Upward Bound program in high school
• Recruited, trained, and supervised 100+ college student volunteers to serve as 1-on-1 academic and personal mentors to program participants. Provided ongoing training, guidance, and volunteer appreciation
• Supervised four weekly after-school, on-campus sessions of two hours and 40-50 total participants each
• Transformed the program significantly over the course of my leadership, achieving more than double the number of volunteers, students, and number and duration of sessions, and improving student-mentor ratio from 3:1 to 1:1
• Engaged effectively with individuals of a diverse range of identities and backgrounds, both in volunteer mentors and the participating students and their families (majority preferred or only spoke Spanish)

Skills, Certificates, Professional Presentations, and Awards
• Fluent in written and spoken Spanish
• Bloomington Academic Advising Council (BAAC) Professional Development Certificate for 2022-23
• Mental Health First Aid for Higher Education Certification (from National Council for Mental Wellbeing, 2023)
• Cao, F., Hill, J., Kolodzik K., Lu, A., Medin, M. (December 2022). It’s NOT a Small World After All: How Study Abroad Experiences Contribute to Undergraduate Students’ Cultural Humility Development. Original research presented to IU’s Higher Education and Student Affairs Master’s Research Exhibition.
• Ceballos, E. and Hill, J. (December 2021). Latinx Students in Higher Education. Poster presented to IU’s Higher Education and Student Affairs Master’s Symposium
• Latino Student Organization - Staff Member Award (Hope College, 2021)

Selected Undergraduate Involvement and Recognition
• Academic Awards: Charles E. Lake Senior Prize in Philosophy (2016), Dean for the Arts and Humanities Award (2016), Spanish Department Faculty Award (2016), Diversity and Inclusion Award (2016), Charles E. Lake Junior Prize in Philosophy (2014), Charles E. Lake Prize for Philosophical Promise (2013)
• Member of Phi Beta Kappa - Zeta of Michigan Chapter at Hope College
• Teaching Assistant for Problems of Modern Philosophy course (January - May, 2016)
• Lead Instructor at Community ESL Program through Hope College (August - December, 2015)
• Study Abroad Semester: CIEE Liberal Arts in Buenos Aires, Argentina (February - July, 2015)
• Treasurer, Latino Student Organization of Hope College (September 2013 - February 2015)
• Volunteer Tutor, Children’s After School Achievement (CASA) Program, Hope College (08/2012 - 05/2013)
• Phelps Scholars Program, Hope College (August 2012 - May 2014)
• Accepted as first-year participant and hired to return second year as RA to support program coordination
Jared Hunt  
(he/him/his)

JARED HUNT  
INDIANA UNIVERSITY GRADUATE STUDENT

EDUCATION  
Indiana University, Bloomington, Indiana  
August 2017 - May 2023

- M.S.Ed in Higher Education Student Affairs: Wendell Wright School of Education  
  August 2021 – expected May 2023
- B.S. in Exercise Science/Kinesiology: School of Public Health  
  August 2017 - May 2021
- Minors in Fitness Instruction and Coaching: School of Public Health

STUDENT AFFAIRS EXPERIENCE  
Graduate Supervisor (GS) - Read Residence Center  
August 2021 – Present

- Co-supervise, train, and evaluate 18 Resident Assistants (RAs) and one Community Educator (CUE) in conjunction with learning outcomes as detailed by the Indiana University Residential Curriculum. Incorporating and fostering an understanding of identities, personal well-being, intellectual engagement, and civic stewardship
- Serving as one of three members of Read Hall Leadership Team to manage a community of nearly 1,000 residents. Includes collaborating with the living learning communities and residence hall association housed in Read.
- Respond to crisis and emergency situations in the Southeast neighborhood housing 4,000 students. Crisis includes wellbeing checks, conduct violation, and mediation of roommate conflicts.
- Guide student staff through incidents by serving in on-call rotation for a neighborhood of 4,000 students with Residential Life Coordinators and Residential Assistants.
- Submit financial requests and purchase supplies for community events around Read Residence Hall.
- Adjudicate hearings for violations of student code of conduct and residential life policies; implement educational and reflective sanctions; use Advocate system to manage cases
- Conduct interviews to recruit Resident assistants as well as assist in interviews for Resident Assistants

Practicum with Medical Service-Learning Program  
January 2022 – May 2022

IUSM AmeriCorps – Indiana University School of Medicine, Indianapolis, Indiana  

- Interviewed and scored candidates for the Americorps Service-Learning project through collaboration with program director, and other practicum students
- Worked to increase diverse perspectives in the medical field by finding and distributing resources for accepted medical service-learning students focusing on, trauma-informed care, care for the LGBTQ+ community, poverty, healthcare access, and addiction.
- Coordinated paperwork such as acceptance emails, interest forms, background checks, and responded to questions from accepted students

ResLife/GROUPS Graduate Assistant  
May 2022 – July 2022

GROUPS Scholars Program – Indiana University, Bloomington, Indiana  

- Supervised, trained, and supported 26 RAs in the execution of a six-week Summer experience program directed towards 400 underrepresented students of Indiana University.
- Coordinated the development of programming for the Summer experience with other staff members through trainings and collaboration with the GROUPS RAs
- Interacted with and supported students from a diverse set of backgrounds as the students were adjusting to the new environment and coursework that comes with attending a large, state university
- Worked with program directors and other graduate assistants to address community concerns as well as addressing conduct concerns through an on-call duty system

Resident Assistant (RA) – Briscoe Residence Center  
August 2018 – May 2021

RESIDENTIAL PROGRAMS AND SERVICES - INDiana University, Bloomington, Indiana
Jared Hunt
(he/him/his)

- Contributed to the overall operations of a residential hall occupied by 750 first-year residents through on-call duty support, assessing and responding to violations of conduct, and facilitating appropriate responses to weather, fire, and medical emergencies
- Supervised and engage with a diverse floor of 38 students through group and individual meetings, community builder activities, conflict-mediation between roommates, and the regular creation of passive learning opportunity bulletin boards that align with residential life curriculum
- Informed residents of the campus resources, events, and involvements available to them through university services and empower them to become productive, well-rounded members of the local and collegiate community
- Met with staff and supervisors weekly to maintain constant communication regarding my floor and the building at large, as well as develop professionally
- Acted as a representative of the building through two weekly front desk hours, providing customer service by addressing residential and parental concerns and accepting, sorting, and distributing mail

**Community Living Support**
*Erskine Green Training Institute, Muncie, Indiana*  
May 2019 – August 2021

- Provided support and supervision to students who have disabilities of any kind by helping them learn to be responsibly independent through budgeting, self-regulation, and situational teaching
- Coordinated trips to various locations around the city through walking and public transportation for meals or recreational activities
- Accommodated students’ different disabilities in a variety of ways including physical mobility, emotional regulation, and response to any medical issues that come up
- Cataloged student behavior to enrich individualized treatment and maintain communication with higher staff

**OTHER WORK EXPERIENCE**

**Swim Coach: Delta Swim Club - Muncie, IN**  
May 2021 - July 2021

**Lifeguard: Delaware County Country Club - Muncie, Indiana**  
May 2017 – July 2020

**Warehouse Employee: ADSIT Company - Eaton, Indiana**  
May 2015 – July 2020

**STUDENT INVOLVEMENT**

**Little 500 Participant**  
*Indiana University, Bloomington, Indiana*  
August 2018 - April 2019

- Participated in rigorous athletic training for months to participate in a long-standing Indiana University tradition
- Kept required grade point average and maintained full-time student status to remain eligible for racing

**Core Group Leader**  
*Chi Alpha Christian Ministry – Indiana University, Bloomington, Indiana*  
August 2018 – May 2020

- Recruited interested students to create a group of people who were willing to participate in a weekly Bible study
- Selected passages to read, formed pertinent discussion points, compiled other relevant sections, and led a discussion group of six to ten people
- Engaged in weekly team meetings with the head of the ministry to partake in community and give updates on my group

**References**

- Tim Clasby – Current Residence Life Coordinator – Student Development, Read Hall
- Zachary Grover – Former Residence Life Coordinator – Student Development, Read Hall
Kristen Kolodzik
khkolodz@iu.edu
(812) 655-0410

Address:
607 E Moody Dr.
Bloomington, IN 47401

Education

Indiana University, School of Education – Bloomington, IN  
Anticipated graduation August 2023
Master of Science in Education
Higher Education and Student Affairs

Indiana University, Kelley School of Business – Bloomington, IN  
May 2019
Bachelor of Science in Business
GPA 3.61/4.00

Majors: Marketing, International Business, Digital and Social Media Business Applications

Study Abroad Experience: London, United Kingdom

Experience

CRM Business Analyst
Indiana University – Bloomington, IN  
August 2022 – Present

• Independently create basic and complex communications for print and e-distribution on behalf of a department or functional area within a department and in support of departmental goals and objectives on all of Indiana University’s campuses; communications may be interdepartmental; staff, faculty, or student-focused; or external
• Responds to inquiries and requests and explains policies, procedures, and context of communications
• Manages relationships with various internal and external stakeholders and creates communications coverage for relevant initiatives, events, and programs
• Prepares communication timelines and shares progress of communications toward relevant deadlines with manager, team members, and other relevant constituents
• Utilizes various communications software programs and delivers communications in multiple formats to a variety of audiences

Admissions and Student Engagement Coordinator
Indiana University – Bloomington, IN  
October 2019 – August 2022

• Oversaw the graduate admissions application process from initial inquiries to the final notification of the admissions decision for the MS in Cybersecurity Risk Management, MA in Curatorship, and MS in Quantum Information Sciences programs
• Utilized IU CRM Salesforce to manage prospective students records and subscribers to our weekly newsletters and journey messaging
• Created a weekly newsletter and all other marketing emails in IU Marketing Cloud using templates and following IU best practices guidelines
• Recruited prospective students to our programs by attending graduate fairs, hosting program information sessions, and email outreach
• Communicated with prospective students regarding all aspects of the programs via email, phone calls, and Zoom meetings
• Advised prospective students on the program and helped them determine the concentration they may pursue
• Managed all social media activity for the programs
• Assist the Director of Interdisciplinary Graduate Programs with the development of departmental admission

Temporary Office Assistant
Indiana University – Bloomington, IN  
September 2019 – October 2019

• Communicated via phone and emails to provide information and answers to students and their families regarding the Hoosier Link program
• Assisted the Senior Associate Director and Associate Directors to create information packets and complete various tasks to aid prospective students

Marketing Intern
Inkpact – London, United Kingdom
January 2018 – April 2018
• Built monthly newsletters to provide inspiring information and to highlight handwritten letters
• Assisted the sales team in determining the right product for the client to ensure a successful sale
• Utilized Typeform to gather responses to create a marketing campaign that drew attention to Inkpact’s services
• Created blog posts to be used on LinkedIn, Inkpact’s website, and in monthly newsletters to demonstrate the usefulness of handwritten letters

Orientation Specialist
Indiana University – Bloomington, IN
March 2017 – January 2018, August 2018 – July 2019
• Presenting information to students and parents to create a cohesive image of college life and answer questions
• Communicated via phone and emails to provide information and answers to students and their families
• Worked in teams to prepare mailing packets, information folders, and other program materials for the entire incoming class of students
• Assisted students and their guests with disabilities to provide a comfortable orientation experience

Activities

Buddy Committee Co-Chair
IU HESA Master’s Program – Bloomington, IN
October 2021 – December 2021
• Ran meeting with co-chair and delegated responsibilities to committee members to achieve our goals
• Facilitated the matching of new students to current students based on interests, goals, and expectations

Study Abroad Student Ambassador
IES Abroad – Bloomington, IN
August 2018 – June 2019
• Provide prospective students insight into the study abroad experience, such as budgeting and everyday life
• Answered questions via email from students preparing to attend IES Abroad programs

BUS-K303 Technology & Business Analysis (3 cr.) Peer Mentor
Kelley School of Business, Indiana University – Bloomington, IN
August 2016 – Dec 2016
• Provides assistance in biweekly classes to help in the expansion of Excel knowledge of 40 students
• Observes approximately 40 students and provides them answers to any questions they have about the material to further develop my communication and tutoring abilities
JAYLA GABRIELLE LANGFORD
jaylalangford28@gmail.com
linkedin.com/in/jayla-langford-473353143

EDUCATION
Master of Science in Education, Higher Education & Student Affairs
Indiana University, Bloomington, IN, Current GPA: 3.975
Certificate: College Pedagogy

Bachelor of Science, Mathematics with minors in African – American Studies & Communications
Purdue University, West Lafayette, IN

PROFESSIONAL EXPERIENCE
IU Center of Excellence for Women and Technology, Bloomington, IN
October 2022 – Present
Lead Intern for Black Women & Technology
- Launched, built, and grew an engaged learning community of 20 undergraduate and graduate Black women students to develop a meaningful IUB community for Black women in STEM.
- Created a strategic plan and included goals, marketing, implementation plan and desired outcomes.
- Supervised two interns who are charged with assisting in the development of this community.
- Scheduled five workshops per semester, speakers, volunteer programs, meetings and provide timely reports regarding marketing plans, attendance of the created events, and assessment of the events to improve the following year.

Office of First Year Experience Programs, Bloomington, IN
January 2022 – August 2022
New Student Orientation Graduate Intern
- Developed and implemented NSO program by spearheading general orientation program planning, participating in the recruitment and selection of undergraduate staff, planning Summer Orientation, assessing the student experience at the end of the summer, and ultimately improving the experience of 10,000 incoming students.
- Coordinated and constructed the curriculum and course for incoming Orientation Leaders
- Led training and program supervision of the Orientation Team (OTeam) by building and implementing Spring Retreat, developing the OTeam summer training schedule and providing evaluation and feedback to student staff.
- Implemented weekly diversity, equity, and justice training and dialogues for over 30 Orientation staff members and empowering them to advocate for over 8,000 underrepresented students to adequately represent them.
- Served on the Leadership Team and oversaw, presented, and troubleshooted day-to-day elements of New Student Orientation along four Student Coordinators.

Residential Programs & Services Indiana University, Bloomington, IN
July 2021 – Present
Graduate Supervisor, Read Hall & Wells Quadrangle
- Directly supervise, train, and evaluate nine Resident Assistants, and help oversee the overall staff of 18 Resident Assistants in conjunction with in-center professional staff.
- Adjudicate 15 residential students conduct violations yearly and cases approximately involving residents or in-center incidents per semester while infusing residential curriculum.
- Collaborate with building partners to ensure the smooth operation of a 975-bed residence hall in Read Residence Hall and a 175-bed residence hall in Wells Quadrangle, including working with desk operations, custodial staff, dining staff, and maintenance staff.
- Implement and assist in the development of the Residential Curriculum programming in-residence.
- Serve as a member of a week-long crisis and emergency response rotation for five residence halls in a neighborhood.
- Manage and advise funding for Resident Assistant programming, Women in STEM Living-Learning Community, and the Residence Hall Association by submitting purchase requests and financial statements.
- Advise and support student leaders in-residence for diversity inclusion education and community programming.
- Assist in the budgeting of student funds for the betterment of the residential community, averaging $15,000 yearly.

UNDERGRADUATE EXPERIENCE
Pomona Research in Mathematics Experience (PRiME), Pomona College, Claremont, CA
June 2020 – July 2020
Undergraduate Researcher
- Learned and wrote biographies of Black Mathematicians in the mathematical sciences while utilizing the mathematical typesetting language, LaTex.
- Updated the Mathematicians of the African Diaspora by compiling information to be included in the database of black mathematicians.
- Engaged in beneficial dialogue to discuss the experiences as an African American in the mathematical sciences.

Purdue University Residences, West Lafayette, IN
August 2019 – May 2021
Resident Assistant of Hillenbrand Hall
- Fostered the development of successful relationships, intellectual curiosity, self-authorship, safety and connection among 50 residents within an inclusive community.
- Served on the Inclusive Excellence Committee that integrated identity development, social justice, and inclusive designs for the residence hall.

**The National Science Foundation**, West Lafayette, IN
Undergraduate Researcher
- Experienced Big Data Analysis by researching on the value of mentorship and well-being of adolescents using The STATA Programming language.

**AWARDS, MEMBERSHIPS AND CERTIFICATIONS**
- Graduate Symposium Certification of Completion, NODA Region VII Regional Conference  
  March 2022
- Diversity, Equity and Inclusion in the Workplace, University of South Florida Muma College of Business  
  May 2021
- The Charles O. McGaughy Leadership Award, Purdue University Office of the Vice Provost for Student Life  
  May 2021
- Zeta Phi Beta Sorority, Incorporated  
  Nov. 2020
- University Residences Lanny C. Wilson Scholarship for students who have achieved distinction in leadership  
  Jan. 2020
- University Residences Relationship Building Student of The Year Award  
  2019/2020
- Purdue University’s Learning Beyond the Classroom Certificate  
  July 2019
- Purdue University’s Black Caucus of Faculty & Staff Service Award  
  May 2019

**LEADERSHIP, COMMITTEE INVOLVEMENT AND SERVICE**
- IU Higher Education and Student Affairs Program  
  HESA Program Outreach, Affinity Groups Committee Member 2023
  HESA Program Outreach, Affinity Groups Committee Lead Member 2022
- IU Center for Excellence for Women & Technology  
  Girls Inc. ScienceFest, February 2023
  Girls Inc. EmpowHER Mentorship Series, Spring 2023
- IU RPS Undergraduate Recruitment and Training Committee, Member  
  Sept. 2021 - Present
  - Oversaw the edits of the 2022 undergraduate training schedule to be virtual for the COVID-19 pandemic.
  - Organized training content concerning the role of graduate assistants in the department and residential curriculum.
  - Aided in the recruitment of over 200 candidates for various residence life graduate assistantships at IUB Interviewed candidates and participated in a thorough file review of all applicants to recruit and generate position offers.
- The Purdue Board of Trustees Equity Task Force, Member  
  August 2020 – December 2020
  - Developed a plan with specific actions to ensure Black faculty, staff, and students could experience all Purdue has to offer equitably, focusing on structural and environmental barriers to success.
- The Purdue Express, Member  
  May 2019 – March 2020
  - The Purdue Express is designed to recruit underrepresented minority students to Purdue University. The presentation highlights Purdue's cultural and artistic diversity to inform high school students and their families about the history of Purdue, academic majors, campus life and diversity initiatives.
- Purdue Women in Science Program, Mentor  
  August 2018 – May 2020
  - Participated, mentored, and tutored in a creative and collaborative community for women within STEM.
  - Networked within social and educational events, took advantage of tutoring opportunities, and issued advice on how to strive to learn and achieve excellence within male-dominated fields.

**TEACHING EXPERIENCE**
- EDUC - U450: Foundations of Residential Leadership (2cr.) | IUB  
  January – March 2022/2023
  Co-instructed a course that focused on preparing undergraduate students to become Resident Assistants (RAs) and/or Community Educators (CUEs). This 8-week course included 30 students in total centered on the introduction and exploration of the foundations of residential leadership, residential curriculum, and student identity development.
- EDUC - U495: Seminar in Leadership Training (1cr.) | IUB  
  March – April 2022
  Designed a course that focused on preparing undergraduate students to become Orientation Leader. This 8-week course included 30 students to develop their skills in student development, leadership, crisis intervention, confrontation, and university policies and resources.

**PRESENTATIONS AND PUBLICATIONS**
- Harris, L., Langford, J. (2021, December). Black Women in Higher Education. Poster presented at Indiana University Higher Education and Student Affairs Master’s Symposium, Bloomington, IN.
Anny Lu

908-256-1181 | annylu@iu.edu | LinkedIn

Education
Indiana University Bloomington | Bloomington, IN
M.S.Ed. in Higher Education and Student Affairs | Expected May 2023

Rutgers University, School of Arts and Sciences Honors Program | New Brunswick, NJ
B.A. in History and Linguistics, Highest Honors in History, Honors in Linguistics, summa cum laude | May 2021
Honors/Awards: ΦΒΚ, ΦΑΘ, Rutgers College Scholarship, Franklin Marryott Endowed Scholarship, Dean’s List

Related Experiences
Indiana University Office of Scholarships
Cox Legacy Scholars Program Coordinator | Bloomington, IN
August 2021- Current
- Plan, implement, and evaluate developmental program activities such as creating and leading a 15-week professional development seminar, organizing weekend team-building retreats, and planning monthly cultural luncheons
- Serve as a resource and source of support for scholars through building and maintaining strong one-on-one relationships and supervise five Cox Scholars Program interns within the Office of Scholarships
- Organize and administer Cox Scholars Program application review and interview process for incoming and current students and select approximately 10 to 15 new Cox Legacy Scholars annually
- Serve as a member of the Cox Council, attend bi-weekly Cox Council meetings, and attend all Cox related events and functions such as the Cox Induction and Graduation to represent the Cox Legacy Scholars Program

Indiana University Luddy School of Informatics, Computing, and Engineering
Office of Development Graduate Coordinator | Bloomington, IN
September 2022- Current
- Research alumni engagement efforts from other institutions and provide recommendations to professional staff
- Draft donor briefs and compile current student event documentation to prepare for donor meetings and alumni visits

Association of College Unions International
Conference Management Intern | Bloomington, IN
January 2022- Current
- Prepare on-site conference details including confirming meals and catering, scheduling 90+ general sessions and other educational sessions, and ensuring conference and hotel registration databases are up to date and accurate
- Assist in the management of the day-to-day operations of running a professional conference, including audio-visual, signage, traffic flow, set-up, tear-down, other presenter needs, and the implementation of evening programming
- Coordinate the presenters and meeting rooms check-in process, serve as a resource to 600 conference delegates and guests onsite, and evaluate individual educational sessions and overall conference feedback from delegates

Barnard College Pre-College Program
Residential Academic Director | New York, NY
May 2022- July 2022
- Created and implemented week-long training for 25 student leaders who oversaw academics and programming for 300+ pre-college students, and conducted post-training assessment with recommendations to professional staff
- Directly supervised 10 Residential Academic Leaders and 2 Senior Residential Leaders, and conducted daily follow-ups to discuss student absences, classroom concerns, technological issues, faculty feedback, and general questions
- Scheduled guest speakers, class field trips, and purchased materials for 15 summer pre-college faculty members
- Worked closely with Admissions office to schedule Junior Junction college preparation programs for rising seniors
- Served as a liaison with IT departments on rectifying computer issues and addressing concerns of program faculty, staff, speakers, and students, and utilized Canvas to communicate with students and program faculty
- Served on a 24-hour rotating duty schedule with other Community Directors, created on-call duty schedules of all Residential Academic Leaders, and drafted incident reports of emergencies and community violations

Rutgers University Office of Career Exploration and Success
First Year Interest Group Seminar Senior Peer Instructor | New Brunswick, NJ
December 2019- June 2021
- Assist with 4 group and 15 individual interviews, attend bi-weekly meetings to plan and prepare for summer training
- Develop a 45-minute workshop, supervise, and provide oral and written lesson plan feedback to 12 peer instructors
- Conduct 4 class observations, provide written feedbacks, and meet one-on-one to debrief with peer instructors

First Year Interest Group Seminar Peer Instructor | March 2019- December 2019
- Created detailed lesson plans for a ten-week one-credit undergraduate seminar in Exploring History
- Engaged and inspired 21 first-year students in the field of History through debates and primary source analysis
- Executed administrative duties, including contacting guest speakers, keeping detailed and accurate attendance records of students, answering student questions via email, and grading all student assignments
- Connected students with experienced upper-class students and career professionals in the field of history
• Collaborated with faculty mentors and other campus resources to heighten networking opportunities for students

**Rutgers University School of Arts and Sciences Honors Program**

**Student Advisory Board Member**

March 2018- May 2021

- Attend meetings and advocate for changes for the honors student body, and organize annual winter formal dance

**Senior Ambassador**

November 2019- May 2021

- Prepare and plan trainings for ambassadors, and welcome admitted honors students and parents at Scholar’s Days
- Provide feedbacks to Honors Program deans to improve ambassador trainings and logistics of Scholar’s Days

**Rutgers University Residence Life**

**Resident Assistant**

August 2020- May 2021

- Planned and hosted community programs for 30 residents, enforced residence hall policies in a high-rise on-campus apartment, and met with residents one-on-one to provide guidance, mentorship, and additional university resources
- Attended weekly staff and one-on-one meetings with professional staff, served as a liaison between residents, Hall Directors, and Residence Life Coordinators, and participated in on-call duty rotation on scheduled evenings

**Global Roommate Mentor**

April 2019- May 2020

- Mentored 2 international first-year students to assist in their academic and personal transitioning into college abroad

**Rutgers University Aresty Research Center for Undergraduates**

**Senior Peer Instructor**

April 2020- May 2021

- Designed and led trainings and workshops on research skills, cover letters, resumes, and poster and abstract design
- Led 10 bi-weekly peer discussion group meetings with 8 peer instructors
- Mentored peer instructors in one-on-one meetings and provided feedback on discussion groups
- Supervised and coordinated 6 drop-in Q&A sessions for prospective research assistants, collaborated with campus resources such as the Office for Diversity and Academic Success in the Sciences for outreach and recruitment
- Attended 10 bi-weekly staff meetings, and assisted in planning the annual undergraduate Aresty research symposium

**Peer Instructor**

September 2019- April 2020

- Recruited future research assistants at 4 outreach events, including university Open House and networking events
- Advised 12 undergraduate research assistants on research progress, planned community building programs and facilitate seminars for peer groups, and cultivated discussions on research experiences and among research assistants
- Served as a liaison between research assistants and administrative staffs

**Research Assistant**

September 2018- May 2019

- Assisted full-time faculty in researching and translating short stories in classical Chinese literature to be published
- Presented “A Study of Classical Chinese through the Sōushén Hòujì” at the annual Aresty research symposium

**Skills**

**Technical:** Microsoft Office Suites, Google Suite, TMS, Python, ProLog, R, Praat, Stata, Blackbaud CRM, Slate, Qualtrics

**Language:** Fluent in English and Mandarin

**Interests:** Baking, Reading, Bullet journaling
Melissa S. Medin
Bloomington IN, 47401 | memedin@iu.edu | She/They

EDUCATION

*Indiana University* | Bloomington, IN   
**Master of Science in Education, Higher Education and Student Affairs**  
Current GPA: 4.0  
Certificate in College Pedagogy

*Miami University* | Oxford, OH   
**Bachelor of Education, Integrated Social Studies Education**  
Minor in History

WORK EXPERIENCE

*Indiana University* | Bloomington, IN   
**July 2021-Present**  
**Graduate Assistant for Student Leadership and Engagement**
- Advise Residence Hall Association, an organization comprising of over 150 officers and the second largest organization on campus
- Plan and execute bi-yearly Student Leadership retreats for undergraduate student leaders attended by 180 students
- Manage a budget of over 270,000 dollars for campus wide programming and advocacy work performed by Residence Hall Association
- Conduct regular 1:1 meetings with 8 students serving in executive roles to closely track their personal and professional development
- Advise 15 Center Presidents and 15 in-center advisors for Residence Hall Association
- Serve on a scholarship review committee

*Indiana University School of Medicine* | Indianapolis, IN   
**January 2022-Present**  
**Graduate Intern for Medical Service Learning**
- Establish partnerships with nonprofit organizations throughout Indiana to collaborate on long-term projects that medical students may participate in
- Create a centralized Risk Management document for the Indiana University School of Medicine’s Americorps program to meet national standards
- Assess 50 medical students holistically to determine who is accepted into the Americorps cohort academic each year
- Supervise 4 practicum graduate students
- Coordinate a 4-day Alternative Break Trip with 20 Medical Students to aid non-profits across the state of Indiana

*Indiana University* | Bloomington, IN   
**May 2022-August 2022**  
**Graduate Supervisor for New Student Orientation Housing**
- Supervise undergraduate student staff for conference check ins/outs, duty and tours
- Develop and implement staff development and training for summer student staff
- Provide oversight, assistance, and management of summer housing check-in computer system
- Participate in a Leadership Team on-call duty rotation, providing after hours emergency and crisis response

*Miami University* | Oxford, OH   
**August 2017-December 2019**  
**Resident Assistant** | Hahne Hall, Havighurst Hall, Minnich Hall
- Mentored and programmed for, supporting 200-300 students per hall (750 in total)
- Developed, marketed, and executed events around diversity, sexual health, alcohol awareness
- Managed conflict and serve as a mediator between residents

ACADEMIC LEADERSHIP EXPERIENCE
Medin 2

**Academic Programming Committee | Bloomington, IN**
**Member**
- Distribute approximately 10k of funding to existing academic programming efforts through Living Learning Communities and Thematic Communities within the Residence Halls

**Graduate and Professional Student Government | Bloomington, IN**
**September 2021-May 2022**
**Graduate and Professional Student Government Representative**
- Represents needs and wants of graduate students of the Department of Educational Leadership and Policy Studies
- Works with fellow GPSG representatives on the Rewards Committee to acquire better benefits for graduate students on campus

**Charter Day Ball | Oxford, OH**
**February 2016- February 2018**
**Entertainment Chair**
- Recruited artists to perform at an event that hosted over 5,000 alumni and students

**Miami University Council for the Social Studies | Oxford, OH**
**October 2016- December 2018**
**Treasurer**
- Managed financing available to the club through the Associated Student Government
- Presented to a board of Associated Student Government Body Members on necessary funding

**EACHING & FACILITATION EXPERIENCE**

**Fall Leadership Retreat, Indiana University Residential Programs and Services**
**2022**
**Group Facilitator**

**Residence Hall Association Training, Indiana University Bloomington Residence Hall Association**
**2022**
**Group Facilitator**

**EDUC-U450 (2 credits) Foundations of Residential Leadership**
**Spring 2022**
**Co-instructor**

**Spring Leadership Retreat, Indiana University Residential Programs and Services**
**2022**
**Group Facilitator**

**Residence Hall Association Training, Indiana University Bloomington Residence Hall Association**
**2021**
**Group Facilitator**

**Fall Leadership Retreat, Indiana University Residential Programs and Services**
**2021**
**Group Facilitator**

**United States History Course for High School Seniors**
**Spring 2019**

**Student Teacher**

**PRESENTATIONS & GUEST SPEAKING**

**Medin, M.S., Cao. E, Hill, J., Kolodzik, K., Lu, A.** (2022, December). “*It’s NOT A Small World After All: How Study Abroad Experiences Contribute to Undergraduate Students’ Cultural Humility Development*” Research presented at Indiana University Higher Education and Student Affairs Master’s Symposium, Bloomington, IN.

Medin, M.S., & Bradley, N. (2022, July) “Advising, RHA, and Student Government”. Presentation at Graduate Student Staff Training with Indiana University Residential Programs and Services Department, Bloomington IN.

Medin, M.S., & Bradley, N. (2022, April) “Residence Hall Association Banquet Ceremony”. Presentation presented to Residential Student Leaders and Residential Programs and Services Staff, Bloomington IN.

Medin, M.S., & Ada, J. (2021, December). Asian American and Pacific Islander Students in Higher Education. Poster presented at Indiana University Higher Education and Student Affairs Master’s Symposium, Bloomington, IN.

AWARDS

- **GLACURH Regional September Advisor of the Month Award** | *The Great Lakes Affiliate of College and University Residence Halls* | 2022
  This award recognizes the achievements of individuals who directly advise a housing-related student organization and have made outstanding contributions to the organization or its officers and members. The individual may be the main advisor or the graduate advisor. This award recognizes the achievements of the advisor won on a regional level, encompassing the states of Wisconsin, Illinois, Indiana, Michigan and Ontario. Melissa Medin is the only advisor to have won this award at the regional level consecutively.

- **GLACURH Regional August Advisor of the Month Award** | *The Great Lakes Affiliate of College and University Residence Halls* | 2022
  This award recognizes the achievements of individuals who directly advise a housing-related student organization and have made outstanding contributions to the organization or its officers and members. The individual may be the main advisor or the graduate advisor. This award recognizes the achievements of the advisor won on a regional level, encompassing the states of Wisconsin, Illinois, Indiana, Michigan and Ontario. Melissa Medin is the only advisor to have won this award at the regional level consecutively.

- **Advisor of the Year Award** | *Indiana University Bloomington Residence Hall Association* | 2022
  The Advisor of the Year Award recognizes the achievements of graduate and full-time staff who advise RHA Student Government, both in-center and as a larger organization. Nominees should have gone above and beyond in their contributions as an advisor in supporting RHA’s efforts in creating and maintaining student government within the Residence Halls.

- **Senior Service Leadership Award** | *Miami University Division of Student Life* | 2019
  The Senior Service Leadership Award honors Miami students who have demonstrated meritorious service in the areas of Campus Life, Community Service, Employee Service, and Intellectual and Cultural Leadership. This award recognizes approximately 10% of the graduating class.

- **Miami Employee of the Year Award** | *Miami University Division of Student Life* | 2019
  The Employee Service Leadership Award honors students from all class years who have contributed to the fabric of Miami University through outstanding effort and accomplishments in their role as a student employee. Student employees are often the first staff member encountered in an office or the staff members who have the most on-the-ground contact with their peers who interact with that unit or program. The Employee Service Leadership Award honors those students.
Macarena Pelaez Salinas
786-226-4631 | mpelaezs@iu.edu | LinkedIn

EDUCATION

INDIANA UNIVERSITY
Master of Science in Education: Higher Education and Student Affairs
GPA: 4.0
May 2023

UNIVERSITY OF VERMONT
Bachelor of Arts in Global Studies and Spanish
GPA: 3.5 with an Honors Designation
May 2021

EXPERIENCE

GRADUATE ASSISTANT FOR STUDENT ENGAGEMENT
THE CENTER OF EXCELLENCE FOR WOMEN & TECHNOLOGY AT INDIANA UNIVERSITY
August 2022-Present
• Provides program coordination for Student Leadership Training, Summit Annual Conference, Emerging Scholars Research Experience for Undergraduate Women, Research Hackathon, Research Poster Competition.
• Assists in the coordination of the 13 Student Alliance Teams including leadership development, training, advising, selection, appraisals, team building, and engagement.
• Guides 40+ interns in developing community, marketing events and assisting with evaluation and data collection.
• Serves as the Assistant Instructor for the Emerging Scholars Research Experience for Undergraduate Women Program, grading weekly reports, fostering a sense of community and leading team building activities.

HOUSE DIRECTOR
ALPHA SIGMA PHI FRATERNITY AT INDIANA UNIVERSITY
August 2022-Present
• Collaborates with the Chapter Executive Board to promote a healthy, pleasant, and safe living environment to a house of 70+ Fraternity men.
• Facilitates a values-based living/learning environment that is conducive to academic excellence and the creation and perpetuation of brotherhood.
• Recruits, hires, trains, schedules, and supervises chapter facility employees including housekeeping staff, general maintenance, and other contractors/vendors.

RESIDENTIAL LIFE COORDINATOR
COLUMBIA UNIVERSITY PRE-COLLEGE PROGRAMS
May 2022-August 2022
• Assisted in administrative and student affairs duties, including staff training, program development, student conduct, emergency response, COVID response, parent communication, move-in and move-out procedures, and orientation.
• Served as a departmental liaison for academic, dining and student health offices.
• Trained, supervised, and managed the evaluation process for 3 Senior RAs and 25-30 RAs.
• Oversaw and upheld strict adherence to the program’s student conduct and community standards agreement.
• Ensured student safety on transit systems and kept students punctual for numerous NYC excursions such as Broadway shows.

GRADUATE ASSISTANT FOR STUDENT RECRUITMENT
THE MEDIA SCHOOL AT INDIANA UNIVERSITY
January 2022-Present
• Assists the Associate Director of Student Recruitment with outreach initiatives for prospective students such as the coordination of high school visits.
• Aids in the development of the undergraduate Student Ambassador program through the execution of community building activities during trainings and monthly meetings.
• Supports the Associate Director, Director of Student Services and Student Ambassadors in the delivery of a successful Media School Experience Day with over 300 parents and students in attendance.
• Serves as a trip leader/student supervisor for out-of-state trips to St Louis and New York City, ensuring student safety, supporting student networking, and maintaining the Media School brand amongst companies like Nestle Purina, St. Louis Cardinals, and Bloomberg.

GRADUATE SUPERVISOR/CONDUCT HEARING OFFICER
RESIDENTIAL PROGRAMS AND SERVICES AT INDIANA UNIVERSITY
July 2021-May 2022
• Assisted with the facilitation of daily operations of a residence hall totaling over 600 students.
• Served as a member of a week-long crisis response rotation for 5 of the largest residential halls on campus, totaling over 4,000 students.
• Directly supervised, trained, evaluated and nine Resident Assistants.
• Adjudicated hearings for violations of student code of conduct and residential life policies; implement educational and reflective sanctions.
• Served as an advisor to the Center’s first Student Government comprised of 10+ student leaders, overseeing a 4k budget.
NUFP (NASPA UNDERGRADUATE FELLOWSHIP PROGRAM) INTERN  
**TEXAS CHRISTIAN UNIVERSITY HOUSING AND RESIDENCE LIFE**  
**June 2020-July 2020**  
- Developed inclusive programs for the residence halls of TCU following the diversity, equity, and inclusion (DEI) framework  
- Presented a 27-page proposal to the entire TCU HRL professional staff, highlighting a variety of engaging events for residents centering Black History Month, Hispanic Heritage Month, Women’s History Month, Native American History Month, etc.  
- Revised and improved departmental documents such as the RA selection application processes and diversity statements

**RESIDENT ADVISOR**  
**UNIVERSITY OF VERMONT RESIDENTIAL LIFE**  
**August 2019-May 2021**  
- Counseled and advised 46 residents through their first year of college  
- Brought the residential community together by facilitating circles surrounding community standards, social justice concepts and harm in the community  
- Served on an on-call rotation with a duty partner resolving crisis situations, such as the hospitalization of students  
- Actively confronted situations of bias, intolerance, and hate  
- Built and maintained inclusive communities

**SPECIAL EVENTS PLANNER, PRODUCTION TEAM MEMBER, WEEK OF WELCOME SQUAD MEMBER**  
**UNIVERSITY OF VERMONT PROGRAM BOARD (UPB)**  
**August 2018-May 2021**  
- Collaborated with a team of 30+ student workers to plan and execute high quality events by securing appropriate event spaces, entertainment, catering, and décor.  
- Ensured a safe and enjoyable environment for up to 3,000 students in attendance  
- Promoted the UPB brand through tabling and postering.  
- Managed budget and negotiated contracts between talent, vendors and UVM affiliates

**INTERN**  
**UNIVERSITY OF VERMONT FIRST-YEAR EXPERIENCE**  
**August 2018-August 2019**  
- Collaborated with leadership team on first-year student initiatives to support new students in their college transition and retention  
- Created a vibrant Opening Weekend experience through signature events, as well as facilitating various programs and workshops throughout the year  
- Designed posters and social media posts communicating helpful resources and events both on and off campus to first-year students

**SUMMER & WINTER ORIENTATION LEADER**  
**UNIVERSITY OF VERMONT NEW STUDENT PROGRAMS**  
**May 2018-January 2021**  
- Welcomed the Class of 2022 and 2023 consisting of over 4,000 students  
- Led groups of 12-20 students throughout UVM Orientation, a one-and-a-half-day program with social justice conversations, course registration, and university presentation  
- Facilitated bus tours around the UVM campus for students and families  
- Led families throughout orientation and answered their questions during student panel  
- Helped with the setup, facilitation, and breakdown of the entire orientation program from check in to check out.  
- Conducted individual and groups interviews for new orientation leaders (OLs).  
- Guided new OLs through the training process and throughout sessions  
- Helped central staff (grad coordinators, student orientation coordinators, and directors) run behind the scenes logistics

**PRESENTATIONS & TEACHING EXPERIENCE**  
- **ASSISTANT INSTRUCTOR**  
  INFO-I399: Emerging Scholars Research Experience for Undergraduate Women Program (5 credits)  
- Baker, F., Harris, L., Langford, J., **Pelaez Salinas, M.** (2022, December). Becoming the Reflection - Exploring the Experiences and Sense of Belonging of Black Women Graduate Students at Indiana University - Bloomington. Research presented at Indiana University Higher Education and Student Affairs Master’s Symposium, Bloomington, IN.  
- Cao, E., Lu A., **Pelaez Salinas, M.** (2022, May). Supporting Women of Color Survivors at IU Bloomington: Project TealHeal. Research presented at Indiana University Diverse Students on the College Campus Graduate Course, Bloomington, IN.

**LEADERSHIP**  
- **PRESIDENT AND VICE PRESIDENT OF ALIANZA LATINX AT UVM** (2018-2019)  
- **KAPPA DELTA SORORITY MEMBER** (2019-2020)  
- **CO-PUBLICIST OF VSTEP (VERMONT STUDENTS TOWARDS ENVIRONMENTAL PROTECTION)** (2018-2021)  
- **PROGRAMMING ASSISTANT FOR UVM LEADING WOMEN OF TOMORROW** (2020-2021)
EDUCATION AND CERTIFICATIONS

Indiana University
M.S.Ed in Higher Education and Student Affairs
Bloomington, IN
Expected May 2023

Saint Louis University (SLU)
B.A. in English and Political Science
St. Louis, MO
May 2021
Awards: Spirit of the Billiken, Student Hall of Fame, Collins Award, Dean’s List, Social Action Award

Adult Mental Health First Aid Certificate
Bloomington, IN
March 2022 – March 2025

PROFESSIONAL EXPERIENCE

Office of Vice Provost for Student Affairs and Dean of Students, Indiana University
Graduate Assistant, Student Care and Parents
08/2021-Present
- Manage an annual caseload of an estimated 200-250 students, referred to the Care Team, who experience emotional, academic, financial, and interpersonal concerns
- Support students virtually and in person by conducting a holistic assessment, connecting them to campus resources, and identifying action plans through motivational interviewing
- Collaborate with Division of Student Affairs stakeholders by serving as a core member of the Care Team
- Organize and implement the Division of Student Affairs’ annual Family Weekend reception and tailgate, which serves over 400 IU students and family members, with two Assistant Deans
- Plan and execute biannual Parents Advisory Board meetings for 70 board members, with two Assistant Deans

Student Transitions & Family Programs, Washington University in St. Louis
NODA Intern
05/2022-08/2022
- Directly supervised 34 orientation leaders and two student peer supervisors through individual coaching conversations, including exploration of expectations, goals, leadership competencies, and role development
- Co-supervised 110 leaders and 13 peer supervisors through accountability conversations and completion checkpoints for summer training and tasks
- Developed leadership training curriculum for orientation leaders and the student executive board by using student development theory to structure the curriculum, create learning outcomes, and scaffold training activities
- Modified an assessment tool used to evaluate first-year orientation programming for participants, which had 800 respondents and is used as an example for the institution’s assessment processes

Luddy School of Informatics, Computing, and Engineering, Indiana University
Graduate Career Advising Intern
01/2022-05/2022
- Advised 150-200 undergraduate students on resumes, cover letters, and career exploration, developing students’ career goals and preparedness for professional roles
- Developed and updated career workshops on career developments, such as building one’s online professional presence and navigating virtual career fairs
- Conducted asynchronous reviews of students’ documents on Handshake, utilizing strengths-based coaching

University Writing Services, Saint Louis University
Writing Consultant, Online Mentoring Coordinator
08/2018-05/2021
- Provided consultation to 85 undergraduate students annually to improve students’ writing and communication skills via individualized consultation sessions that best fit students’ learning styles and needs
- Developed writing center pedagogy through five philosophy statements to improve writing center services for a diverse student body, which includes international students, incarcerated students, and online students
- Coordinated the online mentoring program, which pairs experienced consultants with new consultants to improve consultants’ practices when working with online asynchronous consultations
Joe Reyes
(402) 315-0952 • reyesant@iu.edu • LinkedIn

First-Year Experience: SLU 101 Summer Orientation Program, Saint Louis University 05/2019-08/2020
Returning SLU 101 Orientation Leader 01/2020-08/2020
- Quickly and efficiently adapted the orientation program to an online format due to the COVID-19 pandemic, maintaining an effective orientation experience for over 1,500 new first year students
- Developed and presented team training on leading small group discussions centered on introducing new students to identity, diversity, and inclusion at SLU
- Mentored 14 new leaders in their roles by sharing previous experiences and insights, as well as guided new leaders through situations with students and other team members
- Assisted the SLU 101 supervisor in the hiring of 14 new orientation leaders through group process interviews

LEADERSHIP EXPERIENCE
Student Personnel Association at Indiana University 12/2021-12/2022
Outreach Co-Director
- Planned and implemented a week-long virtual Outreach program with the goals of attracting prospective students to the M.S.Ed. Higher Education and Student Affairs program and fostering relationships between prospective students and current students, staff members, and faculty
- Managed email and Microsoft Teams communications with prospective students for the Outreach program
- Led live virtual information sessions for prospective students

First-Year Experience: Oriflamme Fall Welcome Program, Saint Louis University 11/2019-08/2020
Oriflamme Team Leader
- Led and mentored a team of 6 Oriflamme leaders, who welcomed 62 residential first-year students to SLU during the Fall Welcome program
- Trained the team through five spring and summer meetings and throughout Fall Welcome training and events
- Assisted the Oriflamme Coordinators in the selection of 185 new and returning leaders for the 2020 Oriflamme team through group process and individual interviews
- Generated and led online, synchronous training on intentional allyship during Fall Welcome
- Created a safe space for survivors of sexual violence during the Fall Welcome’s Title IX programming event

Rainbow Alliance, Saint Louis University 08/2018-05/2020
President 04/2019-05/2020
- Managed a team of 9 undergraduate students to develop programming and initiatives to advocate for LGBTQ+ students, which included annual LGBTQ+ History month programming and two educational weeks each semester
- Served as the official student representative of Rainbow Alliance when collaborating with staff and administrators of the university to make the university more inclusive of and accessible for marginalized populations
- Maintained connections with LGBTQ+ organizations in St. Louis to facilitate contact between students and LGBTQ+ resources in the surrounding area
- Planned, coordinated, and executed the first two LGBTQ+ student retreats at SLU with Campus Ministry, facilitating dialogue and reflection on LGBTQ+ identity, religion, and spirituality

PRESENTATIONS AND TEACHING EXPERIENCE
Brown, K., Bushey, L., Heath, D., Reyes, J., & Van Horn, A. Champagne Problems? Sometimes Students Just Don’t Know the Answer. Examining How Substance (Mis)Use Resources Provide Support and Aid in the Persistence of Indiana University Students. Presented at 2022 HESA Master’s Students Research Exhibition, Bloomington, IN.

ENGL 3660: LGBTQ+ Literature and Culture, Saint Louis University 11/2018-05/2019
Teaching Assistant

HR 1900: Crossroads: Intro to Honors, Saint Louis University 08/2018-12/2018
Teaching Assistant
EDUCATION

Master of Science in Education in Higher Education Administration and Student Affairs  
*Indiana University Bloomington, IN* 
May 2023

Bachelor of Arts in Communication Minor in Spanish  
*Purdue University West Lafayette, IN*  
May 2021

RELEVANT COURSEWORK

- Student Development Theory
- Campus Environmental Theory and Assessment
- Diversity, Equity, and Inclusion in Higher Education
- Introduction to Institutional Research
- Educational Research Methods
- Capstone in Institutional Research

EXPERIENCE

Graduate Assistant for Internship and Career Services  
*Office of Pre-Professional and Career Preparation (PREPs), Indiana University-Purdue University Indianapolis*  
Aug 2021 - Present

- Advise students on formatting resumes and cover letters to help them become proficient in writing professional documents
- Connect students to professionals in their field through email or LinkedIn to encourage students to foster mentor/mentee relationships
- Present to classes of 20+ students on career development to increase the number of students utilizing career resources
- Consolidate job, internship, and career resources onto PREPs Canvas page to reduce students’ time searching for career-related advice
- Design canvas pages on various career-related topics to condense information students find from online sources
- Coordinate panels featuring high-level LGBTQ+ professionals from various fields to support LGBTQ+ students in navigating their identities throughout job search and career
- Develop program assessments utilizing Handshake survey program and Qualtrics
- Input presentation attendance data into Handshake platform and utilized data to determine strategic times for future events

ACUHO – I Learning Community Intern  
*Saint Louis University, St. Louis Missouri*  
Summer 2022

- Updated marketing calendar for 2022 – 2023 school year including new newsletter, email, and social media post deadlines for events that were new for upcoming year
- Utilized Meta Business Suite to create Facebook and Instagram posts weeks in advance and scheduled to post during times of highest engagement
- Designed monthly newsletters utilizing Canva for fall semester to announce events and keep students informed on learning community updates
- Coordinated transportation of 200+ residential staff through consistent correspondence with charter company via email and phone
- Constructed 11 unique mixed methods surveys, each specified for different student staff position, to get feedback on retention of critical learning outcomes, relevance of training, and suggestions for improvement
- Calculated inventory on 4 learning community social spaces and purchased $300+ worth of additional items to increase student engagement within community space
- Tailored tabling recruitment pitches based on students’ major and interests resulting in increase of learning community sign ups after every recruitment event
- Coordinated student staff scavenger hunt by requesting involvement from 5+ student affairs departments and distributed clues and instructions to each office

**Practicum Student for Medical Service-Learning**  
**Indiana University School of Medicine, Indianapolis, IN**  
Jan 2022 - May 2022

- Advised 18 medical students in creating social justice programming for current and future medical students
- Edited grants to secure funding up to $5,000 for AmeriCorps program
- Evaluated applications and conducted interviews to choose social justice minded participants for AmeriCorps program
- Advocated for hiring board to reconsider dismissing an international student candidate after learning their interview interactions were due to cultural differences

**Resident Assistant**  
**Purdue University Residences, West Lafayette, IN**  
Aug 2018 – May 2021

- Surveyed premises of 400+ student residence hall weekly to monitor facility issues and student conduct
- Fostered relationships among more than 40 residents to mentor and build community
- Identified suicidal ideation in residents using the Question, Persuade, and Refer (QPR) method

**Steps to Leaps Intern**  
**Purdue University Office of the Vice Provost of Student Life, West Lafayette, IN**  
May 2019 – July 2021

- Created 7 learning modules lasting 50 minutes each on topics such as professional networking, healthy relationships, and procrastination to educate students on holistic development
- Facilitated learning modules for groups of 10+ students to educate them on areas of growth
- Organized launch event on Steps to Leaps initiative for 60+ student leaders to increase awareness of initiative

**Brand Engagement Intern**  
**Purdue Marketing and Media, West Lafayette, IN**  
July 2019 – Aug 2019

- Assembled a proposal for centralized university communication based on the evaluation of 15 university departments
- Attended all-department marketing conference with 100+ participants to enhance skills and propose changes to Purdue’s brand

**INVolvement**

**Conference Planning Committee Member**  
Career Development Professionals of Indiana (CDPI)  
Jan 2022 - May 2022

- Decided rewards packages ranging $500 - $1,000 for sponsors to show gratitude for their support of conference
- Acquired contact information for 10+ companies to assemble a list of sponsors for conference

**Student Outreach Committee**  
IU Student Personnel Association (SPA)  
Jan 2022 - February 2022

- Stratagized how to meet last minute needs of outreach coordinators during upcoming graduate interview weekend
- Familiarized self with graduate interview weekend schedule and procedures to assist prospective students with questions

**Trainings**

Coaching through Indiana University  
Question, Persuade, Refer (QPR) Suicide Prevention Protocol  
Safe Zone – LGBTQIA+ Allyship  
May 2022  
Fall 2020  
Spring 2021

**Languages**

Spanish – *Intermediate*
Hindi – *Beginner*
EDUCATION
Indiana University Bloomington (IUB) | Bloomington, IN
Master of Science in Education in Higher Education and Student Affairs (HESA) | May 2023

Florida International University (FIU) | Miami, FL
Bachelor of Arts in Communication Arts, Minor in Computer Science - magna cum laude | December 2020
- Honors College

AWARDS
Undergraduate Rising Star Award, NASPA Region III | January 2021
Outstanding Senior Leadership Award, Outstanding FIU Student Life Awards | April 2020
Outstanding Educational Session, NODA Extended Orientation Institute | November 2018

WORK EXPERIENCE
IUB Residential Programs and Services (RPS) | Bloomington, IN
Graduate Supervisor | July 2021 - Present
- Design and implement learning curriculum for first year residents and student staff that achieves learning outcomes in understanding identities, personal well-being, intellectual engagement, and civic stewardship
- Recruit, select, train, supervise, and evaluate 25 Resident Assistants (RAs) and one CommUnity Educator (CUE)
- Assist department with recruitment, selection, and training of prospective Graduate Supervisors
- Serve as liaison between the Collins Living-Learning Center (LLC) and RPS, including advising the Collins Community Council, student government, and partnering with the LLC to attain goals and objectives of RPS
- Participate on departmental Diversity Committee by planning, hosting, and evaluating affinity groups and workshops and collaborating in the creation of a five year diversity strategic plan for RPS
- Respond to crisis and emergency situations and guide student staff through incidents by serving in on-call rotation in residential neighborhood of 4,000 students, and conducting wellbeing checks of students in-center
- Adjudicate hearings for violations of student code of conduct and residential life policies; implement educational and reflective sanctions; use Advocate system to manage cases

IUB Office of First Year Experience Programs (FYE) | Bloomington, IN
New Student Orientation (NSO) Graduate Intern | December 2021 - December 2022
- Developed and implemented NSO program for over 10,000 incoming undergraduate students by assisting in general orientation program supervision, strategic planning, and policy development
- Planned, coordinated, and administered Inter-Campus Transfer Orientation, including developing presentations and activities, collaborating and corresponding with University partners, and creating program assessment
- Recruited, selected, trained, supervised, and evaluated 32 undergraduate Orientation Leaders (OLs)
- Designed and implemented training curriculum and Spring leadership course for incoming OLs
- Served on NSO Leadership Team alongside FYE Directors, co-Guraduate Intern, and four undergraduate Student Coordinators (SCs) and oversaw, presented, and troubleshot day-to-day elements of NSO
- Coordinated the planning and execution of the Orientation Team Summer Banquet

FIU Orientation and Family Programs (OFP) | Miami, FL
Student Assistant | November 2019 - July 2021
- Maintained a high level of customer service through in-person and virtual communication channels while guiding, referring, and addressing the needs of incoming FIU students and their families using English and Spanish
- Developed programming for FIU parents and families, including a workbook of interactive digital activities and a Canvas course
- Designed and edited promotional materials for OFP events using Canva and iMovie
- Provided on-site and virtual support to OFP staff with orientation and Panther Camp logistics and preparation
Panther Camp - Executive Director  
September 2019 - January 2021

- Planned and executed four two-day sessions of a new online format of extended orientation, Panther Camp Online (2020 NASPA-FL Program of Distinction), due to the COVID-19 pandemic by adapting meetings and trainings, creating a new schedule, and updating staple activities for a remote environment
- Recruited, interviewed, and selected returning Panther Camp Facilitators to serve in the role of Panther Camp Directors (Executive Board) and student leaders to serve in the role of Panther Camp Facilitators
- Trained, educated, mentored, and evaluated 7 Panther Camp Directors and 39 Facilitators selected for the year
- Created a comprehensive training and information manual for new Panther Camp Facilitators
- Coordinated and executed all Panther Camp general meetings, trainings, and planning days, as well as co-lead Executive Board meetings and retreats
- Conducted bi-weekly one-on-one meetings with Directors to provide individualized support and follow up on their assigned tasks, committees, and mentees
- Collaborated with professional staff to develop a proposal for a new extended orientation program, Panther Camp 305, for new students focused on transitioning to the city of Miami by conducting surveys and interviews, creating a plan for student leader training and development, and drafting a recommended itinerary for the program
- Took over responsibilities of Director of Activities & Traditions in addition to Executive Director role

Panther Camp Director of Recruitment  
September 2018 - January 2020

- Oversaw recruitment and retention efforts of 894 students participating in the four three-day, overnight Panther Camp sessions throughout the year
- Managed a committee of ten Panther Camp Facilitators responsible for organizing, presenting, and staffing recruitment/outreach events at FIU orientations, various opportunities around campus, and Miami-Dade College and Broward College for over 12,000 freshmen and transfer students
- Recruited, interviewed, and selected student leaders to serve in the role of Panther Camp Facilitators from a pool of over 500 applicants
- Trained, educated, and served as a role model to the 40 Facilitators selected for the year, and also provided direct mentorship to and engaged in bonding opportunities with a group of five Facilitators
- Conducted regular one-on-one meetings with Facilitators to provide individualized support and follow up on their assigned tasks
- Facilitated large-group sessions of 200-350 students and worked behind the scenes to set up activities and resolve issues during Panther Camp sessions
- Collaborated closely with Marketing director in developing marketing strategies, updating the content calendar, creating digital content through Canva, and designing t-shirts

Panther Camp Facilitator  
January 2018 - January 2019

- Facilitated leadership and tradition-based extended orientation retreats for 55 new freshmen and transfer students throughout five three-day, overnight Panther Camp sessions
- Served on programming committee and led a group of 12 Panther Camp Facilitators tasked with the creation of an educational programming session for incoming FIU freshmen and transfer students focused on time-management, career resources, and making healthy choices throughout their time at FIU
- Assisted in recruiting and retaining 765 students participating in Panther Camp sessions throughout the year
- Involved in fundraising over $10,000 for Panther Camp through events on-campus and in the local community

FIU Admissions  
Miami, FL

Tour Guide  
April 2018 - June 2019

- Conducted five in-depth and engaging campus tours a week of the University in English and Spanish to prospective students, ranging from elementary to college-aged, and their families
- Assisted the Admissions department within the reception area, inputting student contact card information, fulfilling material requests, and special functions sponsored by the department
- Responded to requests, answered questions, and resolved customer issues from current and prospective FIU students and families
LEADERSHIP & VOLUNTEER EXPERIENCE

Student Personnel Association (SPA) at IU
Bloomington, IN

**Director of Technology**
November 2021 - November 2022

- Oversaw design, implementation, and maintenance of the SPA at IU website
- Coordinated online voting and HESA Outreach registration systems in collaboration with Executive Board
- Delivered information on current events and important announcements relevant to HESA and SPA at IU
- Managed SPA Instagram, Facebook, Twitter, and LinkedIn platforms and interactions related to upcoming events and advertisement

FIU Center for Student Engagement
Miami, FL

**Peer Mentor**
June 2019 - December 2019

- Created and led interactive group activities to create bonds and relationships between 25 new students within the First Year Experience course
- Co-facilitated discussions and activities with course instructor during two weekly class meetings
- Met weekly with the course instructor to discuss topics and activities to prepare lesson plans throughout course

FIU Center for Leadership and Service
Miami, FL

**Alternative Breaks Volunteer**
September 2018 - December 2019

- Volunteered in two 10-day service projects focused on youth development in Chicago, Illinois, and women’s empowerment in Denver, Colorado
- Assisted more than 100 elementary and middle school-aged children throughout five interactive writing workshops by role-playing characters, participating in the brainstorming/writing process, and preparing activities
- Coordinated holiday donation distribution, organized and sorted storage space, and cared for babies in early learning center from newborn to four years old
- Fundraised trip expenses with two teams of 12 students through candy sales, tabling, and canning for donations

Dance Marathon Team Captain
January 2019 - April 2019

- Fundraised $125 and participated in a 17-hour dance marathon in support of the Children’s Miracle Network, specifically Nicklaus Children's Hospital in Miami, FL
- Organized and recruited members for Orientation and Family Programs team, which raised over $2,500 and received the Outstanding Organization Award

INSTRUCTION & PRESENTATION EXPERIENCE


Saleh, A. (March 2022). *Come on and Slam, at the Facilitation Jam (Facilitation Theory, Strategies, and Tips)*. Presented at NODA Region VII Conference at the University of Mount Union in Alliance, OH.


Moody, C., Matute, J., Saleh, A. (November 2018). *The Six Tactics of Psychological Recruiting, and a Few Magic Words*. Presented at NODA Extended Orientation Institute at the University of Memphis in Memphis, TN.
Kirsten Stenger

https://www.linkedin.com/in/kirsten-stenger-306819143/

EDUCATION

Indiana University, Bloomington, IN
Master of Science Higher Education and Student Affairs May 2023
Bachelor of Science Major: Apparel Merchandising Minors: Fashion Design, Sociology May 2020

WORK EXPERIENCE

Indiana University Office of Student Conduct, Graduate Hearing Officer, Bloomington, IN. August 2021– Present
• Read over incidents, charge students, and meet with students to proactively encourage learning and development.
• Collaborate with others in the office to sit in on conduct meetings, take notes, and answer questions.
• Facilitate the Academic Integrity Seminar twice a semester for students found responsible for Academic Misconduct.
• Sit on hiring committees for open positions in the Office of Student Conduct.

Indiana University, University Division, Academic Advisor, Bloomington, IN. May 2022– July 2022
• Advised over 100 University Division students during New Student Orientation for the Fall 2022 semester.
• Gained an understanding of Indiana University requirements and program and major requirements.
• Shared resources with students and encouraged them to join organizations based on their interests.

Indiana University Eskenazi School of Art, Architecture, and Design, Graduate Assistant, Bloomington, IN. September 2021– May 2022
• Graded assignments and held office hours for three undergraduate classes in the Apparel Merchandising program.
• Assisted in proctoring exams for students that needed accommodations.
• Gathered and organized research data for two professors in the Apparel Merchandising program.

Indiana University Office of Student Conduct, Assistant Case Coordinator, Bloomington, IN. October 2020 – August 2021
• Checked in with students regarding Personal Misconduct issues via phone and email.
• Redacted police reports and created and assigned cases in Advocate Reporting System.
• Served as coordinator and recorded notes during formal and informal hearings with students.

Kelley School of Business at Indiana University - Purdue University Indianapolis/ Kelley School at IUPUI, Bloomington, IN May – August 2020
• Created surveys for alumni and donors on philanthropy inclination and engagement with the Kelley School at IUPUI.
• Executed projects to help identify and prospect new donors, solicit lapsed donors, and steward current donors.
• Participated in IU Foundation programming such as a case study competition, capstone, and virtual team builders.

Indiana University Alumni Association, Special Projects Fellow, Bloomington, IN August 2018- May 2020
• Worked with team members to help plan and execute events, such as Homecoming and Lifelong Learning.
• Served as head event coordinator and social media lead for 2019 and 2020 Leadership Bloomington-Monroe County.
• Conducted VIP campus tours for prospective students and families for distinguished guests.

IU Event Services, Ticket Scanner and Usher, Bloomington, IN September 2017-May 2018
• Welcomed guests and scanned tickets for IU football and basketball games and other university events.
• Greeted guests, answered any questions, gave guests directions, and cleaned up venue after events.

United Community Bank, Customer Service Representative, Lawrenceburg, IN June 2017-August 2018
• Assisted customers by handling financial transactions at counter and drive-thru.
• Educated customers about bank services, account types, and online banking options.

LEADERSHIP EXPERIENCE

Graduate and Professional Student Government, School of Education Representative September 2021 – Present
• Represent graduate and professional students in general assembly meetings 3 times a semester.
• Sit on the Health and Wellness Committee and discuss issues relevant to students.
Cabinet of Student Leaders, *Indiana University Dean of Students*  
August 2019-May 2020  
• Provided student input on campus and university wide events to the Dean of Students and Provost.  
• Promoted campus and community organizational events and initiatives.

IU Student Alumni Association, *President*  
June 2019-May 2020  
• Led five other members, facilitated weekly meetings, worked with advisors on rebuilding SAA.  
• Promoted IUAA and its benefits to graduating Seniors at campus events.

Mandatory Fee Review Committee, *Indiana University Division of Student Affairs*  
January 2019-April 2019  
• Reviewed proposals from departments regarding the biennial distribution of mandatory student fees.  
• Made recommendations to the Vice Provost, campus administration, and the Board of Trustees.

Senior Recognition Awards Committee, *Indiana University Dean of Students*  
January 2019-April 2019  
• Reviewed nominee applications for prestigious awards for graduating seniors.  
• Assisted in selecting award recipients for the University.

IU Student Foundation, *Freshman, Alumni Affairs, and Membership Councils*  
January 2017-May 2018  
• Volunteered with programs in the community and on campus.  
• Reached out to Alumni for Career Panel, worked on Homecoming entry, planned and wrote for Newsletter.

**SKILLS**

**Computer Skills:** Access, Adobe Creative Cloud, Excel, Word, PowerPoint, Canva  
**Social Media:** Facebook, Instagram, Twitter, Snapchat, TikTok, Reddit, LinkedIn  
**Design Patent:** U.S. Patent Office awarded for font design
Meg Tobin (she/her)

EDUCATION

Indiana University | Bloomington, Indiana
Master of Science in Education: Higher Education and Student Affairs
Expected: May 2023

Ohio University, Scripps College of Communications | Athens, Ohio
Bachelor of Arts: Communication Studies
Minor: Marketing and Psychology

May 2021

ACADEMIC CERTIFICATES

College Pedagogy Certificate | Bloomington, Indiana
Intercultural Competence Certificate | Bloomington, Indiana
BAAC Professional Development Certificate | Bloomington, Indiana

May 2023

PROFESSIONAL EXPERIENCE

Hutton Honors College | Bloomington, Indiana
Graduate Assistant Academic Advisor
August 2021-Present

Duties and Responsibilities

- Advise students daily through scheduled and drop-in appointments, assisting over 400 students during an academic school year on Hutton Honors College opportunities and requirements, academic and honors course selection, as well as educational and personal goals
- Provide hands on assistance by appropriately challenging and supporting students and facilitating individual decision making and goal setting
- Organize and present all Group Advising sessions and January Admission information sessions to Hutton Honors students throughout the school year
- Demonstrate technological competencies by utilizing IU operation systems such as SIS, ADRX, and AAR to monitor advising records, assess degree requirements, and support the needs of students and colleagues
- Establish rapport with students, colleagues, and campus partners by acknowledging differences in lived experiences and seeking opportunities to expand my own knowledge

Selected Accomplishments

- Updated insufficient processes by converting prominently used physical application forms to online data collection forms improving workflow, student accessibility, and the reviewing and processing operations
- Implemented DEI initiatives by doing further outreach to underrepresented students who are eligible to apply to the Hutton Honors College
- Created comprehensive training manual for new advising staff and graduate students
- Co-led graduate assistant hiring process by constructing interview questions, selecting interviewee applicants, scheduling interviews in coordination with the HESA program, and interviewing candidates
- Volunteered for additional outreach and education by serving as the Hutton Honors College representatives for campus partner events
- Provided structure to weekly staff advisor meetings by creating shared agenda tool
- Headed student outreach communication throughout the semester in the form of HHC weekly newsletter and listserv email communication messaging

Office of First Year Experience Programs | Bloomington, Indiana
Program Coordinator
August 2022-Present

Duties and Responsibilities

- Supervise 16 Hoosier Experience student workers in planning and implementing programming for Indiana University first-year students
- Conduct weekly meetings for student employees to help students stay on track and meet logistical deadlines
- Evaluate program initiatives and implement assessment and improvement procedures
- Model effective event planning protocol through planning and implementation of events targeted towards first-generation students, transfer students, and first-year students

**Selected Accomplishments**

- Constructed student staff training and lead training workshops on identity, professional writing, event planning, and team development for student staff members
- Started first-generation student initiatives within the FYE office by implementing programming and social media campaigns leading up to and on national First-generation Student Day
- Planned weeklong first-year student end of the year celebration, promoting the transition to second-year experience programming
- Implemented one-on-one meetings with student staff members to assist students in programming and personal and professional development
- Created and distributed knowledge assessment surveys to collect data on student engagement improving marketing initiatives for the office

**Office of First Year Experience Programs** | Bloomington, Indiana | January 2022-May 2022

**Practicum Intern**

- Utilized proactive advising approaches to assist Ivy Tech Community College students in transferring to Indiana University Bloomington through bi-weekly one-on-one meetings
- Evaluated BCSSE data to discover how first-generation students perceive their first-year experience at IUB and identified ways the FYE office can utilize assessed data; presented data at campus wide FYE conference
- Served as mentor for 10 undergraduate staff as they learned how to develop programming

**Office of Sorority and Fraternity Life** | Bloomington, Indiana | September 2021-December 2022

**Leadership, Prevention, & Wellness Educator**

- Facilitated weekly workshops to OSFL chapters on topics including alcohol education, bystander intervention, and hazing prevention, empowering students to intervene in potentially harmful situations
- Enhanced Greek organization’s knowledge of what it means to be a part of the Greek community and highlight their organizations values through weekly education workshops
- Effectively articulated, interpreted, and applied chapter data results on engagement and student behavior through presentation materials

**LEADERSHIP ACTIVITIES AND ENGAGEMENT**

**Campus Recreational Sports** | Bloomington, Indiana | November 2022-Present

**Group Exercise Instructor**

- Design safe and effective workouts for a wide range of participants and ability levels
- Provide an atmosphere that facilitates inclusion and builds community among participants
- Motivate participants through empowering language, authentic personality, and clear communication and visuals
- Provide customer service by acting with respect, professionalism, and a positive mindset

**Student Personnel Association** | Bloomington, Indiana | January 2022-January 2023

**Director of Programming**

- Planned and implemented professional development workshops that were in alignment with academic and professional goals of Higher Education and Student Affairs program
- Created intentional programming tailored to members interests to enhance community and inclusion
- Managed budget to ensure proper allocation of funds
- Served as committee head for HESA Outreach social media committee
- Designed digital marketing materials and messaging to increase program communication and engagement
Delegate Leader

- Volunteered for nonprofit world peace organization by creating and facilitating programming for student participants on topics of diversity, human rights, sustainable development, and conflict resolution
- Led four students overseas, managing travel documents, forms, financials, and transportation
- Facilitated participant small group discussions and lead administrator meetings among representatives from 12 different nationalities
- Trained participants on how to create, plan, and conduct learning activities allowing for development of leadership skills

LeaderShape Institute | Bloomington, Indiana
Cluster Facilitator

- Guided small group discussion for 7 undergraduate students, covering topics such as identity, DEI, social justice and inclusion and how we can all be catalysts for positive change in our community
- Challenged participants assumptions and biases and encouraged reflection and action plans
- Established an environment conducive to learning and sharing for growth

TEACHING EXPERIENCE

IU School of Education | Bloomington, Indiana
EDUC-U450 Instructor

- Co-Instructed Foundations of Residential Leadership 2 credit course for 22 undergraduate students
- Taught students topics surrounding identity, student development, cognitive dissonance, decision making, community development, and campus environment
- Graded course materials and gave appropriate feedback to students allowing for growth and development

MEMBERSHIPS

Certified First Responders (CFR)
- Certified in Basic Life Support and CPR
- American College Personnel Association (ACPA)
- 2023 Annual Convention Attendee
- Graduate and Professional Student Government (GPSG)
- Indiana Academic Advising Network (IAAN)
- National Orientation Directors Association (NODA)

PROFESSIONAL PRESENTATIONS


RELATED UNDERGRADUATE EXPERIENCES

Bobcat Student Orientation, *College Representative Orientation Leader*
- January 2019-July 2021

Phi Chi Theta Professional Business Fraternity, *Pledge Class President*
- January 2018-May 2021

Office of First Year and Student Transitions, *Student Ambassador*
- January 2019-May 2021

Office of First Year and Student Transitions, *Learning Community Leader*
- August 2018-January 2021

Scripps College of Communication, *Undergraduate Student Teacher*
- August 2020-January 2021

Office of Sexual Assault Prevention and Education, *Choices Facilitator*
- September 2020-January 2021

College of Business, *Student Success Specialist and Service Coordinator*
- January 2020-January 2021
Austin D. Van Horn
https://www.linkedin.com/in/austin-d-van-horn/

Education

Indiana University, School of Education, Bloomington, IN
Anticipated: May 2023
Master of Science in Education, Higher Education and Student Affairs
Certificate in College Pedagogy
Certificate in Institutional Research

Longwood University, Cook-Cole College of Arts and Science, Farmville, VA
May 2021
Bachelor of Arts in History
Cum Laude

Professional Experience

Indiana University, Bloomington, IN

Office of Scholarships Research and Reporting Assistant
August 2021-Present

- Develops weekly projections, Tableau reports, and data for the Office of Scholarships and other units inside the Office of Enrollment Management.
- Presents projections, visualizations, and research to the teams that measure and portray recruitment information necessary for successful yielding of prospective students.
- Creates, updates, and maintains ad hoc data requests by pulling, cleaning, and visualizing the data for both event and operations teams.

University Division/New Student Orientation Academic Advisor Graduate Assistant
May 2022-July 2022

- Managed a caseload of 200 students during New Student Orientation and evaluated each student’s academic interests.
- Provided major and general degree requirements and recommended appropriate courses.
- Maintained appointment record-keeping to ensure thorough documentation on the chosen courses.

University Division/Center for Students in Transition Graduate Intern
January 2022-May 2022

- Created new curriculum for new academic advisors for University Division at Indiana University.
- Collaborated with staff and other interns to ensure the successful implementation of course objectives through co-creation of curriculum.
- Researched information on the importance of a general education and the standards of the National Academic Advising Association.

Hampton City Public Schools

Assistant to the Project Manager
March 2021-May 2021

- Assisted in the large-scale communication between the public school system and families and data management necessary to create a College and Career Night.
- Structured the organizational frame around the event so that the staff and students had an exceptional virtual experience.
- Represented the project and its team in various meetings and events to other units and the public.
Longwood University

Admissions Processing Assistant

October 2018-May 2021

- Complied prospective students’ information and entered the data into the institution’s databases.
- Reviewed and gathered information so that applications would have the required data to be considered complete for review.
- Trained others on how to utilize databases and applications and manage data well.

Teaching Experience

Introduction to Residential Leadership, Indiana University

December 2021-March 2022

- Co-facilitated an 8-week, 2-credit course for future student staff members to learn about the residential curriculum, the Social Change Model of Leadership, and other competencies they would need as a Residential Assistant or CommUNITY Educator.
- Met weekly with the Associate Director Selection, Diversity, and Inclusion to plan the next class period and grade students’ assignments.
- Implemented virtual and in-person lesson plans designed to keep students consistently engaged in both group and individual assignments.

Presentations and Publications


Van Horn, A. and Kolodzik, K. (2021, December 3). Examining the experiences of undergraduate students with psychological disabilities on college campuses. IU HESA Master's Scholarship Symposium, Bloomington, IN.

Professional Involvement

American Educational Research Association

October 2022-Present

Education Lab, Rural Education Community of Practice

July 2022-Present

National Association for College Admissions Counseling

January 2022-Present

American College Personnel Association (ACPA)

November 2021-Present

ACPA GSNPC Ambassador

December 2021-February 2022

Association for the Study of Higher Education, Graduate Student Policy Seminar

October 2021

Indiana University Office of Scholarships’ Mission Statement Committee

November 2021-Present

Indiana University Office of Scholarships’ Social Justice Committee

September 2021-Present

Indiana University Office of Enrollment Management’s Data Analysis Group

August 2021-Present

Awards, Certifications, and Honors

Tableau Essential Training – LinkedIn Learning

April 2022

Edson W. Sample Fellowship – Indiana University

August 2021-Present

Diversity, Equity and Inclusion in the Workplace Certificate – University of South Florida

May 2021

Joan of Arc Award for Excellence – Longwood University

May 2021

Skills

Applications, databases and software:

AdRx • Banner • Blackbaud Award Management • Canvas • DocFinity • Microsoft Office Suite • PeopleSoft • Salesforce • Slate • Tableau

Languages:

English (fluent) • German (workplace proficient)
WILLIAM "WILL" WALKER, JR.
He/Him/His | willbwalkerjr@outlook.com | willbwalkerjr.com

PROFESSIONAL EXPERIENCE

Grant Writer for Office of Enrollment Management, Indiana University-Bloomington
November 2021 – May 2023
- Identified external funding opportunities (e.g., federal, state, university, and corporate grants) that have the potential and aim to support critical programs and services housed within the Office of Enrollment Management
- Collected and evaluated institutional data to determine best how to propose and implement targeted programs that improve student enrollment and retention outcomes
- Collaborated with senior unit leaders (ADs, EDs, AVPs, VPs) to draft, revise, and submit 8+ formal grant proposals, totaling more than $2.5M for critical programs and initiatives that enable positive developmental outcomes (e.g., persistence, retention, belonging)
- Received and co-managed $415,000+ in external funding to implement student-success-focused programs

Graduate Hall Director for Residential Programs & Services, Indiana University-Bloomington
July 2021 – May 2023
- Supervised 9 resident assistants by delegating administrative tasks, conducting 1-1 meetings, providing staff evaluations, and providing guidance/mentorship to ensure the smooth operation of a housing facility
- Managed a programming budget of $16,000, which supports activities for 1,350 students
- Maintained a positive residential community by designing, implementing, and assessing student development-focused initiatives that promote student well-being, DEI, and belonging
- Served in an "on-call" capacity to support 40+ resident assistants and resolve building-wide emergencies/crisis for four housing facilities, housing approximately 4,000 students
- Adjudicated alleged violations of university policies as a hearing officer who interprets university policies, maintains student confidentiality, and conducts 1-1 meetings with students

Summer Orientation Coordinator, George Mason University
May 2022 – August 2022
- Collaborated with multiple university leaders to enable the success of summer orientation programs which served approximately 6,000 new students
- Presented and facilitated 25+ sessions and initiatives during the in-person and virtual campus orientation program
- Supervised, trained, and advised 23 student leaders and 3 student supervisors (Student Coordinators)
- Evaluated the effectiveness of the program's staff training model and made recommendations for improvement

Project Assistant (VA GEAR UP), State Council of Higher Education for Virginia
January 2020 – January 2021
- Conducted research on summer melt, college yield, retention, and text-based nudging platforms.
- Developed a digital nudging initiative to provide academic advising and college counseling to 500 students with marginalized identities

College Guidance Assistant, Leadership Enterprise for a Diverse America (LEDA)
May 2018 – August 2018
- Supported student scholars with marginalized identities by holding regular office hours to help student scholars with college guidance assignments and research
- Facilitated community-wide discussions and activities that centered on college guidance and student development
OTHER LEADERSHIP EXPERIENCES

Graduate Reviewer @ Society for Personality and Social Psychology Oct 2021-May 2022
Journal Co-Editor, Student Personnel Association @ Indiana University-Bloomington Oct 2021-Current
Advisor to Residential Student Government Association @ Indiana University-Bloomington Aug 2021-May 2022
Advisor to Student Conduct Board @ Indiana University-Bloomington Aug 2021-Jan 2022
Student Advisor, JSLS Diversity, Equity & Inclusion Committee @ University of Richmond Oct 2020-May 2021
Member Ex-Officio, A&S Planning & Priorities Committee @ University of Richmond Aug 2020-May 2021
Senator, Richmond College Student Government Association @ University of Richmond Apr 2019-May 2021
Executive Director, Forum Magazine @ University of Richmond Apr 2019-Jan 2020
Trip Planner, Students Engaging & Enacting a Dialogue on Service @ University of Richmond Apr 2018-May 2019
University Bonner Scholar @ University of Richmond Aug 2017 – May 2021

TEACHING AND FACILITATION EXPERIENCES

Teaching Assistant, Indiana University Bloomington Jan 2022-May 2022
- Spring 2022 - EDUC-U450 (2 Credits) - Instructed 24 students in an 8-week in-person course

Peer Writing Instructor/Tutor, University of Richmond Dec 2018-May 2021
- FYS-100 (3 Credits); ENGL-237 (3 Credits); LDST-390 (3 Credits); University Writing Center; Athletic Academic Support Center

SELECTED PUBLICATIONS AND PRESENTATIONS


PROFESSIONAL AFFILIATIONS

Society for Personality and Social Psychology (SPSP)
National Association of Student Personnel Administrators (NASPA)
American Educational Research Association (AERA)
Association for the Study of Higher Education (ASHE)
American College Personnel Association (ACPA)

EDUCATIONAL BACKGROUND

May 2023 Graduate Certificate, College Pedagogy, Indiana University
May 2023 M.S.Ed., Higher Education & Student Affairs; Indiana University
May 2021 B.A., Leadership Studies, University of Richmond

PERSONALITY AND STRENGTHS

Myers-Briggs Personality Type: INFI; Clifton Strengths: Input, Individualization, Deliberative, Learner, Command