



INDIANA UNIVERSITY
HIGHER EDUCATION AND STUDENT AFFAIRS

CLASS OF 2018
RESUME BOOK

Indiana University				
Higher Education and Student Affairs				
Class of 2018 Job Preferences				
Name	Interested Functional Area(s)	Preferred Location(s)	Email Address	E-portfolio Release Date
Manjari Agrawal	Orientation, Career Advising, Academic Advising	Southern California	manjari.agrawal92@gmail.com	April 16, 2018
Kaamil Al-Hassan	Leadership development, Pre-college Programs, Multicultural Affairs, Retention Programs for First-Generation & Underrepresented Students, Social Justice/Inclusion, Civic Engagement, Financial Wellness	California, D.C/Maryland, Atlanta, New Orleans, North Carolina, Florida, New York, possibly Texas. (Only looking at big cities and outside of the Midwest region.)	millieakakaamil@yahoo.com	April 11, 2018
Juanita Ariza	Academic Advising, Student Success & Retention, Career Development	Indianapolis	juanitaariza1@gmail.com	April 13, 2018
Jennifer Azevedo	Orientation & Residence Life	Pennsylvania, Delaware, Maryland, New Jersey, New York	jaazeved@umail.iu.edu	
Kennedy Barkley	Housing and Residence Life, Student Activities, Campus Recreation	North Carolina, California, DC, Maryland, Virginia, and Florida	kenbarkl@umail.iu.edu	April 13, 2018
Kari Lynn Besing	Community/Civic Engagement, Service-Learning, Student Activities, Assessment	The South (specifically areas such as Hattiesburg, MS, Jackson, MS, Mobile, AL, New Orleans, LA	karilynn.besing@gmail.com	April 13, 2018
Leslie Boey	Educational Technology, Academic Affairs, Faculty/Staff Development, Curriculum	Minneapolis/St. Paul, Minnesota	boeyl26@gmail.com	April 12, 2018
Shelby Dance	Orientation, Advising, Service Learning	Nationwide	sldance94@gmail.com	April 12, 2018
Abby Ford	Fraternity& Sorority Life, Student Conduct, Student Activities	Nationwide	alford14@gmail.com	April 9, 2018

Name	Interested Functional Area(s)	Preferred Location(s)	Email Address	E-portfolio Release Date
Monica Fung	Housing/Residence Life, Orientation/New Student Programs, Student Activities/Union Facilities, Enrollment Management/Admissions	Vermont, New Jersey, Massachusetts	mfung92@gmail.com	April 13, 2018
Katherine Hornell	Leadership Development Programs, Orientation, Student Activities, Residential Life, Honors Colleges, Advising	Central Texas	khornell@iu.edu	April 11, 2018
Joel Houlette	Housing, Student Activities, Student Leadership Development	Midwest, Mid-Atlantic, Northeast, Southeast	joelhoulette@gmail.com	April 16, 2018
Sydney Howell	Leadership Development, Career Services, Student Support Services, Residence Life	Ohio, North Carolina, Michigan	sydhowel@iu.edu	April 20, 2018
Alexis Karwoski	Fraternity and Sorority Life, Leadership Development, Student Conduct	Midwest	alexis.karwoski@comcast.net	April 18, 2018
Katherine Kromer	Housing and Residence Life, Academic Advising, Career Services	Midwest, Mid-Atlantic, North East	katiekromer10@gmail.com	April 19, 2018
Maurisa Li-A-Ping	Retention/Persistence, Student Access, Diversity/Social Justice, TRiO programs, Opportunity Programs	Chicago, NYC, DC, Baltimore, NOLA, Atlanta	MaurisaLiAPing@gmail.com	April 20, 2018
Alyssa M. Luna	Diversity, Equity, and Inclusion, Advising & Career Services, Service Learning/Scholarship Programs	Indianapolis, West Coast, Hispanic Serving Institutions	alyluna@iupui.edu	April 20, 2018
Holly Lustig	Career Services, Human Resources, Events Management, Housing	Nationwide	hollyelustig@gmail.com	April 10, 2018
Luis Mora	Residence Life	Nationwide (preferred in/near metropolitan areas)	lamoraag@iupui.edu	

Name	Interested Functional Area(s)	Preferred Location(s)	Email Address	E-portfolio Release Date
Madison Motoyasu	International Services (immigration advising and programming), Academic Advising, Diversity, Equity, and Inclusion (Cultural Centers)	Southern California	madimotoyasu@gmail.com	April 20, 2018
Shannon Mulqueen	Fraternity & Sorority Life, Housing & Residence Life, Conduct	Northeast, Northwest, Tennessee & the Carolinas	shannonjmulqueen@gmail.com	April 16, 2018
David Neling	International Affairs, Career Development, Leadership, Medical Schools	Indianapolis	davidcneiling@gmail.com	
Jamie Opdyke	Service-Learning, Non-Profits, Community Service, Residence Life, Sophomore Experience	Oregon, Washington	jamie.opdyke@gmail.com	April 11, 2018
Ree Palmer	Development and Alumni Relations	Nationwide	reepalmer@gmail.com	April 9, 2018
Markie Pasternak	Orientation, Community Engagement/Service, Health and Wellness	Midwest, East Coast, Southeast, Urban Area	markie.pasternak@gmail.com	April 10, 2018
Zach Price	Fundraising, Development, Advancement	Northeast, Southeast, West	zjprice@indiana.edu	April 18, 2018
Sean Riordan	Institutional Research, Assessment, Enrollment Management	Illinois, Wisconsin, Michigan	seanriordan8@gmail.com	
DaShaun Scott	Student Activities/Union, Human Resources, Orientation & First Year Experience, Housing and Residence Life, Academic Advising, & Leadership Development	Nationwide	DaShaunScott5@gmail.com	April 19, 2018
Sidra Sherrill	Athletics, Advising	Midwest, South, East	sidsherr@iu.edu	
Jason Simon	Residence Life, Student Conduct	Illinois and Neighboring States	Jason_Simon@aol.com	April 16, 2018
Emily Singer	Admissions, Development	Northeast	essinger@iu.edu	April 12, 2018

Name	Interested Functional Area(s)	Preferred Location(s)	Email Address	E-portfolio Release Date
Angelica Smith	TRiO Programs, Multicultural Affairs, Orientation, Admissions/Recruitment, Residential Life, Student Activities, Fraternity & Sorority life, Academic Advising	Houston, Dallas, Austin, Nashville, Chicago, Columbus, OH, Washington DC, Atlanta, Southern California, Denver, Baltimore (other places that are generally warm with manageable costs of living)	angelicajsmith@gmail.com	April 12, 2018
Ellise Smith	Diversity/Equity/Inclusion, Race Relations, Advising, Academic Affairs, Student Leadership Development, Office of the President	Chicago, Atlanta, Detroit, Houston, D.C.	ellise.a.smith@gmail.com	April 17, 2018
Lindsey Snow	Orientation and First Year Experience Programs	Nationwide (preferably in/near metropolitan areas on the east coast)	lindseysnow@gmail.com	April 16, 2018
Benjamin Stalvey	Leadership & Service Programs, Student Activities, Spiritual Life, Academic & Career Advising	Southern US, Texas & Tennessee preferably	benjamintstalvey@gmail.com	April 12, 2018
Paige Thomas	Housing, Diversity/Equity/Inclusion, Trio Programs, Service Learning/Community Engagement, Student Activities	South, Southeast, Midwest	palethom@gmail.com	April 19, 2018
Donna To	Residence Life and Housing, Multicultural Affairs, First Year Experience, Leadership Development, Student Conduct	California, West Coast	donnamoto@gmail.com	April 13, 2018
Daniel Tovar	Multicultural Affairs/Diversity, Equity, Inclusion/Social Justice, Orientation, Leadership Development, Civic Engagement	Northeast (cities along Corridor) and West Coast	danieltovardiez@gmail.com	April 12, 2018

Name	Interested Functional Area(s)	Preferred Location(s)	Email Address	E-portfolio Release Date
Holli Weed	Housing and Residence Life, Health and Wellness	West Coast, East Coast	hweed@iu.edu	April 13, 2018
Luke Williams	Veteran Support Services, Student Activities, Conduct, Residence Life, Fraternity/Sorority Life	Oregon, Washington, Colorado, Maine	lwilliamsusi@gmail.com	
Chase Wilson	Residence Life, Orientation, Service Learning	Nationwide	ckwilson304@gmail.com	April 10, 2018
Meredith Young	College Unions, Institutional Research, Student Leadership	Chicago, IL	meryoung@indiana.edu	April 17, 2018

Manjari Agrawal

(951)-751-0623 • manjari.agrawal92@gmail.com

EDUCATION

Indiana University

Master of Science in Education, Higher Education and Student Affairs

May 2018
Bloomington, IN

University of California, San Diego

Bachelor of Science, Management Science
Minors: Accounting and Business

June 2014
La Jolla, CA

ADVISING & COUNSELING EXPERIENCE

Career Development Center, Indiana University

August 2016 – Present
Bloomington, IN

Graduate Assistant

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

Office of Admissions, Ashford University

October 2014 – April 2015
San Diego, CA

Admissions Counselor

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

ORIENTATION EXPERIENCE

Student Orientation and Family Programs, Stony Brook University

May 2017 – August 2017
Stony Brook, NY

Student Program Intern – Association of Orientation, Transition, and Retention (NODA)

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

RESEARCH & ASSESSMENT EXPERIENCE

Career Development Center, Indiana University

September 2016 - present
Bloomington, IN

Assessment Team Member

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

RESEARCH & ASSESSMENT EXPERIENCE (continued)

- Student Advocates Office**, Indiana University
Practicum Student January 2017 – May 2017
Bloomington, IN
- Analyzed and gathered existing data on current trends in sexual violence in order to understand how large public institutions can best support students who have experienced these traumas
 - Shadowed current advocates in working one-on-one with students who struggled academically and undergone the personal misconduct process
 - Delivered presentations to campus organizations that dealt with sexual assault on college campus to increase awareness of Confidential Victim Advocates and develop a relationship between both services

FIRST-GENERATION STUDENT SUPPORT EXPERIENCE

- Reality Changers College Readiness Program** September 2015 – June 2016
Room Advisor San Diego, CA
- Tutored 50+ low-income youth to educate them to be the first in their families to attend a 4-year institution
 - Assisted in serving as a supervisor to maintain smooth execution and success in the study rooms
 - Developed a mentoring relationship with these students and acted as a caring adult role model to those who never had this resource available to them

- Academic Connections San Diego**, University of California, San Diego - Extension July 2014 – August 2014
Resident Advisor (RA) La Jolla, CA and Los Alamos, NM
- Supervised 11-16 high school girls and implemented social, educational, and personal programs alongside a staff of 22 RAs for a diverse population of 350+ high school students
 - Encouraged students with disadvantaged and underrepresented backgrounds to seek higher education by addressing issues with college transition and providing various resources available for better preparation
 - Conducted nightly suite meetings to help students develop leadership skills centered on emotional intelligence to encourage critical thinking and personal growth
 - Invited to a one week educational program to supervise and plan daily events for 17 high school students to help in developing their leadership skills

FACILITATION & TEACHING EXPERIENCE

- Residential Programs and Services**, Indiana University January 2018 – March 2018
Co-Facilitator – Foundations of Residential Leadership Course Bloomington, IN
- Co-facilitated an undergraduate course part of the Resident Advisor (RA) selection process for applicants to explore leadership in residence halls, student development theory, and working with diverse people
 - Guided class activities, administered assignments, and assisted applicants in understanding the RA position
 - Provided recommendations based on students' performance whether they were qualified to move forward with the selection process

RELEVANT UNDERGRADUATE EXPERIENCE

- Muir College Residential Life**, University of California, San Diego April 2012 – June 2014
House Advisor (Resident Advisor) La Jolla, CA
- Muir College Office of Student Affairs**, University of California, San Diego November 2011 – June 2012
Student Activities Alumni Intern La Jolla, CA

CONFERENCE & SYMPOSIUM PRESENTATIONS

- Group Assessment Project Symposium**, Bloomington, IN December 2017
Co-Presenter: "Seeking Value Beyond Meal Points: Investigating Support for Residential Life Professionals"
- National Assessment Institute**, Indianapolis, IN October 2017
Educational Session Co-Presenter: "Other Duties as Assigned: Why Graduate Students in Student Affairs Programs Need Assessment Projects"
- Indiana Student Affairs Association Conference**, Indianapolis, IN October 2016
Poster Session Co-Presenter: "The Muslim Student Experience"

Education:

MASTER OF SCIENCE IN EDUCATION HIGHER EDUCATION & STUDENT AFFAIRS | INDIANA UNIVERSITY, BLOOMINGTON | MAY 2018

BACHELOR OF ARTS SOCIOLOGY, CUM LAUDE | CALIFORNIA STATE UNIVERSITY, SACRAMENTO | DEC 2013

Professional Experience:

GRADUATE ASSISTANT | RESIDENTIAL PROGRAMS AND SERVICES LATE NIGHT PROGRAMMING | 2016 - PRESENT

- Supervise, train, and facilitate leadership development for 20 undergraduate student staff
- Challenge and support team members to plan and execute highly innovative, inclusive, and interactive late night programs for first-year students
- Oversee \$70,000 academic year budget
- Create cohesion and facilitate team development between staff that work in two separate locations

GRADUATE INTERN NODA | BETHUNE-COOKMAN UNIVERSITY | SUMMER 2017

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

ADMISSIONS AND OUTREACH COUNSELOR | CALIFORNIA STATE UNIVERSITY, SACRAMENTO | 2014-2016

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

Leadership & University Service Experience:

TREASURER | STUDENT PERSONNEL ASSOCIATION | INDIANA UNIVERSITY, BLOOMINGTON | 2017- 2018

- Managed a \$10,000 budget
- Created and presented financial reports of the budget to the executive board and general body members
- Organized a zero-profit, yearly budget for the organization, including individual budgets for 17 executive board positions
- Collaboration with Programming Chair to create events focused on community-building and establishing social networks

GRADUATE PRACTICUM | HUDSON & HOLLAND SCHOLARS PROGRAM | INDIANA UNIVERSITY, BLOOMINGTON | 2017 – PRESENT

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

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

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

Committee Involvement:

RISING BLACK WOMEN SYMPOSIUM EXECUTIVE PLANNING COMMITTEE | 2017 – PRESENT

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

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

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

DIVERSITY COMMITTEE | RESIDENTIAL PROGRAMS AND SERVICES | 2016 – 2017

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

References:

- Cedric Harris, Associate Director of Residential Programs and Services, Indiana University
 - cwharris@indiana.edu (812) 345-6004
- Ronnie Mack, Coordinator for New Student Orientation, Bethune-Cookman University
 - mackr@cookman.edu (386) 333-2023
- Charles Cole, Senior Associate Director of Admissions & Outreach, California State University, Sacramento
 - colec@csus.edu (916) 606-8619
- Edward Mills, Vice President for Student Affairs, California State University, Sacramento
 - emills@csus.edu (916) 278-6060

Juanita Ariza

JuanitaAriza1@gmail.com | (417) 693-4075 | 1603 East Third Street Apt 1, Bloomington, IN 47401

Education

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

Bachelor of Arts, Majors: Communications & Psychology May 2014
University of Missouri, Columbia, MO

Professional Experience

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

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

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

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

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

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

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

- Advised more than 200 Kansas City area high school graduates and adult learners to help prevent “summer melt.”
- Implemented *Bridgit* platform to text, email, and call more than 1000 students to market center services.

- Provided services to students and families including financial aid help, personal finance management, explanation of housing contract, and other college related tasks.

College Adviser, Missouri College Advising Corps

July 2014- May 2016

Northeast High School, Kansas City Public Schools

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

Teaching Experience

EDUC-U 207, Leadership Training

March 2017-May 2017

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

Service to Organizations

Student Personnel Association (SPA), President 2017

January 2017-December

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

Presentations

Ariza, J., Lustig, H., Motoyasu, M., Palmer, R., Stalvey, B., & To, D. (2018, March). *Navigating the Unknown: A Case Study on Supporting International Students in the Current Political Climate*. NASPA Annual Conference, Philadelphia, Pennsylvania.

Ariza, J., Pasternak, M., & Wilson, C. (2017, November). *Let's Talk: Mental Health*. NODA Annual Conference, Louisville, Kentucky.

Ariza, J., Pasternak, M., & Wilson, C. (2017, March). *Let's Talk: Mental Health*. NODA Region VII Conference, Cleveland, Ohio.

Ariza, J., Pasternak, M., & Young, M. (2016, October). *The Adult Learner Imperative: A Needs-Analysis of a Growing Population*. Indiana Student Affairs Association Annual Conference, Indianapolis, Indiana.

Skills

Fluent in Spanish: Reading, Writing, and Speaking

- Created and implemented departmental trainings, in collaboration with campus partners, for the Resident Assistant staff three times a year
- Adjudicated all lower-level conduct within the hall and developed restorative sanctions in line with the Marian's Franciscan sponsorship values
- Advised student-led Hall Council organization
- Managed and allocated a \$6,000 budget for Resident Assistant, Hall Council, and Residence Hall programming
- Provided crisis intervention, conflict mediation, and emergency support through a 24/7 on-call duty rotation

New Student Orientation Leader

Spring 2015-Summer 2015

University of Delaware, New Student Orientation, Newark, DE

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

Blue Hen Ambassador Student Coordinator

Fall 2014-Spring 2015

University of Delaware, Admissions, Newark, DE

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

Mentor Resident Assistant

Fall 2015-Spring 2016

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

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

PRESENTATIONS AND RESEARCH

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

Azevedo, J. (2016). First Generation Students: The Road from Recruitment to Graduation. Poster presented at the Indiana Student Affairs Association Conference in Indianapolis, IN.

Kennedy Barkley

Indianapolis, IN 46260 | barkley.kennedy@gmail.com | 980.230.3885

Education

Indiana University Master of Science in Education, Higher Education and Student Affairs	Bloomington, IN May 2018
North Carolina Central University Bachelor of Arts in History	Durham, NC May 2016

Student Affairs Experience

Indiana University - Purdue University Indianapolis (Indianapolis, IN)

Graduate Supervisor, Department of Campus Recreation

August 2016 – Present

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

Indiana University (Bloomington, IN)

Graduate Assistant (Practicum), Department of Housing & Residential Life

October 2017 – Present

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

Indiana University - Purdue University Indianapolis (Indianapolis, IN)

Supreme Court Student Justice

September 2017 – Present

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

Indiana University - Purdue University Indianapolis (Indianapolis, IN)

Internship, Department of Multicultural Affairs

May 2017 – August 2017

- Conducted research on the history of the four cultural dinners for web-based content for the multicultural center and compiled results of research into final report
- Collaborated with faculty, staff, and the local community to document the history of IUPUI cultural dinners.
- Established a relationship with university archives to build content for cultural dinners and student organizations history
- Orchestrated, maintained, and updated information for the multicultural center website

Indiana University - Purdue University Indianapolis (Indianapolis, IN)**Graduate Assistant (Practicum), Department of Athletics**

January 2017 – April 2017

- Distributed 500+ tickets for fans, students, staff, and faculty
- Facilitated game day operations for IUPUI Athletic sponsors before and after men and women basketball games
- Shadowed various sectors of athletics including compliance, sponsorships, academic eligibility/advising, athletic training, marketing/budgeting, and internal and external affairs

North Carolina Central University (Durham, NC)**Community Assistant, Department of Housing & Residential Life**

April 2014 – May 2016

- Recruited, mentored, and advised 550+ NCCU students in residence halls and around campus pertaining to academic studies, transitional issues, and personal dilemmas
- Participated in on call crisis duty rotation for 4 residence halls, offering an in-house security
- Managed various administrative duties including maintenance requests, incident reports, and room transfers
- Aided students with the move in and move out processes for 4 residence halls

North Carolina Central University (Durham, NC)**Student Activity Coordinator, Department of Student Affairs**

May 2014 – August 2014

- Provided administrative support for the Program Coordinator of Student Activities
- Supported in planning annual student union calendar of activities for upcoming yearly events
- Assisted with planning, recruiting students, and staff of 75+ people for off-campus summer student trip
- Served as a University liaison for open house visits

Leadership & Community Involvement

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

Professional Association Memberships

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

Presentations

Barkley, K., Howell, S. & Thomas, P. (October, 2016). *African American Students at PWT's*. Poster presented at the Indiana Student Affairs Conference. Indianapolis, IN.

Barkley, K., Dance, S. Mulqueen, S., & Williams, L. (December, 2017). *Let's Talk About Sex: Perception and Presence of Sexual Health in First Year Residence Halls*. Presented at Indiana University. Bloomington, IN

Kari Lynn Besing

karilynn.besing@gmail.com

ISTJ | Restorative, Relator, Analytical, Learner, Context | Gold, Green, Blue, Orange

EDUCATION

Master of Science in Education

Expected May 2018

Indiana University, Bloomington, IN

Program: Higher Education & Student Affairs

Current GPA: 4.000

Bachelor of Science

May 2016

The University of Alabama, Tuscaloosa, AL

Major: Chemistry

Minor: Mathematics

Summa Cum Laude

RELEVANT PROFESSIONAL EXPERIENCE

Office of Community Engagement Research & Assessment Intern

July 2017-Present

Indiana University – Purdue University Indianapolis (IUPUI), Indianapolis, IN

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

Office of Medical Service-Learning Graduate Assistant

August 2016-Present

Indiana University School of Medicine, Indianapolis, IN

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

Office of Student Activities & Orientation Practicum Student

January 2017-April 2017

Marian University, Indianapolis, IN

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

Public Relations and Events Intern

May 2016-August 2016

Deaconess Hospital, Evansville, IN

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

PROFESSIONAL ASSOCIATIONS & COMMITTEE WORK

Ethics of International Health Volunteerism Working Group at IUPUI

July 2017-Present

Founding Member

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

Student Personnel Association at Indiana University (SPA at IU)

August 2016-Present

Webmaster, Outreach Communications Committee Chair

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

Jaguar Academic Advising Association (JACADA)

August 2016-December 2017

Professional Development Committee Member

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

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

May 2017-August 2017

Member

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

Other Relevant Professional Associations

Member

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

CONFERENCE PRESENTATIONS & JOURNAL PUBLICATION

Global Service Learning Summit (GSL5)

April 2018

Price, M. F., Brann, M., Leslie, S., Christy, L. S., Besing, K. L., Mulholland, J., Custer, J. (2018, April). *Supporting university-wide institutional change in global health volunteerism: A case example in progress*. Facilitated round table discussion at the Global Service Learning Summit, South Bend, IN.

National Orientation Directors Association Annual Conference

November 2017

Besing, K. L., & Christy, L. S. (2017, November). *Service-Learning: Orientation, Collaboration, and Shared Governance*. Session presentation at the National Orientation Directors Association Annual Conference, Louisville, KY.

Journal of the National Collegiate Honors Council

January 2017

Hester, J. A., & Besing, K. L. (2017). Developing citizenship through honors. *Journal of the National Collegiate Honors Council*, 18(1), 169-188.

National Collegiate Honors Council Annual Conference

October 2016

Hester, J. A., & Besing, K. L. (2016, October). *Filling the gap: How honors colleges create citizens*. Session presentation at the National Collegiate Honors Council Annual Conference, Seattle, WA.

Indiana Student Affairs Association 2016 Conference

October 2016

Besing, K. L., Tovar, D., & Weed, H. D. (2016, October). *Accommodating the individual: Empowering students with physical disabilities on a college campus*. Poster session presented at the Indiana Student Affairs Association 2016 Conference, Indianapolis, IN.

Leslie Boey

BOEYL26@gmail.com

Connectedness | Woo | Achiever | Strategic | Positivity

EDUCATION

Indiana University-Bloomington

May 2018

Masters of Science in Education in Higher Education & Student Affairs

Awards: Elizabeth A. Greenleaf Fellowship 2017

University of Wisconsin-Madison

Dec 2015

Bachelor of Science in Communication Arts (Communication Science and Rhetoric)

Integrated Liberal Studies Certificate

Honors: Dean's List (Spring 2015)

Awards: Wisconsin Academic Excellence Scholarship 2012-2015

WORK EXPERIENCE

Graduate Assistant for Curriculum Development

Jul 2016 - Present

Indiana University, Residential Programs & Services

Bloomington, IN

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

Curriculum & Training Intern

May 2017 - Aug 2017

Indiana University, Residential Programs & Services

Bloomington, IN

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

Career Services Intern

Jan 2017 - May 2017

Indiana University, School of Informatics & Computing Career Services

Bloomington, IN

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

Human Resources Office Assistant

Feb 2016 - Jul 2016

University of Wisconsin-Madison, Division of University Housing

Madison, WI

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

Undergraduate Teaching Fellow

May 2015 - Dec 2015

University of Wisconsin-Madison, Center for the First-Year Experience

Madison, WI

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

Housing Ambassador

May 2015 - Dec 2015

University of Wisconsin-Madison, Division of University Housing

Madison, WI

- Promoted residence hall living to prospective students and families through welcome tours
- Advised and supported current and future students in making informed housing decisions and fielding questions about University Housing and University of Wisconsin-Madison

Leslie Boey

BOEYL26@gmail.com

Connectedness | Woo | Achiever | Strategic | Positivity

COMMITTEE WORK

“Together We Grow” Committee Chair <i>Indiana University, Residential Programs & Services</i>	Sept 2017 - Present <i>Bloomington, IN</i>
<ul style="list-style-type: none">• Lead a committee of professional and graduate staff members in assessing and coordinating a department-wide, curriculum- and competency-based, student staff professional development initiative• Propose and implement innovative models for staff development based on student choice and needs	
Residential Life Undergraduate Staff Selection Committee <i>Indiana University, Residential Programs & Services</i>	Sept 2016 - Present <i>Bloomington, IN</i>
<ul style="list-style-type: none">• Collaborate on selection criteria and processes to establish equitable and inclusive hiring practices• Guide a student-led recruitment committee to aid peer-to-peer advocacy and campus-wide marketing	
Oshkosh Placement Exchange Recruitment Team <i>Indiana University, Residential Programs & Services</i>	Feb 2018 <i>Bloomington, IN</i>
Residential Curriculum Committee <i>Indiana University, Residential Programs & Services</i>	Apr 2017 - Aug 2017 <i>Bloomington, IN</i>
Residential Life Training Committee <i>Indiana University, Residential Programs & Services</i>	Apr 2017 - Aug 2017 <i>Bloomington, IN</i>
SPA Journal Review Board <i>Student Personnel Association at Indiana University</i>	Jan 2017 - Apr 2017 <i>Bloomington, IN</i>
Outreach Transportation Committee Chair <i>Student Personnel Association at Indiana University</i>	Dec 2016 - Feb 2017 <i>Bloomington, IN</i>
Recreational Sports Committee Advisor <i>Indiana University, Recreational Sports/Residential Programs & Services</i>	Nov 2016 - Apr 2017 <i>Bloomington, IN</i>

PRESENTATIONS

- Agrawal, M., Boey, L., Donaldson, D., Fung, M., Snow, L., & Young, M. (2017, December). *Seeking Value Beyond Meal Points: Investigating Support for Residential Life Professionals*. Group Assessment Project Symposium, Bloomington, IN.
- Boey, L., & Sexton, K. (2017, April). *When the Double-Shot Coffee Just Isn't Enough: Using Design Thinking as a Motivational Tool for Success in College*. Next Steps College Conference, Indianapolis, IN.
- Agrawal, M., Boey, L., & Motoyasu, M. (2016, October). *The Muslim Student Experience*. Poster presentation presented at Indiana Student Affairs Association Annual Conference, Indianapolis, IN.

SERVICE & ADDITIONAL EXPERIENCE

Head Coach - Indiana University Women's Club Ultimate Frisbee Team	2017 - 2018
Gender Equity Action Group Coordinator - Bloomington Ultimate	2017
Team Captain - Los Heros Mixed Club Ultimate Frisbee Team	2017
Assistant Coach - Wisconsin Women's Club Ultimate Frisbee Program	2015 - 2016
St. Paul's Koinonia Speaker - St. Paul's Catholic Center	2015
Public Relations & Exchange Support Intern - Blur Group London	2014
Crew Manager - Group Mission Trips	2013

SHELBY DANCE

sldance94@gmail.com | <https://www.linkedin.com/in/shelby-dance-bb603370>

EDUCATION

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

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

HIGHER EDUCATION EXPERIENCE

Practicum Student & Trip Advisor

Leadership Development and Civic Engagement

Indiana University Purdue University Indianapolis
January 2017-present

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

Student Success Advisor

Academic and Career Development

Indiana University Purdue University Indianapolis
June 2016-Present

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

NODA Operations & Events Intern

Johnson & Wales University

New Student Orientation & Support Programs

May 2017- July 2017

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

Program Assistant & Office Assistant

Indiana University Bloomington

Office of First Year Experience Programs

March 2014- January 2015

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

IUBeginnings Leader

August 2014

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

TEACHING EXPERIENCE

ENG-L 390 Children's Literature

Indiana University Purdue University Indianapolis

Practicum Student

January 2018-present

CONFERENCE ATTENDANCE AND PRESENTATIONS

Career Development Professionals of Indiana

May 2017

- Cooper, M., & Dance, S. (2017, May). A holistic advising approach: Benefits of the cluster model. Symposium conducted at the Career Development Professionals of Indiana Conference, Indiana State University.

Indiana Student Affairs Association

Attendee 2015 & 2016

- Azevedo, J., Dance, S., & Palombaro, G. (2016, October). First generation students: The road from recruitment to graduation. Poster session presented at Indiana Student Affairs Association Annual Conference, University of Indianapolis.

PROFESSIONAL MEMBERSHIPS AND CONTRIBUTIONS

NASPA

September 2016-May 2017

Graduate Associate

National Orientation Directors Association (NODA)

Member October 2016-present

ABIGAIL FORD

alford14@gmail.com

EDUCATION

Master of Higher Education and Student Affairs

Indiana University-Bloomington, IN

Expected May 2018

Bachelor of Science in Elementary Education

Florida State University- Tallahassee, FL

April 2016

○ *Undergraduate Certificate in Leadership Studies*

May 2015

○ *Florida State International Programs: London, England*

May 2014

WORK AND INTERNSHIP EXPERIENCE

Fraternity& Sorority Life Advisor

August 2016-Present

IU-Bloomington Student Life and Learning

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

Graduate Intern

May 2017-August 2017

Phired Up Productions, Education Team

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

Graduate Intern, Office of Leadership and Life Skills

January 2017 – May 2017

IU-Bloomington, Athletics Department

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

- Graduate Conference Intern**, AFLV Central Conference **February 2017**
Association of Fraternal Leadership & Values
- Assist in conference execution through set-up and breaking down equipment and technology; greeting 3,200 attendees and guests; announcing reminders to all attendees at the end of opening session; and serving as a resource and referral agent during annual conference in Indianapolis, IN.
 - Provide exemplary customer service to students, professionals, exhibitors, presenters, and inter/national fraternity/sorority representatives.
 - Serve on Conference Standards Team doing late-night rounds of hotels to enforce standards policy.

FACILITATION AND CONFERENCE MANAGEMENT EXPERIENCE

Pi Beta Phi , Critical Conversations Facilitator	July 2017-Present
Kappa Kappa Gamma , Alcohol Skills Training Program Facilitator	July 2017-Present
Alpha Chi Omega , Leadership Academy Group Facilitator	February 2018
Alpha Sigma Alpha , Leadership Development Institute Group Facilitator	July 2017
iGEL (Indiana Greek Emerging Leaders) , Indiana University, Group Facilitator	October 2016

PRESENTATION EXPERIENCE

AFLV Central , <i>Self-Governance: What Is It Actually?</i> , Cotton, H., Ford, A.	February 2018
AFLV Central , <i>Congratulations! You're the Mayor of a Small City</i> , Coben, S., Ford, A., Labrman, H.	February 2018
AFLV Central , <i>So You Want to Go into Student Affairs</i> , Cotton, H., Ford, A.	February 2018
AFLV Central , <i>FIPGee, Let's Make this Fun</i> , Ashton, J., Cotton, H., Ford, A., Finley, D.	February 2018
AFLV Central , <i>Four Councils, Two Communities: Lessons from Iowa's & Indiana's Shared Advising Models</i> , Miller, R., Ford, A.	February 2018
AFLV Central , <i>Congratulations! You're the Mayor of a Small City</i> , Coben, S., Ford, A., Labrman, H.	February 2017
Indiana Student Affairs Association , Ford, A., Donaldson, D., Li-A-Ping, M.	October 2016

TEACHING EXPERIENCE

U495: Council & Chapter Executive Board Leadership Course (1)	Spring 2018
○ Taught an 8-week course for fraternity and sorority life students that serve on their council and/or chapter executive boards. The purpose of the course was students to develop communication, crisis management, peer accountability and community building skills.	
U495: Circle of Sisterhood Course (1)	Spring 2017
○ Taught an 8-week course for Panhellenic women that participated in a Circle of Sisterhood service trip to Nicaragua. The purpose of the course was for students to develop skills, knowledge, as it relates to creating a plan for service leadership that integrates one's service trip experience, personal values, and course knowledge within a community service context.	
U495: iGEL Follow Up Course (1)	Fall 2016
○ Taught an 8-week course for fraternity and sorority members that attended the Indiana Greek Emerging Leaders retreat. The purpose of this course was for students who attended the retreat to continue conversations and dive deeper into topics that were discussed during the retreat through various activities and group discussion.	

Monica Fung

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Education

M.S.Ed in Higher Education and Student Affairs

Indiana University - Bloomington, IN

Expected May 2018

BS in Public Health

Rutgers University - New Brunswick, NJ

May 2014

Work Experience

Graduate Supervisor, Residential Life

Indiana University - Bloomington, IN: A large, research-intensive institution serving 48,000 students in rural Indiana with a live-on population of 12,000 students.

July 2016 – Present

Management

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

Advising

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

Student Conduct

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

NODA Intern, Orientation and Parent Programs

Florida International University - Miami, FL: A large, Hispanic-serving institution providing education for approximately 54,000 students in Florida.

May 2017 – July 2017

Management

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

Advising

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

Facilitation

- Facilitated training sessions related to managing stress and team building
- Facilitated discussion amongst incoming new students following skits portraying college life

Registration Rep I, Department of Registration**October 2015 – July 2016**

University of Vermont Medical Center - Burlington, VT: A medical center providing tertiary-level inpatient and outpatient services to more than 1 million people in Vermont and northern New York.

Management

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

Training

- Trained new employees on hospital processes and programs

Physician Office Assistant, Division of Cardiology**October 2014 – July 2015**

Memorial Sloan Kettering Cancer Center - New York, NY: A private cancer center providing treatment for more than 400 different subtypes of cancer and ranking as one of the top two hospitals for cancer care in the country.

Management

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

Training

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

Undergraduate Experience

Undergraduate Intern, Office of Learning Communities**September 2012 – August 2014**

Rutgers University - New Brunswick, NJ: A leading national research institution serving more than 69,000 students in New Jersey with a live-on population of over 16,000 students.

Management

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

Evaluation

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

Program Coordinator, New Student Orientation and Family Programs**March 2012 – August 2013**

Rutgers University - New Brunswick, NJ

Management

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

Advising

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

Orientation Leader, New Student Orientation and Family Programs**March 2011 – August 2011**

Rutgers University - New Brunswick, NJ

Advising

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

Teaching Experience

Facilitator, SPH-F 255, School of Public Health
Indiana University - Bloomington, IN

August 2017 – December 2017

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

Facilitator, EDUC-U 450, Foundations of Residential Leadership
Indiana University - Bloomington, IN

January 2017 – March 2017

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

Related Experience

Welcome Week Advisor, Office of First Year Experience Programs
Indiana University - Bloomington, IN

March 2017 – August 2017

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

Practicum Student, Kelley School of Business
Indiana University - Bloomington, IN

January 2017 – May 2017

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

Service to Organization

Outreach Co-Director, Student Personnel Association
Indiana University - Bloomington, IN

October 2016 – December 2017

Brother, New Member Educator, Alpha Phi Omega
Rutgers University - New Brunswick, NJ

February 2013 – May 2014

KATHERINE GRACE HORNELL

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

EDUCATION

Indiana University Bloomington, Indiana	May 2018
Master of Science in Education, Higher Education and Student Affairs	
Taylor University Waco, Texas	August 2016
Bachelor of Arts, University Scholars	
Concentrations in Classics, Anthropology, and Leadership Studies	
Magna Cum Laude, Phi Beta Kappa, Dean's List 7 semesters	
Foundation for International Education London, U.K.	Fall 2013
Journalistic and Cultural Studies	

HIGHER EDUCATION EXPERIENCE

November 2017-Present	Course Facilitator, Residential Programs and Services (RPS) , Indiana University
	<i>U450-Foundations of Residential Leadership Education (3 cr.)</i>
	<ul style="list-style-type: none">▪ Instructing a credited course guided by specific learning outcomes on peer leadership and the residential curriculum for prospective resident assistants and community leaders▪ Integrating academic and student affairs by assisting in the preparation of student staff▪ Partnering with a full-time RPS professional to deliver excellent and personalized course instruction, issue feedback to students, and strategize on pedagogy through weekly meetings
January 2017-Present	Hearing Officer, Office of Student Conduct (OSC) , Indiana University
	<ul style="list-style-type: none">▪ Adjudicating the Code of Student Rights, Responsibilities, and Conduct for personal misconduct which occurs on and off campus, including in the residential halls▪ Supporting the collaborative partnership between OSC and RPS which share cases and staff, and working closely with personnel who serve dual appointments with OSC and RPS▪ Mediating conflicts which occur within residential halls and undertaking a 4-month intensive practicum expressly pertaining to mediation and restorative justice
July 2016-May 2017	Confidential Victim Advocate, Student Advocates Office (SAO) , Indiana University
	<ul style="list-style-type: none">▪ Presented twice a month to groups of students from the residential halls on issues pertaining to sexual assault and the services the SAO provided, particularly confidential advocacy▪ Partnered with resident community educators to provide information to the halls about resources and options for students whose education was threatened by assault or other extreme circumstances▪ Guided residential education initiatives and provided resource materials for community boards

SUPERVISORY AND ADVISORY EXPERIENCE

March 2017-Present	Education Advisor, Gamma Phi Beta , Indiana University
	<ul style="list-style-type: none">▪ Training and advising a permanent Chapter Advisor after serving as the interim Co-Chapter Advisor▪ Providing unified support to the chapter through collaboration with organization advisors, alumnae, and Fraternity and Sorority Life staff in Student Life and Learning▪ Encouraging accountability, responsibility, and holistic growth by applying student development theory and upholding compliance with university regulations and NPHC expectations
June 2017-August 2017	NODA Intern, Student Involvement , Trinity University
	<ul style="list-style-type: none">▪ Supervised 25 student leaders on the Orientation Team (O-Team) and equipped them to lead groups of incoming students throughout New Student Orientation (NSO) programming

- Developed and executed a 7-day O-Team training incorporating campus speakers, team building, and NSO preparation rooted firmly in student development theory and using best practice methods in higher education and student affairs
- Planned and coordinated a campus-wide Welcome Week event with an event budget of \$6,000 for Trinity's 2,500 students to draw attention to resources and engagement opportunities on campus through integration of traditions with community fellowship

January 2017-May 2017 **Confidential Victim Advocate, *Student Advocates Office***, Indiana University

- Developing personalized action plans with students based on the details of their cases
- Training two practicum students on Title IX and Office of Civil Rights compliance and assisting them in the development of presentation materials
- Coordinating presentation opportunities for the practicum students to engage with campus partners

May 2015-August 2015 **Staff Specialist, *New Student Programs***, Baylor University

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

CURRICULUM DESIGN, DEVELOPMENT, AND ASSESSMENT

Fall 2017 ***Do I See Myself Here? An Exploration of Mental Health Services and Cultural Validation at IU Bloomington***

- Collaborated with a team on a semester-long assessment project examining the two counseling centers on Indiana University's campus with regard to cultural frameworks and accessibility, and provided tailored recommendations for best practice based in the literature

June 2017-August 2017 **NODA Intern, *Student Involvement***, Trinity University

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

ADVOCACY AND WELLNESS

July 2016-May 2017 **Confidential Victim Advocate, *Student Advocates Office***, Indiana University

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

January 2017-December 2018 **Step Up! IU Training Facilitator, *Culture of Care***, Indiana University

- Facilitated monthly 90-minute trainings for student groups on individual and campus safety
- Advocated for responsible student practices and educated students about campus and community resources to support their educational success and holistic development
- Cultivated an environment supportive of diversity and inclusion through programming and curricula

AWARDS AND RECOGNITION

Phi Beta Kappa, Baylor University, Spring 2016
Magna Cum Laude Baylor University, 2016

Student Life Impact Award Recipient, Indiana University, Spring 2017
Recognition for Excellence in Student Advocacy, Indiana University, Spring 2017

JOEL HOULETTE
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EDUCATION

Indiana University - Bloomington **August 2016-Present**
Master of Science in Higher Education and Student Affairs
Expected Graduation: May 2018

University of Louisville **August 2012-May 2016**
Bachelor of Arts in Mathematics
Bachelor of Science in Secondary Education
Magna Cum Laude

EXPERIENCE

Graduate Hall Director **July 2016-Present**

Housing and Residence Life, IUPUI

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

Summer Graduate Intern **May 2017-July 2017**

Housing and Residence Life, IUPUI

- Supervised ten summer conference assistants and two summer desk assistants
- Oversaw the housing of more than 3,000 students who attended orientation sessions during the summer of 2017
- Facilitated the weekly scheduling of ten summer conference assistants and two summer desk assistants utilizing whentowork software

Service Learning Assistant for Student Life **September 2017-Present**

Office of Medical Service Learning, Indiana University School of Medicine

- Creates tracking systems and procedures for all co-curriculum service projects
- Coordinates blog submissions of service project reflections
- Serves in an advisory role for the executive board which oversees all service projects
- Assessed and analyzed the semester-long progress and participation of twenty-two service projects, providing recommendations for future improvement
- Assists student service projects in working closely with a diverse array of community partners throughout Indianapolis

Graduate Student Assistant for Prestigious Scholarships **January 2017-May 2017**

Office of the President, IUPUI

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

President – Student Personnel Association

April 2017-Dec. 2017

IUPUI

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

SELECTED PRESENTATIONS

- Houlette, J. (2018, January). *Running an effective meeting while hearing all voices*. Training presented at IUPUI RHA Winter Hall Council Retreat, Indianapolis, IN.
- Opdyke, J. & Houlette, J. (2017, September). *Bridging the digital divide for incoming students*. Program presented at Midwest First-Year Conference, Chicago, IL.
- Houlette, J., Kromer, K. & Opdyke, J. (2016, October). *The experience of a transgender college student*. Poster session presented at Indiana Student Affairs Association annual conference, Indianapolis, IN.
- Houlette, J. (2014, February). *OTM writing: A crash course*. Program presented at Kentucky Association of Residence Halls annual conference, Murray, KY.

MEMBERSHIPS

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

MBTI: ENFJ | Strengths: Input-Analytical-Significance-Competition-Focus | True Color: Blue

SYDNEY MARIE HOWELL

SYDMARIE009@GMAIL.COM • (614) 507-7307

EDUCATION

Indiana University

Master of Science in Education

Higher Education and Student Affairs

Anticipated graduation: *May 2018*

Bowling Green State University (BGSU)

Bachelor of Science

Human Development and Family Studies, Spanish minor

August 2012-May 2016

HIGHER EDUCATION EXPERIENCE

Africana Studies/English Departments

January 2018-Present

Indiana University-Purdue University Indianapolis, *Teaching Assistant*

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

Division of Undergraduate Education

May 2017-Present

Indiana University-Purdue University Indianapolis, *Graduate Journalist*

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

Medical Student Education

July 2016-Present

Indiana University School of Medicine (IUSM), *Graduate Assistant*

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

Academic and Career Development

January 2017-August 2017

Indiana University-Purdue University Indianapolis, *Orientation Advising Intern*

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

Office of Service Learning, Civic Engagement and Leadership

January 2016-May 2016

Owens Community College, *Intern*

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

SYDNEY MARIE HOWELL

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Office of the Bursar

August 2014-May 2016

Bowling Green State University, *Computer/Clerical Assistant*

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

RESEARCH EXPERIENCE

Experiences of Norman Brown Diversity and Leadership Scholars at IUPUI

Fall 2017

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

Ronald E. McNair Scholars Program

August 2015-May 2016

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

UNIVERSITY PUBLICATIONS

- Howell, S. (2018, January 09). Graduate Assistants Contributing to Undergraduate Student Success. Retrieved from <https://due.iupui.edu/news/2018-01-09-graduate-students-feature.html>
- Howell, S. (2017, November 20). Jenna Corcoran Awarded. Retrieved from <https://due.iupui.edu/news/2017-11-20-jenna-corcoran-wins.html>
- Howell, S. (2017, November 13). Karley Clayton Award Recipient. Retrieved from <https://due.iupui.edu/news/2017-11-13-karley-clayton-award.html>
- Howell, S. (2017, October 24). 15th Annual National Mentoring Symposium. Retrieved from <https://due.iupui.edu/news/2017-10-24-mentoring-symposium2017.html>
- Howell, S. (2017, October 05). Record Number of Incoming Students Participate in 2017 Summer Bridge. Retrieved from <https://due.iupui.edu/news/2017-10-10-summer-bridge.html>
- Howell, S. (2017, June 14). Division Recognizes Staff Anniversaries and Accomplishments. Retrieved from <https://due.iupui.edu/news/2017-06-14-division-recognition-celebration.html>
- Howell, S. (2017, May 09). LEAP INdiana Conference Inclusive Excellence. Retrieved from <https://due.iupui.edu/news/2017-05-09-LEAP-INdiana-Conference.html>

CAMPUS AND COMMUNITY INVOLVEMENTS

Indiana University Student Personnel Association

November 2016-February 2017

Outreach Co-Coordinator

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

Delta Sigma Theta Sorority, Incorporated

Delta GEMS Mentor

July 2016-Present

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

<https://www.linkedin.com/in/sydney-howell/>

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Ohio Program Planning and Development Co-Coordinator

August 2014-May 2016

- Disseminated regional and national initiatives to state chapters to keep communication open
- Supported all collegiate chapters with annual calendar and event ideas for chapter sustainability

Epsilon Omicron Chapter Treasurer

August 2014-May 2016

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

BGSU Study Abroad

Italy

Summer 2015

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

Spain

Summer 2014

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

Chi Alpha Epsilon National Honor Society

President

August 2015-May 2016

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

National Pan-Hellenic Council (NPHC)

Public Relations / External Affairs Chair

August 2015-May 2016

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

Step Show Program Coordinator

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

Black Student Union

Vice-President

August 2014-May 2015

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

Secretary

August 2013-May 2014

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

BGSU Office of Multicultural Affairs

August 2013-May 2015

Diversity Peer Educator

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

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PROFESSIONAL ASSOCIATIONS

- American College Personnel Association
- National Association of Student Personnel Administrators

CONFERENCES AND WORKSHOPS

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

AWARDS AND ACHIEVEMENTS

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

Alexis L. Karwoski

Bloomington, IN 47401 | alexis.karwoski@comcast.net

EDUCATION

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

Purdue University, West Lafayette, IN December 2013
Bachelor of Science, Psychology; Bachelor of Arts, Law and Society; Minor, Forensic Science

PROFESSIONAL EXPERIENCE

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

- **Fraternity and Sorority Life Responsibilities** Since November 2017
 - Provide guidance to nine chapters among IFC, MCGC, NPHC, and PHA concerning risk management, membership recruitment and education, leadership development, chapter operations, and crisis management and response
 - Serve as the primary advisor to the Panhellenic Vice President of Recruitment, assisting in the coordination of the primary recruitment process for 22 chapters and 1800 potential new members
 - Advise five additional MCGC, NPHC, and PHA council officers whose focuses include leadership development, programming, philanthropy, civic engagement, and judicial board operations
 - Present and facilitate at chapter meetings regarding topics of recruitment, membership, fraternal values, accountability, risk-management, officer transitions, social justice, and membership development
 - Prepare two special reports as requested by the Director of Student Life and Learning and the Vice Provost of Student Affairs, including:
 - An evaluation of progress towards IU's Vision for the Ideal Fraternity and Sorority Community
 - A comprehensive tracking of organizational conduct related to member's documented BAC levels
- **Leadership and Inclusion Responsibilities** Since August 2016
 - Coordinate, market, and facilitate the Hoosier Leadership Program's four distinct retreats, including the LeaderShape Institute, in collaboration with professional, graduate, and undergraduate staff
 - Redesign, facilitate, and coordinate the Shaffer Internship Program to foster a sense of community, provide professional development, and enrich overall experience for 8 undergraduate student interns
 - Supervise two undergraduate interns in the development, marketing, and facilitation of leadership, diversity, and inclusion programming for IU students and student organizations
 - Serve as the primary advisor to two student organizations: Leadership Advisory Board & Mortar Board
 - Design and facilitate six individualized leadership workshops for student organizations, including an annual Panhellenic Emerging Leaders Retreat attended by 75 new members and 10 peer facilitators
 - Promote student enrollment in six LEAD IU courses through social media marketing and outreach to campus professionals; select and train staff and graduate student instructors to effectively deliver the provided curriculum to 65-85 students each semester
 - Provide training regarding curriculum and facilitation skills to undergraduate and graduate students in preparation for facilitating the Hoosier Leadership Program retreats

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

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

Alexis L. Karwoski

Bloomington, IN 47401 | alexis.karwoski@comcast.net

ADDITIONAL STUDENT AFFAIRS EXPERIENCE

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

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

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

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

FACILITATION AND PRESENTATION EXPERIENCE

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

TEACHING EXPERIENCE

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

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

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

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

Katherine E. Kromer

katiekromer10@gmail.com

EDUCATION

Master of Science in Education-Higher Education and Student Affairs

Indiana University, Bloomington, Indiana

Anticipated May 2018

Bachelor of Arts-Sociology, Minor-History

Miami University, Oxford, Ohio

Latin Honors: Cum laude

May 2014

EMPLOYMENT AND PRE-PROFESSIONAL EXPERIENCE

Graduate Hall Director, Indiana University-Purdue University Indianapolis (IUPUI), Indianapolis, Indiana *July 2016-Present*

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

Summer Overnight Orientation Intern, IUPUI, Indianapolis, Indiana

May 2017-August 2017

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

Student Success Center Practicum Student, Ivy Tech Community College, Indianapolis, Indiana

January 2017-May 2017

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

Residence Director, College of Saint Benedict, St. Joseph, Minnesota

August 2014-May 2016

- Oversaw the day-to-day operations for a first year, all female residence hall of 180 students
- Supervised, trained, and mentored 6 RAs
- Developed and facilitated professional and personal development opportunities for RA staff
- Applied learning objectives of the residential curriculum to promote holistic development of residents
- Participated in on-call duty rotation and crisis response for approximately 2,000 on-campus students
- Reviewed conduct cases, hold hearings, and administer educational and developmental sanctions
- Managed and oversaw hall programming budget of \$8,000
- Collaborated with other campus partners on projects, committees, and supporting students
- Interviewed student and professional candidates for positions within Residential Life and Housing

Resident Assistant, Miami University, Oxford, Ohio

August 2012-May 2014

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

PROFESSIONAL DEVELOPMENT

Great Lakes Association of College and University Housing Officers (GLACUHO)

October 2016-Present

- Member/Conference Attendee/Presenter
- Kromer, K. Opdyke, J., & Weed, H. (2017, November). *Mind the GAP: Understanding graduate assistants with prior full-time work experience*. Program presentation at Great Lakes Association of College and University Housing Officers, Indianapolis, IN.

IUPUI's Division of Student Affairs Multicultural Competence Series

January 2017-May 2017

- Attendee

Indiana Student Affairs Association (ISAA)

October 2016

- Conference Attendee/Presenter
- Kromer, K., Opdyke, J., & Houlette, J. (2016, October). *The college experience of a transgender student*. Poster session presented at Indiana Student Affairs Association Conference, Indianapolis, IN.

IUPUI's Safe Zone Training

January 2016

- Attendee

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

July 2015

- Conference Attendee

College of Saint Benedict Bystander Training

January 2015

- Attendee

Upper Midwest Region Association of College and University Housing Officers (ACUHO)

October 2014 & 2015

- Conference Attendee

Associated Twin Cities College and Housing Administrators (ATCCHA) Meetings

September 2014-May 2015

- Member/Attendee

COMMITTEE AND COLLATERAL WORK

Returner RA Selection Process Committee

Fall 2017-Present

- Revised the student staff selection process for returner RAs

RA/CA Recruitment and Selection Committee

Fall 2014-Spring 2016

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

Transgender Admission Policy and Practice Committee

Spring 2015-Spring 2016

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

Residence Hall Association (RHA) Co-Founder and Advisor

Fall 2015-Spring 2016

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

RA/CA Recognition and Appreciation Committee

Fall 2014-Spring 2015

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

Christmas at St. Ben's Celebration Committee

Fall 2014

- Collaborated with many campus partners to execute campus wide event

MAURISA LI-A-PING

[linkedin.com/in/liapingmaurisa](https://www.linkedin.com/in/liapingmaurisa)

EDUCATION

Indiana University – Bloomington

Bloomington, IN

- M.S.Ed. Higher Education and Student Affairs

May 2018

St. John's University

Queens, NY

- B.A. Sociology, Cum Laude

May 2016

PROFESSIONAL EXPERIENCE

Indiana University Bloomington

Bloomington, IN

Graduate Supervisor - Residential Life

July 2016 - Present

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

Maryland Institute College of Art

Baltimore, MD

Graduate Coordinator - Student Activities Office

May 2017 - July 2017

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

Indiana University Bloomington

Bloomington, IN

Practicum Student - Balfour Scholars Program

Jan. 2017 - May 2017

- Established and facilitated monthly professional developments events focused on identity development and networking to get undergraduate students to critically examine their professional identity
- Developed the application and selected 6 recipients for the program's \$1,000 scholarship for students with financial needs
- Worked collaboratively with other practicum students to create foundational documents such as: organizational chart, core values, and learning outcomes that would be used in the program's grant applications

LEADERSHIP EXPERIENCE

Indiana University Bloomington

Bloomington, IN

Graduate Emissary - Emissaries for Graduate Student Diversity Program

Aug. 2017 - Present

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

MAURISA LI-A-PING

Indiana University Bloomington

Outreach Co-Director - Student Personnel Association

Bloomington, IN
Oct. 2016 - Dec. 2017

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

St. John's University

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

Queens, NY
May 2015 - May 2016

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

St. John's University

Diversity Peer Educator Coordinator - Office of Multicultural Affairs (OMA)

Queens, NY
Jan. 2015 - May 2016

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

PRESENTATIONS

- **Li-A-Ping, M.** (March 2018). "*Spoken Word Poetry & the Black College Experience.*" 2018 NASPA - Student Affairs Administrators in Higher Education Conference, Philly, PA.
- **Li-A-Ping, M.** (March 2018). "*Spoken Word Poetry & the Black College Experience.*" 2018 ACPA - College Student Educators International Convention, Houston, TX.
- **Li-A-Ping, M., Price, Z., Smith A., & Smith E.,** (Dec. 2017). "*An Examination of Gender Performance in NPHC Sororities.*" 2018 Indiana University HESA GAP Symposium, Bloomington, IN.
- **Li-A-Ping, M.** (Nov. 2017). "*Spoken Word and Leadership.*" The National Conference on Student Leadership (NCSL), Washington, DC.
- **Al-Hassan, K., Li-A-Ping, M.** (May 2017). "*Olivia, Cookie and Annalise: Utilizing Media Depictions of Black Women as a Tool for Cultural Competency and Engagement.*" National Conference on Race and Ethnicity (NCORE), Fort Worth, TX.
- **Li-A-Ping, M.** (Feb. 2016). "*Mentoring Programs for Students of Color: R.I.S.E. Network.*" R.I.S.E. 2 LEAD: Black and Latino Student Empowerment Conference, Queens, NY.

COMMUNITY SERVICE

International/Local Service

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

Institutional Committees

- Assistant Director Search Committee, Training Committee, Orientation Committee, Summer Engagement Committee, Wellness Committee, Equity/Inclusion/Social Justice Committee, President's Multicultural Advisory Committee, ACPA Pan African Network Awards Committee

ALYSSA M. LUNA

317-442-9802 | alyssa.luna517@gmail.com | www.linkedin.com/in/alyssa-luna-5227b44a

EDUCATION

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

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

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

WORK EXPERIENCE

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

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

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

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

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

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

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

- Developed and implemented curriculum for an introductory Spanish course designed for 25 high school students immersing themselves in the collegiate experience
- Organized and facilitated cultural outings to foster understanding and appreciation of the Latino community

- Created and applied formative and summative assessments that meet learning objectives, improved course curriculum, and which collect data of student success for future use of course

Spanish Teacher

June 2013 – July 2014

Ben Davis High School - Indianapolis, IN

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

INTERNSHIP & LEADERSHIP EXPERIENCE

Alternative Break Advisor & Graduate Intern

January 2017 – Present

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

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

Teaching Assistant

August 2017 – December 2017

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

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

COMMITTEE & ADVISING WORK

Dreamer's Alliance: Graduate Advisor, IUPUI

2017 - Present

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

META Planning Committee: Member, IUPUI

2015 - Present

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

DACA Committee: Member, IUPUI

2017 - Present

César Chávez Celebration Dinner Committee: Member, IUPUI

2016 - Present

PRESENTATIONS

- Luna, A.M., Diaz, G., Medina, M. (2018, May). *When Coming Together Makes a Difference: Institutional Efforts for Undocumented, DACA, and Mixed-Status Students at a Midwestern University*, National Conference on Race & Ethnicity, New Orleans, LA.
- Luna, A.M., Messmore, N. (2017, October). *Centering the Experiences of Students of Color in Program Design*, National Association for Campus Activities Mid-America, Covington, KY.
- Luna, A.M. (2016, November). *First Year Experience*, Indiana Latino Education Summit, Indianapolis, IN.
- Luna, A.M., Mora, L., Mulqueen, S. (2016, October). *The Impossible DREAM: Undocumented Students in the Collegiate Setting*, Poster Presentation at Indiana Student Affairs Association Conference, Indianapolis, IN.

PROFESSIONAL DEVELOPMENT

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

HOLLY E. LUSTIG

hollyelustig@gmail.com ♦ www.linkedin.com/in/hollylustig

EDUCATION

Master of Science Education in Higher Education and Student Affairs

Expected: May 2018

Indiana University, Bloomington, IN

Relevant Coursework: *Career Counseling Theory & Practice; Human Resources Management; Diverse Students*

Bachelor of Arts in Anthropology

August 2012 – April 2016

Oakland University, Rochester, MI

Honors College Graduate, Dean's List

Study Abroad, 2014—*Oxford University, Brasenose College, U.K.*

WORK EXPERIENCE

Graduate Supervisor (Graduate Assistantship)

July 2016 – Present

Residential Programs & Services – Indiana University, Bloomington, IN

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

Hospitality Supervisor/Assistant Program Manager

May 2015 – July 2016

Conference & Visitor Services - University of Maryland, College Park, MD

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

Career Ambassador

September 2015 – April 2016

Career Services – Oakland University, Rochester, MI

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

Recruitment Intern

September 2014 – April 2015

Housing – Oakland University, Rochester, MI

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

~Lustig 1~

PRACTICUM EXPERIENCE

Graduate Assistant

January 2017 – Present

Association of College Unions International – Bloomington, IN

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

Practicum Student

January 2017 – May 2017

Sexual Assault Crisis Services– Indiana University, Bloomington, IN

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

TEACHING EXPERIENCE

Teaching Assistant, Department of Anthropology

January 2016 – April 2016

AN 101 (Human and Cultural Evolution)

AN 222 (Introduction to Anthropological Archaeology)

Teaching Assistant, Honors College, Oakland University

September 2014 – December 2014

HC 100 (First Year Colloquium: Making Discoveries)

PROFESSIONAL DEVELOPMENT

Professional Presentations

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

Peer-Reviewed Publications

- ◆ Ariza, J., Motoyasu, M., **Lustig, H.**, Palmer, R., Stalvey, B., To, D. (Under Review). Navigating the unknown: Experiences of international graduate students from Muslim-majority countries in the current political climate. *Journal of Critical Scholarship on Higher Education and Student Affairs*.

Conference Attendance

- ◆ ACPA (American College Personnel Association) Attendee (2017)
- ◆ ACUI (Association of College Unions International) Conference Management Team (2017)
- ◆ ISAA (Indiana Student Affairs Association) Attendee (2016)
- ◆ OPE (Oshkosh Placement Exchange) Employer (2015), Candidate (2016)
- ◆ NASPA (Student Affairs Administrators in Higher Education) National Conference Attendee (2015) (2018)
- ◆ GLACUHO (Great Lakes Association of College and University Housing Officers) Conference Attendee (2014) (2015)

Education

Indiana University - Bloomington, IN

Anticipated May 2018

- M.S.Ed. in Higher Education and Student Affairs

Indiana University - Bloomington, IN

May 2016

- Bachelor of Science in Business: Marketing

Experience

Graduate Hall Director, *Indiana University - Purdue University Indianapolis (IUPUI), University Tower*

July 2016–Present

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

Summer Conference Housing – Operations Intern, *IUPUI, University Tower*

May 2017–July 2017

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

Graduate Assistant, *IUPUI, Office of Student Advocacy and Support*

January 2017–May 2017

- Assisted in the creation of the mission and vision statements of this newly formed office
- Worked closely with the Student Advocate in supporting student's needs through one-on-one meetings as it relates to emergency withdrawals, conflicts with faculty members, referrals to campus partners, and support to under-resourced students
- Developed an in-depth knowledge database of campus and local resources most used by students at IUPUI by contacting campus partners and arranging meetings to develop better relationships between the offices

Resident Assistant, Indiana University Bloomington (IUB), Wright Quad

July 2015–May 2016

- Supervised, addressed to the needs, and supported the development of 53 first-year students
- Developed a positive and comfortable living environment by implementing programs keeping in mind the four pillars of residential life (Academic life, exploring beliefs, community development, and personal development), as well as enforcing policies when necessary

Orientation Student Coordinator, IUB, Office of First Year Experience Programs

August 2013 - August 2014

- Coordinated the recruitment, selection, and training of the Orientation Team along with 5 other SCs
- Served as a peer mentor to a group of 50 Orientation Leaders by serving as a resource during Orientation programs, as well as co-creating and facilitating training sessions on topics ranging from IU Knowledge to diversity and inclusion

Orientation Leader, IUB, Office of First Year Experience Programs

March 2013 – July 2013

- Facilitated Summer and Fall Orientation programs, leading groups consisting of 20-25 national and international students and 200+ parents/guests daily
- Created an open and welcoming environment for incoming students and their guests by facilitating various discussions and educating them on the opportunities available at IU

International Experience

Marketing Housing Intern Mandelbaum Residence Hall, Sydney University, Sydney, Australia

May 2015 – July 2015

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

Research Presentations

- Azevedo, J., Howell, S., Mora, L., Thomas, P., & Tovar, D. (December 2018) Fulfilling the Promise through Sense of Belonging: Experiences of Norman Brown Diversity and Leadership Scholars at IUPUI. Group Assessment Project Symposium – Indiana University.
- Luna, A., Mora, L., & Mulqueen, S. (October 2016). The Impossible DREAM: A look at the undocumented student population in the U.S. Indiana Student Affairs Association Conference – University of Indianapolis.

Professional Development

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

Skills

- Fluent in Spanish
- Proficient at Adobe Photoshop, InDesign and SPSS

Madison Motoyasu

(661) 993-5332 | madimotoyasu@gmail.com

Education

Master of Science in Education, Higher Education and Student Affairs

Indiana University Bloomington

Graduation: May 2018

Bachelor of Arts, Communication Studies

University of California, San Diego

Graduated: July 2015

Student Affairs Experience

Office of International Services, Indiana University, Bloomington, IN

7/2016 - present

Graduate Assistant

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

University Division Academic Advising, Indiana University, Bloomington, IN

5/2017 – 8/2017

Graduate Assistant

- Assisted incoming students in assessing their interests, values and academic skills and to understand these in relation to first term course planning and academic program requirements
- Supported the new student orientation academic advising sessions by preparing materials, assisting with group advising, and aiding students with registration.
- Partnered with students in educational discovery by employing the developmental advising perspective in order to maximize student learning
- Maintained accurate, detailed records of advising interactions and ensured the confidentiality of all academic records

Office of Student Conduct, Indiana University, Bloomington, IN 1/2017 – 5/2017
 Practicum Student

- Adjudicated 20+ cases of student academic misconduct and personal misconduct
- Facilitated learning moments grounded in learning outcomes and developmental theory (specifically ethical, moral, and cognitive theories) with undergraduate and graduate students
- Led interactive presentations informing students of their responsibilities regarding the Digital Millennium Copyright Act
- Balanced student accountability with student rights, while practicing restorative justice to promote student development

International Center, University of California, San Diego, La Jolla, CA 7/2015-9/2015
 Resident Assistant

- Supported international students' transition into undergraduate life through holistic support, educational and social programming, and orienting to campus resources
- Coordinated educational/social programming for 60+ international students from 11+ countries
- Promoted intercultural and interpersonal communications skills with students through workshops

Warren College Residential Life, UCSD, La Jolla, CA 9/2014-6/2015
 Resident Assistant

- Fostered an inclusive community-centered environment for residents
- Operated front desk at Student Activity Center and coordinated multiple building programs
- Created immediate and accurate reports for supervising directors and other Residential Life staff

Teaching Experience

Residential Programs and Services, Indiana University, Bloomington, IN 10/2016 – 3/2017
 Co-facilitator, EDUC-U 450 Foundations for Residential Leadership (3 cr.)

- Co-facilitated a residential leadership course that aimed to develop student leaders and augment their understanding of student development theory
- Adjusted course content to meet learning outcomes for 20+ enrolled students
- Engaged students in communicating across difference to show them how to do so for future student leadership roles

Research and Professional Presentations

- Motoyasu, M., Ariza, J., LePeau, L., Lustig, H., Palmer, R., Stalvey, B., & To, D. (2018, March). *Navigating the unknown: A case study about international graduate students*. Educational session at the NASPA national conference.
- Motoyasu, M., Ariza, J., Lustig, H., Palmer, R., Stalvey, B., & To, D. (2017, December). *Navigating the unknown: Experiences of international graduate students from Muslim-majority countries in the current political climate*. Presentation at the Group Assessment Project Symposium – Indiana University.
- Motoyasu, M., Ewig, J., Mosier, S., Pogorelc, B., & Prieboy, A. (2017, April). *Full-Service vs. Self-Service: OPT Processes for the Busy Student*. Educational session at the NAFSA Indiana State Conference – Saint Mary of the Woods College.
- Motoyasu, M., Agrawal, M., & Boey, L. (2016, October). *The Muslim Student Experience*. Poster presentation at the Indiana Student Affairs Association Conference – Indiana University Purdue University Indianapolis.

EDUCATION

M.S. Ed. in Higher Education & Student Affairs

Indiana University, 2018

B.A. in Applied Sociology

University of Northern Colorado, 2016

- Concentration: Inequalities & Institutions
- Minor: English

RELATED EXPERIENCE

Graduate Assistant for Fraternity & Sorority Life

Indiana University Purdue University Indianapolis | August 2016 - Present

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

Graduate Advisor for Fraternity & Sorority Life

Indiana University Bloomington | August 2017 - Present

- Serve as a chapter coach to multiple chapters across all four councils
- Facilitate outcome specific and large scale chapter programming including values, responsibility, sisterhood/brotherhood, and alcohol skills
- Serve as a conduct hearing officer & assist chapters in accomplishing any necessary sanctions
- Work with chapter leadership to implement new practices, improve operations, and improve risk management
- Maintain communication with chapter leadership and external partners

Chairperson & Chief Executive Officer

NACURH Inc. | May 2016 - June 2017

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

ACUHOI Intern for Housing & Residential Life

Vanderbilt University | May 2017 - August 2017

- Co-author residential guiding principles for the Vanderbilt residential experience
- Create resources for Vanderbilt staff and students about campus resources, student ethics procedures, and staff training
- Co-author resident advisor training with faculty and staff
- Work with all summer resident assistants and advise two head residents
- Collaborate with the Office of Student Ethics to establish common documentation and emergency response procedures

Practice Group Advisor Leadership Training Practicum

Indiana University Bloomington, Maurer School of Law | January 2017 - May 2017

- Assess & enhance IU Law Practice Group Advisor training program for peer mentors
- Use assessment to establish current areas of success and opportunities for growth
- Research best practices of peer institutions and law programs related to mentorship, diversity, leadership, & success
- Create recommendations for adjusted practice

Fraternity and Sorority Life Program Intern

University of Northern Colorado | January 2016 - May 2016

- Co-Advise Multicultural Greek Council
- Co-Coordinate Multicultural Greek Showcase
- Advise Greek Week committee
- Coordinate campus wide Greek Awards submission, scoring, and the culminating Greek Awards event

President, Panhellenic Executive Council

University of Northern Colorado | December 2014 - January 2016

- Chair all business of Panhellenic Council at large
- Oversee Panhellenic Executive board of 7 women
- Represent UNC Panhellenic to community and serve as a liaison in all university and community settings
- Coordinate and direct the Panhellenic formal recruitment process following a vacancy

President, Residence Hall Association

University of Northern Colorado | May 2014 - May 2015

- Advise first year leadership camp & supervise 2 student coordinators and oversee executive board of 5 executives and 9 hall council presidents
- Coordinate campus move-in day for campus of 3,600
- Host and coordinate large scale programs for university community
- Coordinate organization wide strategic planning process

AFLV West Undergraduate Intern

Association of Fraternal Leadership & Values | January 2016 - April 2016

- Coordinate conference logistics, specifically surrounding meals, transportation, and facilities
- Pre on-site logistics of participants and presenters
- Contribute to conference planning and management

AWARDS & PRESENTATIONS

- Robert & Ludie Dickeson Presidential Prize for Leadership
 - Presented to two graduating seniors for outstanding achievement in leadership and academics
- NACURH Distinguished Service Award
 - Recognizes distinguished service to NACURH & member schools over a several year period
- Alpha Sigma Alpha Leadership Academy Chicago - Presenter, November 2017
- Sigma Alpha Mu & Sigma Delta Tau Regional Leadership Conference, January 2017
- Barkley, K., Dance, S., Mulqueen, S., & Williams, L. (2017). Let's talk about sex: Perceptions of sexual health in first year residence halls. Presentation at Indiana University Assessment Symposium.
- Luna, A., Mora, L., & Mulqueen, S. (2016). The impossible dream: Undocumented students in the collegiate setting. Poster session presented at Indiana Student Affairs Association Annual Conference.
- Mulqueen, S. (2016). The stress of doing more: Motivation in extracurricular involvement in college students. Poster session and paper presented at University of Northern Colorado Research day.

David Neiling

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EDUCATION

Master of Science in Education

Indiana University, Bloomington, IN
Higher Education & Student Affairs

Expected May 2018

Bachelor of Social Work

Indiana University, Bloomington, IN

May 2012

WORK EXPERIENCE

2016- PRESENT:

Mentoring and Advising
IU School of Medicine
Indianapolis, IN

Student Leadership Graduate Assistant

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

2017:

Career Development
Ivy Tech Community
College
Indianapolis, IN

International Career Development Intern

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

New Student Orientation Intern

- Co-created curriculum for a half-day new student orientation covering academic expectations, digital etiquette, and career development
- Facilitated orientation days helping with set-up, tours, and program fairs for offices and scholarships
- Assisted in proposing funding for student scholarships 50 students, marketing tools, and attire

2014-2016:
LIFE Designs Inc.
Bloomington, IN

Scheduling Manager

- Coordinated with team managers to train new employees for client's special needs to address state standards of safety and well-being
- Oversaw a specialized team of floating employees who filled in at high need sites
- Managed open shifts in multiple houses in need of 24-hour staffing

Team Manager

- Supervised teams across multiple homes addressing the needs and development of clients with special needs
- Coordinated activities and work to increase independence for customers in a supported living setting
- Created schedules for customers and staff, and manage finances and healthcare
- Communicated the needs of customers, staff, and guardians via phone, email, and meetings

2013:
Department of Child
Services
Bedford, IN

Family Case Manager

- Collaborated with service providers to support families acquiring necessary parenting skills
- Facilitated team meetings, collaborating with foster care, and creating action plans
- Maintained and updated files and legal documents on coinciding cases

2012
FASE Mentoring
Indiana University
Bloomington, IN

Mentoring & Advising Intern

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

COMMITTEE EXPERIENCE

Department of Child Services

- A member of the Best Practice Committee that enhanced the region's best practice skills in child welfare based on research and work experience in surrounding counties.

LIFE Designs

- Spearheaded Leadership Round Table meetings that developed peer-to-peer training and empower direct service professionals to take part in professional development.

PRESENTATIONS

- Neiling, D., Singer, E., Williams, L. (October 2016). "Student Veterans: Serving Those Who Have Served". Indiana Student Affairs Association Conference – University of Indianapolis.
- Besing, K., Houlette, J., Kromer, K., Luna, A., Neiling, D., Sherrell, S. (December 2017). "An Assessment of The STAR Mentoring Program" Group Assessment Project Symposium – Indiana University.

JAMIE OPDYKE

Indianapolis, IN | jamie.opdyke@gmail.com

CAREER SUMMARY	Seven years of work experience in higher education, including the following institution types: Big 10, Urban 13, faith-based, single-gender, and private. Five years of on-call live-in roles and two years of national service with AmeriCorps.
EDUCATION	M.S.Ed. , Higher Education Student Affairs, Indiana University Bloomington, 2018 B.A. , Communication Studies, Hope College, 2010
EMPLOYMENT	Graduate Hall Director IUPUI 2016 – May 2018 Indianapolis, IN <ul style="list-style-type: none">◆ Supervise 9-10 Resident Assistants directly and 9 indirectly each year in an 800-resident complex, including 4 living-learning communities◆ Assist in the creation and implementation of a new residential curriculum◆ Facilitate RA winter training, selection, and onboarding events◆ Evaluate student employees twice annually, providing constructive feedback◆ Manage hall budget and advise students on fiscally responsible spending◆ Practicum internship (spring 2017) with sophomore experience program: conducted research on national best practices; facilitated focus groups with current sophomores to determine needs and interest; created comprehensive list of suggestions for future targeted programming and assessment Product Zone Specialist Apple, Inc. 2015 – 2016 Naperville, IL <ul style="list-style-type: none">◆ Corrected technological problems in desktops, laptops, and mobile devices◆ Served on a team with 107 peers, giving and accepting regular feedback from peers, management team, and customers Resident Director Tulane University 2015 New Orleans, LA <ul style="list-style-type: none">◆ Supervised 20 Resident Advisors and community of 450+ students◆ Created curriculum for Leadership Village living-learning community focused on community service and participation in on-campus leadership opportunities◆ Committee work: alcohol prevention, student conduct, and facilities operations◆ Earned certification in Applied Skills in Suicide Intervention Training (ASIST) Hall Director St. Norbert College 2013 – 2015 Green Bay, WI <ul style="list-style-type: none">◆ Fulfilled collateral position with the Office of Judicial Affairs, adjudicating high-level cases for the Sexual Misconduct Board and Appeals Board◆ Motivated 114 students to complete 3,420 service hours per year by creating engaging community partnerships and applying accountability measures◆ Co-planned and executed fall and winter RA training for 40+ student staff VISTA Leader Wisconsin Campus Compact 2012 – 2013 Madison, WI <ul style="list-style-type: none">◆ Interviewed, trained, and mentored 24 statewide volunteers to create infrastructure at non-profit agencies and recruit student service-learners◆ Coordinated in-person and digital diversity trainings for AmeriCorps volunteers◆ Updated VISTA website and created monthly newsletter for partner campuses

EMPLOYMENT

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

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

PRESENTATIONS

- Opdyke, J. (2018). *Driving multi-institutional and community commitment through service-learning to address health disparities*. Campus Compact National Conference. Indianapolis, IN.
- Opdyke, J., Freck, S., Singer, E., & Weed, H. (2017). *Should I stay or should I go?: Attrition and retention of IUPUI student affairs professionals*. Group Assessment Project Symposium. Bloomington, IN.
- Opdyke, J., Kromer, K., & Weed, H. (2017). *Mind the gap: Understanding graduate assistants with prior full-time work experience*. Great Lakes Association of College & University Housing Officers (GLACUHO) conference. Indianapolis, IN.
- Opdyke, J. & Houlette, J. (2017). *Bridging the digital divide*. Midwest First-Year Conference. Chicago, IL.
- Opdyke, J., Houlette, J., & Kromer, K. (2016). *The experience of transgender college students*. Indiana Student Affairs Association Conference. Indianapolis, IN.
- Opdyke, J. (2014). *Michels Hall, a living-learning community focused on service-learning*. Association of Student Affairs at Catholic Colleges and Universities Conference. National award winner. Houston, TX.
- Opdyke, J & Jensen, M. (2014). *Prevention and wellness education at St. Norbert College*. Association of Student Affairs at Catholic Colleges and Universities Conference. National award winner. Houston, TX.
- Opdyke, J. & Smuhl, D. (2013). *Stone soup and sustainability*. Wisconsin Campus Compact winter conference. Madison, WI.
- Opdyke, J. (2012). *VISTA Reflection*. South Carolina Campus Compact First Annual Service-Learning Conference. Rock Hill, SC.
- Opdyke, J., Hahn, H., & Brown, D. (2012). *Feminist phenomenology, yoga, and service-learning: Empowering middle school girls from minority populations through yoga*. Southeastern Women's Studies Association. Washington, D.C.

RECOGNITION & GRANTS

- Washington Center for Internships and Academic Seminars: Higher Education Civic Engagement Award. National award winner. \$20,000 scholarship.
- Youth Service America's "Get Ur Good On", 2012. \$500 grant.
- Hamilton Beach, 50 crock-pots for community program, 2012. \$1500 in-kind.
- Home Depot, 2012. \$200 gift card for garden supplies.
- Center for Disease Control, SEA-CEED, 2011. *Attacking diabetes through faith-based organizations*. \$20,000 grant.
- Disney University, received "Mouseters" (2008) and "Ducktorate" (2011) for completion of academic classes during Disney College Program (2008-2011, seasonal).

PUBLICATIONS

- Opdyke, J. (2017). Robert Shumer's where's the wisdom in service-learning (2017): A reflective review. *International Undergraduate Journal for Service-Learning, Leadership, and Social Change* (7)1, 1-10.
- Opdyke, J. (2013). Why I serve. *International Undergraduate Journal for Service-Learning, Leadership, and Social Change* (2)2, ix-xx.
- Opdyke, J. (2011). The first step. *Better Together, South Carolina Campus Compact Quarterly*.

Ree Palmer

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

Education

Indiana University, Bloomington, Indiana

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

Berry College, Mount Berry, Georgia

Bachelor of Arts Honors; Magna Cum Laude
History and Economics, May 2016

Key Skill Sets

Project/Campaign Management
Prospect Research
Supervision

Event Planning
Graphic Design & Creative Projects
Knowledge of Higher Education

Storytelling/Communication
Relationship-Building
Content Design of Historic Material

Development & Alumni Relations Experience

Indiana University School of Informatics, Computing, and Engineering
Office of Development and Alumni Relations

May 2017-Present

Development and Alumni Relations Coordinator (Internship)

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

Indiana University School of Education
Office of Development and Alumni Relations

January 2018-Present

Graduate Intern

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

Higher Education and Student Affairs Experience

Indiana University Office of the Bicentennial

January 2017-Present

Graduate Assistant (May 2017-Present), Graduate Practicum Student (January-May 2017)

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

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

August 2016-May 2017

Assistant Coordinator

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

Higher Education and Student Affairs Experience (continued)

Indiana University Office of Student Life and Learning

December 2016-January 2017

Graduate Advisor, New Orleans Winter Alternative Break

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

Berry College Student Government Association

May 2013-May 2016

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

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

Berry College Health and Wellness Center

June-July 2016

Administrative Assistant

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

Berry College Summer Orientation, Advising, and Registration (SOAR)

June 2013 and June 2014

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

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

Leadership and Awards

Indiana University Student Personnel Association

August 2016-Present

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

Berry College Leadership Fellows Scholarship Program

August 2012-May 2016

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

Martha Berry Award for Outstanding Undergraduate Achievement

April 2016

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

Order of St. Andrew

April 2016

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

Teaching & Presentations

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

March-May 2017

Instructor

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

Palmer, R., Ariza, J., Lustig, H., Motoyasu, M., Stalvey, B., To, D. (March 2018). Navigating the Unknown: Supporting International Graduate Students in the Current Political Climate. NASPA 2018 National Convention—Philadelphia.

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

Software Proficiencies

Blackbaud (Crimson)

Microsoft Office Suite

Adobe Illustrator

Reeher

Adobe InDesign

Canva Design

Markie Pasternak

(920)-660-6176 • markie.pasternak@gmail.com

Education:

Indiana University, Bloomington, IN

Master of Science: Higher Education and Student Affairs

Anticipated May 2018

Marquette University, Milwaukee, WI

Bachelor of Arts: Psychology, Minor: Business Marketing

August 2012- May 2016

- Marquette University Women's Leadership Award
- Ronald E. McNair Research Scholar

Orientation, Transition and Retention:

Office of First Year Experience, Indiana University

Graduate Intern for Summer New Student Orientation Programs

May 2017- July 2017

- Managed 22 overnight summer session orientation programs
- Supervised 32 orientation leaders and six student coordinators
- Planned an "end of the summer" celebration banquet for the orientation professional and student staff
- Evaluated student and guest orientation programs by creating surveys in Qualtrics and analyzing results

Graduate Intern for New Student Orientation Recruitment and Training

November 2016- May 2017

- Recruited, interviewed, selected and trained 32 undergraduate orientation leaders
- Planned and coordinated a full day retreat for new orientation leaders
- Researched institutional history and partnered with campus historians to develop a new orientation presentation
- Created new family and guest social programs by partnering with nine local businesses and university departments using survey data to inform programming

Community Engagement and Service Experience:

Student Life and Learning, Indiana University

Graduate Advisor for Community Engagement

August 2016- Present

- Consult with 27 undergraduate scholarship recipients who work for 20 different local non-profit organizations.
- Develop and lead biweekly diversity and professional development trainings for scholarship recipients
- Provide resources for over 100 service student organizations on responsible volunteering and service trips
- Supervise one Shaffer Intern who organizes and consults with service student organizations

Youth Advocating for Leadership (Student Organization), Indiana University

August 2016- May 2017

Graduate Student Advisor

- Oversaw 50 students traveling to New Orleans for a week-long service trip
- Provided on-call crisis and emergency management protocols during travel
- Advised executive board on planning educational and reflective trip activities
- Consulted with non-profit agencies to ensure a safe work environment for student volunteers

Health and Wellness Promotion Experience:

Office of Health and Wellness Promotions, Butler University

Graduate Intern for Health and Wellness Promotion

September 2017- Present

- Conducted assessments on campus alcohol and drug education programs using Alcohol Programming Matrix
- Assisted in revising a holistic model of wellness on a campus-wide committee with the counseling center, campus recreation center, spiritual programs, victim advocates and the Vice President of Student Affairs.
- Promoted Alcohol 360 Proof personal assessment program for students who chose to use substances
- Facilitated Alcohol Skills Prevention Training to second-year students in campus residence halls

Bring Change to Mind (Student Organization), Indiana University

September 2017- Present

Graduate Student Advisor

- Advise a group of ten students who put on large-scale campus programs to destigmatize mental illness such as our campus scavenger hunt, escape rooms, dialogue panels, and events with our organization founder, Glenn Close

- Facilitate activities to promote collaboration and leadership among students on the executive board
- Educate student leaders on best practices to discuss and destigmatize mental health on campus

Active Minds Inc., Washington D.C.

National Student Advisory Committee President

March 2015- April 2016

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

Teaching and Course Facilitation Experience:

Bloomington Figure Skating School, Bloomington, Indiana

Figure Skating Instructor

October 2016- Present

- Teach four weekly, thirty-minute classes for skaters ages four to twelve at an array of skill levels
- Teach two weekly, thirty-minute classes for adult skaters at a beginner level, including college students
- Evaluate skater's skills to indicate if they are ready to move up to the next class level, which includes assessing skating moves and writing evaluations for skaters

Office of First Year Experience, Indiana University

Co-Instructor of Orientation Leader Training Course

January 2017- May 2017

- Created a curriculum for an eight-week course for new student orientation leaders about leadership, diversity, professionalism, campus resources, and wellness
- Co-facilitated the course with two other graduate students and advised Student Coordinators in leading class activities and evaluating class performance
- Created and graded midterm and final exams for the course that imitated panels they would sit on during orientation to answer questions from new students and their family members

Department of Psychology, Marquette University

Teaching Assistant for Introduction to Psychology Course

August 2014- December 2014

- Created study guides and practice quizzes for a class of 100 undergraduate students
- Facilitated review sessions for four exams that helped students study the material
- Administered four exams on behalf of the professor, including the final exam

Conferences and Presentations:

Indiana University Group Assessment Symposium

Pasternak, M., Al-Haasan, K., Hornell, K., Moon, A., Scott, D., Simon, J. (2017). *Do I see myself here:* December 2017

Physical environment as an indicator of cultural validation in Counseling and Psychological Services and the Center for Human Growth at Indiana University

- Assessed the physical environment of two campus counseling centers and compared the degree to which they communicated inclusivity of underrepresented student populations seeking mental health services
- Presented research at a university research symposium for higher education and student affairs professionals

National Orientation Directors Association Regional and National Conference

March 2017, November 2017

Pasternak, M, Ariza, J. & Wilson, W. (2017). *Let's talk: Mental health.*

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

Research Assistant Experience:

Department of Psychology, Marquette University

September 2013- May 2016

Research Assistant in Mental Health Services and Stigma Research Lab

- Conducted controlled research studies with human subjects and analyzed collected data on stigmatizing attitudes
- Presented research posters to faculty and entire university departments explaining the relevance of stigma

Zachary J. Price

Current Address: E-106, 125 S. Jordan Avenue • Bloomington, IN 47406

Permanent Address: 6906 Sweetfield Drive • Huntersville, NC 28078

(704) 905-0021 • zjprice@indiana.edu

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

EDUCATION

May 2018	Indiana University Master of Science & Education (M.S.Ed.) in Higher Education and Student Affairs	Bloomington, IN
May 2018	Indiana University Certificate of Institutional Research	
May 2016	North Carolina Agricultural & Technical State University Bachelor of Science (B.S.) in Civil Engineering	Greensboro, NC

HIGHER EDUCATION EXPERIENCE

July 2016 - May 2018	Indiana University Residential Programs & Services	Bloomington, IN
Graduate Supervisor		
<ul style="list-style-type: none">• Supervise six (6) Resident Assistants• Lead 18 Total Resident Assistants in a 1,000-resident building• Duties include:<ul style="list-style-type: none">○ facilitating RA Fall and Spring training sessions in duty response protocol and team building, leading weekly small (6 RA), large (18 RA), and bi-weekly one-on-one RA meetings, advising the programming and initiatives for the Read Student Government and Performing Arts Community, and advising Read Welcome Week team planning and program implementation• Evaluate RA programming efforts based on residential curriculum learning outcomes for programs• Three week-long on-call duty rotation:<ul style="list-style-type: none">○ Responded to incidents in Read, Spruce (<i>approx. 400 students</i>), and Wells Quad (<i>approx. 125 students</i>) to address building crises and policy violations• Facilitated student conduct hearings to enforce policy violations and create corrective action plans based on student needs• Created and maintained practicum experience for fellow graduate student<ul style="list-style-type: none">○ Student was able to facilitate one team building session for Spring training, learn about and give critique to RA duty protocol, shadow one RPS administrator weekly, and receive resume and interview tips for housing positions		
May 2017 - July 2017	Indiana University Institutional Research & Reporting Office	Bloomington, IN
Graduate Intern		
<ul style="list-style-type: none">• Utilized Tableau to create visualizations demonstrating the effectiveness of high school student enrollment in math courses through the Advance College Program leading to positive math outcomes at Indiana University• Employed Pivot Tables in Excel to accrue aggregate data for <i>2016-2017 Office of Diversity, Equity, and Multicultural Affairs Annual Diversity Report</i>• Updated database of Classification of Instructional Programs (CIP) codes to match updates for Title IV funding policy for STEM academic programs		
December 2016 - April 2017	National Institute for Transformation and Equity (NITE)	Bloomington, IN
Team Member		
A practicum experience working with Dr. Samuel Museus on the assessment of campus climates		
<ul style="list-style-type: none">• Developed clear language for the Culturally Engaging Campus Environments (CECE) Project student surveys to assess/evaluate campus climate		

- Developed one proposal for a survey of faculty, staff, and students for the Institutional Research Board at IU
- Created a list of higher education professionals, administrators, and campuses to aid in the marketing of webinars and surveys
- Researched publications of best practices for inclusive and culturally engaging campus activities and interpersonal relationships
- Assisted in the facilitation of ACPA conference presentation on CECE Project and campus climate

April 2015 - May 2016

NC A&T Office of New Student Programs

Greensboro, NC

Student Coordinator

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

August 2014 - April 2015

NC A&T Housing & Residence Life

Greensboro, NC

Peer Mentor

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

ACADEMIC PRESENTATIONS

2017	Price, Z. J. , Li-A-Ping, M., Smith, A., & Smith, E. <i>An Examination of Gender Performance in National Pan-Hellenic Council (NPHC) Sororities</i> . Presented at Group Assessment Project Presentations for Indiana University Higher Education & Student Affairs program, Bloomington, IN
2016	Price, Z. J. , Scott, D., & Fung, M. <i>The Development of Multiracial Identity Through Cocurricular Involvement</i> . Presented at University of Indianapolis for Indiana Student Affairs Association Conference, Indianapolis, IN.

GRADUATE ACTIVITIES & HONORS

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

UNDERGRADUATE ACTIVITIES & HONORS

2012-2016	Lewis & Elizabeth L. Dowdy Full Academic Scholarship
2016	NC A&T GALA Awards Show, Mister & Miss A&T Pageant, and Business Fashion Show; Host
2015	Dr. Martin Luther King, Jr. Day Oratorical Contest; Second Place of Thirteen
2015	Thurgood Marshall College Fund Leadership Institute; Attendee
2014-2015	Alpha Phi Omega National Service Fraternity, Inc., President
2013-2014	Dr. Dorothy J. Harris Exemplary Leadership Award; Winner
2013-2014	Alpha Lambda Delta Freshman Honor Society, President
2012-2014	Dean's List

Sean J. Riordan

seanriordan8@gmail.com • www.linkedin.com/in/seanriordan8

EDUCATION

Indiana University – Bloomington, IN

- ❖ **Master of Science in Education, Higher Education and Student Affairs**
- ❖ **Master of Science Candidate, Applied Statistics**
 - *Member, National Association of Student Personnel Administrators*
 - *Member, Indiana University Student Personnel Association*

Illinois State University – Normal, IL

- ❖ **Bachelor of Science, Politics and Government**
- ❖ **Bachelor of Arts, English**
 - *Graduated Summa Cum Laude, May 2013*

DATA ANALYSIS & MANAGEMENT EXPERIENCE

Residential Programs and Services, Indiana University – Bloomington, IN

Residential Curriculum Advisor

August 2017 - Present

- Providing support to center management in implementation of student engagement plans and assessment as part of the Residential Curriculum Committee.
- Assessing the achievement of specified student learning outcomes via data analysis.
- Collaborating with student organizations and campus partners to facilitate building-wide programs.
- Designing and executing an assessment gauging student satisfaction with the Honors Community.

Bloomington Assessment and Research, Indiana University – Bloomington, IN

Graduate Practicum Student

August – December 2017

- Provided statistical research consultation to cross-campus partners, including administrative divisions, individual academic departments, and faculty members.
- Utilized statistical computing software such as SAS, R, and SPSS to analyze sensitive departmental data, and to generate reports for use by various campus partners.
- Implemented survey tools designed to gather data related to campus initiatives, and to identify areas for improvement in the dissemination of these assessments.

Office of Admissions, Indiana University – Bloomington, IN

Executive Team Practicum Student

May – December 2016

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

Fidelity National Title Group – Carol Stream, IL

Data Entry Specialist/Cataloger

August 2014 – July 2015

- Collaborated with supervisors to meet deadlines for and achieve completion of long-term projects.
- Transcribed legal file information onto spreadsheets with precise attention to detail.
- Verified the accuracy of all details before entering them into the computer database.
- Identified and resolved systematic issues or errors in a timely manner.

EDUCATIONAL LEADERSHIP EXPERIENCE

Residential Programs and Services, Indiana University – Bloomington, IN

Graduate Supervisor

July 2015 – Present

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

Graduate Supervisor for Conference Services

May – August 2016 / 2017

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

Conduct Board Advisor

August 2016 – May 2017

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

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

Academic Advising Practicum Student

January – May 2016

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

School District 45 – Villa Park, IL

Substitute Teacher

March – August 2014

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

CONFERENCES

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

PRESENTATIONS

Riordan, S., Beauchamp, A., Cotton, H., LeClere, A., Reynolds, E., & Sullivan, K. (2016). *Super likes and right swipes: How undergraduate women experience dating apps*. Research presentation at 2016 GAP Symposium, Bloomington, IN.

Riordan, S. & Cheng, K. (2015). *Transfer students in higher education*. Poster session presentation at Indiana Student Affairs Association, Muncie, IN.

Da'Shaun Lee Scott

1725 E. 3RD Street, APT. A108 | Bloomington, IN 47406
DashaunScott5@gmail.com

Education

Indiana University, Bloomington, IN

M.S.Ed. Expected: May 2018

Major: Higher Education and Student Affairs

Graduate Certificate: Education Law

Westminster College, Fulton, MO

May 2016

Bachelor of Arts in Business Communication and Human Resource Management

Work Experience

Graduate Supervisor

July 2016-Present

Residential Programs and Services, Indiana University, Bloomington, IN

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

Student Activities Intern

May 2017-August 2017

Campus Center, Indiana University-Purdue University(IUPUI), Indianapolis, IN

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

American College Personnel Association (ACPA) Presidential Intern

January 2017-May 2017

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

Academic Advising Program Assistant

January 2017-May 2017

Kelley School of Business, Indiana University, Bloomington, IN

- Established rapport with students, groups, colleagues, and others
- Articulated theories and models that describe the development of college students and the conditions and practices that facilitate holistic development
- Worked with students through schedule planning to define and development realistic education career plans
- Participated in and plan for two Direct Admit Day events for prospective freshmen students
- Developed marketing materials to inspire and increase alumni engagement

President's Student Assistant**August 2015-July 2016***Office of the President, Westminster College, Fulton, MO*

- Managed routine administrative tasks for the President's Office, as assigned, including setting up appointments, processing invoices, data entry, etc.
- Developed reports and presentations to support internal and external communication needs of the president
- Demonstrated a high level of professionalism and judgment in dealing with confidential and sensitive issues including Human Resource items, organizational changes, business plans, and executive plans
- Directly handled alumni engagement, fundraising, and relationships building activities

Student Involvement Assistant**August 2013-May 2015***Emerson Center for Leadership and Service, Westminster College, Fulton, MO*

- Planned, organized, and implemented a variety of campus programs
- Contracted performers, coordinated marketing strategies, and staffed over 60 events per year
- Collaborate with faculty and staff on co-curricular events, conferences, and summer orientation
- Marketed campus-wide events to the student body

Leadership Experience

ACPA Student Ambassador**June 2017-Present**

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

Black Graduate Student Association (BGSA)**May 2017-Present***Vice President, Indiana University, Bloomington, IN*

- Help and plan the implementation of programs and activities
- Oversees the operations of the programming, community services, and education committees
- Assist with organizing meetings, making decisions, and communicating with constituencies

Campus Activities Board**December 2012- December 2014***Concerts and Comedy Chairman, Westminster College, Fulton, MO (November 2013-December 2014)*

- Hosted comedians, entertainers, and national and local musicians
- Coordinated the production and logistics for the National Recording Artist, a major concert that occurs every spring

Lectures and Diversity Chairman, Westminster College, Fulton, MO (December 2012-November 2013)

- Provided engaging programs that enriched Westminster's academic environment and encouraged thoughtful dialogue
- Managed lectures and programming that exposed students to different perspectives, nationalities, and backgrounds

Student Government Association (SGA)**September 2012- December 2015***Senator (September 2012- December 2014) and Constitution Chair (December 2014- December 2015)*

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

Professional Development and Involvement

- American College Personnel Association (ACPA), Member and President Intern **2016-Present**
- National Association of Student Personnel Administrators (NASPA), Member **2016-Present**
- National Association for Campus Activities, Mid America Delegate **2013-2015**

Sidra Sherrill

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EDUCATION

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

Expected May 2018

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

December 2015

HIGHER EDUCATION EXPERIENCE

Indiana University - Purdue University Indianapolis

Indianapolis, IN

Academic and Career Development Student Success Advisor

August 2016 – Present

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

STAR Program Mentor

August 2016 – Present

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

Butler University Athletics

Indianapolis, IN

Student-Athlete Support Services and Compliance Practicum Student

January 2016 – Present

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

Northern Illinois University

DeKalb, IL

Student-Athlete Academic Support Services Huskie Intern

August 2015 – December 2015

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

INTERCOLLEGIATE ATHLETICS

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

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

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

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

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

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

RELATED EXPERINCE

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

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

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

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

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

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

PROFESSIONAL AFFILIATIONS

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

PRESENTATIONS

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

Jason Simon

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Bloomington, IN 47406

Simonjas@indiana.edu

EDUCATION:

Indiana University – Bloomington, IN
M.S.Ed. in Higher Education and Student Affairs
Graduate Certificate in Institutional Research
Expected May 2018

Bradley University – Peoria, IL
Bachelor of Science in Marketing
Completed May 2016

RESIDENCE LIFE EXPERIENCE:

Indiana University

Graduate Supervisor, July 2016 – Present

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

Loyola University Chicago

ACUHO-I Graduate Housing Intern, May 2017 – July 2017

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

Bradley University

Resident Advisor, August 2014 – May 2016

- Advised 40 first-year residents on how to maintain healthy living environments, succeed in their transition into higher education, and develop positive academic habits
- Mediated and resolved issues between residents and enforced University policies
- Coordinated programs focused on social, educational, and cultural engagement to increase comfort and sense of belonging at the university
- Contributed to the development of peer staff members through committee involvement

Professional Development Committee, October 2014 – May 2015

Resident Advisor Training Committee, January 2015 – May 2015

Residential Programming Committee, January 2015 – May 2015

EMILY SINGER

emilysarasinger@gmail.com

EDUCATION

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

May 2018

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

May 2015

ADMISSIONS EXPERIENCE

Mercy College Admissions, Dobbs Ferry, NY

Associate Director of Enrollment Events

Jan 2016- Jul 2016

- Coordinated and executed all admissions events for the college's main and three satellite campuses, including prospective student Open Houses, Accepted Student Days, scholarship dinners, Transfer/Graduate Days, and sponsorship events
- Worked closely with the Vice President of Enrollment Management and each campuses' Director of Admissions to tailor enrollment events to help improve student yield on each of the respective campuses
- Hired and managed three Federal Work-Study Student Admissions Ambassadors and created a volunteer Admissions Events Ambassador program for the college's Accepted Student Days
- Managed the admissions events budget and controlled the ordering and distribution of recruitment brochures and promotional items for all the college's recruiters and events
- Facilitated faculty participation in enrollment events and worked closely with other college departments such as Academic Advising, Residential Life, Financial Aid, Athletics and Student Life to provide prospective students with a holistic understand of the college's services
- Created various admissions presentations to be utilized at enrollment events and designed and edited event agendas in the InDesign software program
- Planned and executed the annual year end admissions dinner cruise of New York City for recruiters and high school counselors
- Organized all aspects of on-campus visits for high school groups and off-campus guidance luncheons

Admissions Recruiter

Jun 2015- Dec 2015

- Identified, recruited and enrolled prospective freshman and transfer students from diverse cultural and economic backgrounds
- Counseled prospective students concerning admission, financial aid, career planning, and housing options
- Represented the college at recruitment events such as high school/ community college visits, on-site decision days, college fairs and credit articulation presentations within recruitment territory
- Evaluated effectiveness of recruitment strategies employed within the college's admissions office and focused on developing strategies to increase the office's yield
- Utilized customer relationship management (CRM) system to effectively track communications with prospective students, applicants and high school administrators
- Regularly conducted outreach phone calls to applicants in regards to documents missing from their application

GRADUATE EXPERIENCE

Indiana University Purdue University Indianapolis, Indianapolis, IN

Graduate Assistant for Student Activities, Campus Center and Student Experiences Office

Aug 2016- Present

- Advise three executive board members of the student Traditions Board, responsible for coordinating large-scale programming events on campus such as Homecoming and Jagapalooza, the year-end carnival
- Provide programming support and advise the student directors of the Student Activities Programming Board in the execution of campus-wide events
- Support the assessment of large-scale student programming and the development of student learning outcomes for student organization leaders

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

Graduate Intern, Lilly Family School of Philanthropy

Jan 2017- Present

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

State University of New York Cortland, Cortland, NY

Orientation Assistant Supervisor, Advisement and Transition

May 2017- July 2017

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

VOLUNTEER EXPERIENCE

Alternative Spring Break Trip Advisor, Indianapolis, IN

Nov 2016- Present

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

Student Personnel Association Vice President, Indianapolis, IN

Jan 2017- Dec 2017

- Planned and implemented successful social and professional development programs for members
- Created and analyzed a survey assessment of the member of the organization to evaluate its' overall effectiveness at meeting it's espoused goals and created recommendations for future improvements

Boston University Hillel Alumni Council Member

Oct 2016- Present

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

Indianapolis Humane Society- Canine Companion, Indianapolis, IN

Aug 2016- Present

- Provide care and love to shelter dogs each week through training sessions and walks
- Assist clients in meeting the available animals and finding the perfect companion for them and their family

UNDERGRADUATE EXPERIENCE

Boston University Interfaith Council

Jan 2013- May 2015

President (2014-2015), Treasurer (2013-2014)

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

Boston University Hillel Student Board

Jan 2013- Dec 2014

Treasurer (2014), Co-VP for Social Action (2013)

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

Boston University High School Summer Term, Boston, MA

Summer 2014

Summer Challenge Program Assistant

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

Boston University Admissions Ambassador

Nov 2013- May 2015

- Lead a group of 20 prospective students and their families on tours of campus weekly
- Maintained knowledge of the University's academic programs, resources and student life

Admissions Student Diversity Board Member

Nov 2013- May 2015

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

PRESENTATIONS AND HONORS

Should I Stay or Should I Go?: Retention and Attrition of IUPUI Student Affairs Professionals

Dec 2017 – Indiana University Group Assessment Project Symposium

Back Hallways and Secret Storage Rooms: Planning Student Activities Programming through the Eyes of a Former Building Manager

Nov 2017- Association of College Unions International Region VI Conference

Moving Beyond “He” and “She”: Inclusive Pronoun Use on College Campuses

Oct 2017- Indiana Student Affairs Association Conference

Student Veterans: Serving Those Who Have Served

Oct 2016- Indiana Student Affairs Association Conference

Recipient of the Colleen Hennessy Award

Nov 2017- Association of College Unions International Region VI Conference

SKILLS

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

ANGELICA J. SMITH

Bloomington, Indiana

◆ angelicajsmith@gmail.com

◆ 773.543.5513

EDUCATION

Degree Expected May 2018

Master of Science in Education, Higher Education & Student Affairs

Indiana University-Bloomington

May 2016

Bachelor of Arts, Criminal Justice

Indiana University-Bloomington

GRADUATE EXPERIENCE

Graduate Advisor

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

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

Graduate Intern of Programming

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

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

Practicum Student

Indiana University School of
Informatics, Computing &
Engineering
Spring 2017

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

Curriculum Development

Intern

Groups Scholars Program at
Indiana University
Summer 2016

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

Leadership Specialist

Community & Leadership
Development Center
August 2015 - May 2016

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

Student Coordinator

New Student Orientation
Program
October 2013 - August 2014

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

PRESENTATIONS

- Li-A-Ping, M., Price, Z., **Smith, A.** & Smith, E. (2017, December). An Examination of Gender Performance in National Pan-Hellenic Council (NPHC) Sororities. Original research presented at a graduate symposium, Bloomington, IN.
- Al-Hassan, K., **Smith, A.** & To, D. (2016, October). Understanding Students from Low Socioeconomic Backgrounds. Poster session presented at the Indiana Student Affairs Association Conference, Indianapolis, IN.
- Hill, J., Rivera, A. & **Smith, A.** (2014, March). SOCC It To Them!: Supporting Student Staff of Color at Predominantly White Institutions. Presenter at the Indiana Latino Leadership Conference, Bloomington, IN.

AFFILIATIONS

ACPA & NASPA (2017-present)

Black Graduate Student Association (2016-present)

Delta Sigma Theta Sorority, Inc. (2014-present)

COMMITTEES

City of Bloomington - Black History Month Planning Committee

Rising Black Women's Symposium - Executive Planning Committee

STRENGTHS

Input, Futuristic, Context, Connectedness, Learner

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Ellise Smith

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ACADEMIC BACKGROUND

M.S.Ed Indiana University, Bloomington, Indiana
Concentration: Higher Education Student Affairs, expected degree May '18
Graduate Certificate: Institutional Research

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

STUDENT AFFAIRS EXPERIENCE

Office of the President Indiana University

Advisor, the Board of Aeons

November 2016 – Present

- Developed research and survey methodologies for student institutional research practices
- Assist with research development requested by the university president
- Coordinated programming for the annual professional development/student leadership retreat
- Facilitate weekly board meetings pertaining to research and survey methodology
- Collaborate with campus partners to improve functionality of the board
- Created graduate assistant and practicum student handbook
- Managed strategic planning for the Board of Aeons' research presentations based on current landscape of higher education

Office of the Vice Provost for Undergraduate Education

Advising and Student Success Projects Graduate Assistant, Indiana University

August 2016 – May 2017

- Identify and promote professional development/grant opportunities for on and off campus for advisors
- Create foundational databases for advising policies including retention, repeat courses, and transferring
- Assist in developing training materials including online quizzes and assessments for advisors
- Research graduate certifications and master degree programs while maintaining a live database
- Assist with retention initiatives and communication/outreach materials
- Developing internal system for IU's regional campus transfer credit courses
- Served as committee member and presented during annual All Campus Advisor Diversity Retreat

International Journal of Qualitative Studies in Education

Managing Editor Student Assistant, IU School of Education – Indianapolis

November 2016 – Present

- Manage, track, and distribute new domestic and international research manuscripts submissions
- Facilitate bi-weekly meetings of QSE's internal review board and create weekly agendas
- Create and present quarterly analytical and diagnostic reports of the journal's operations and efficiency
- Use ScholarOne to manage journal submissions and peer review of manuscripts

Office of the Vice Provost of Undergraduate Education

New Student Orientation Student Success Advisor

May 2017-June 2017

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

IU School of Medicine – Indianapolis

Practicum Graduate

January 2017- August 2017

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

Center for P-16 Research & Collaboration

Practicum Graduate Student

November 2016 – July 2017

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

Michigan College Access Network (MCAN) AdviseMI

College Advisor, Belleville High School

July 2015 – July 2016

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

ADDITIONAL EXPERIENCE

Retired and Senior Volunteer Program (RSVP) of Catholic Social Services Washtenaw

Marketing Intern

September 2014 – April 2015

Workforce Intelligence Network/Southeast Michigan Community Alliance

Healthcare Policy and Workforce Policy Intern

December 2014 – March 2015

Eastern Michigan University Purchasing Department

Student Clerk

August 2012 – December 2014

University of Michigan MiChart Activation Team

UMH MiChart Stage 3 Project Support

April 2013 – November 2014

AWARDS AND HONORS:

- 14 Academic Scholarships (Undergraduate Career)

LEADERSHIP AND SERVICE EXPERIENCE

Commission on Multicultural Understanding (COMU)

- Committee Member

September 2016 – May 2017

Health Administration Student Organization (HASO)

- President
- Vice President
- General Member

September 2013 – December 2014
January 2013 – September 2013
September 2012 – January 2013

American Marketing Association Eastern Michigan University Chapter (AMA)

- Secretary
- General Member

April 2014 – December 2014
January 2014 – April 2014

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

- Vice President

September 2014 – December 2014

SERVICE EXPERIENCE

Making Strides Breast Cancer Walk	Detroit, MI	2012-2014
Alpha House	Ann Arbor, MI	2013-2014
Habitat for Humanity ReStore	Ann Arbor, MI	2012-2014
Gleaners Foodbank	Detroit, MI	2013-2014
Veterans Administration Hospital	Ann Arbor, MI	2013-2014

PROFESSIONAL PUBLICATION

Smith, E. (2015, January). Healing Music: Building, Implementing, and Marketing an Innovative Program within Healthcare System, Honors Thesis published at Eastern Michigan University, Ypsilanti, MI.

Lindsey Snow

lindseysnow@gmail.com

Activator ♦ Woo ♦ Competition ♦ Significance ♦ Command

EDUCATION

Indiana University (IU)

Master of Science in Education in Higher Education and Student Affairs (HESA)

May 2018

Bloomington, IN

University of Florida (UF)

Bachelor of Science in Marketing

May 2016

Gainesville, FL

ORIENTATION, TRANSITION, & RETENTION EXPERIENCE

Office of First Year Experience Programs (FYE), Indiana University

October 2017 – Present

Graduate Intern

Bloomington, IN

- Assist in the creation of an online orientation curriculum for 1000+ transfer students by assessing students' current experiences and needs, while accommodating for unique characteristics of this population
- Review and benchmark current orientation practices with similarly-sized institutions to outline and prepare a modified program plan based upon best practices
- Collaborate with campus partners in gathering content to ensure that the most up-to date information is used
- Maximize student engagement with modules by utilizing different formats to accommodate all learning styles

Orientation, Transition, and Retention (OTR), Metropolitan State University of Denver

May 2017 – August 2017

Graduate Intern - Association for Orientation, Transition, and Retention in Higher Education (NODA)

Denver, CO

- Planned and facilitated 25 orientation sessions for new, transfer, and adult students, preparing schedules, rosters for academic advisors, special accommodation requests, and other materials
- Delivered welcome presentations for up to 130 family members and guests, giving an overview of the institution's history, orientation schedule, resources for students, and important policies and deadlines
- Assisted in supervision of 16 student orientation leaders, preparing eight of their compiled evaluations and meeting individually to review comments, answer questions, and provide additional feedback
- Designed and presented a resume workshop to 50+ student staff members across campus

New Student and Family Programs (NSFP), University of Florida

October 2013 – August 2014

Preview Staffer (Orientation Leader)

Gainesville, FL

- Welcomed 6,400+ incoming first-year students, 2,000+ transfer students, and 10,000+ family members through "Preview," UF's orientation program
- Advised first-year students and assisted with registration by engaging in conversations relating to major choice, personal interests and hobbies, and incoming credits throughout 30 orientation sessions
- Individualized the transition to UF to fit various student needs by providing a variety of specific resources, all while executing a large-scale campus program and responding to challenges along the way
- Supported a diverse group of 41 other Preview Staffers, working together to adapt to unexpected obstacles

EVENT PLANNING & COORDINATION EXPERIENCE

Student Life and Learning (SLL), Indiana University

January 2017 – May 2017

LeaderShape On-Site Coordinator

Bloomington, IN

- Prepared, organized, and planned logistics for a nationally recognized, six-day, off-campus retreat
- Created marketing materials leading up to the program, utilizing Photoshop and social media accounts
- Designed and oversaw the production of t-shirts given to participants and staff members
- Responded to emergency situations and used crisis management protocol as needed for 60+ students

Housing and Residence Life (HRL), The University of Chicago

May 2016 – August 2016

ACUHO-I Summer Conferences Intern

Chicago, IL

- Provided support for summer conference groups comprised of over 5,500 participants and guests
- Oversaw all pre-arrival preparation and post-arrival event execution for four conferences, including room reservations, rosters, identification cards, dining and catering services, facility inspections, classroom and conference space reservations, expenses and billing records, and building occupancy
- Responded to 24/7 inquiries and emergency situations in an on-call conference staff rotation
- Utilized StarRez, Persona, and CBORD systems to manage data and building access for conference guests

ADVISING & COACHING EXPERIENCE

Career Development Center (CDC), Indiana University

August 2016 – Present
Graduate Assistant

Bloomington, IN

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

Theta Phi Alpha Fraternity, Indiana University

November 2016 - Present
Chapter Advisory Board Member

Bloomington, IN

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

FACILITATION & TEACHING EXPERIENCE

Residential Programs and Services (RPS), Indiana University

January 2018 – March 2018
Co-Facilitator – Foundations of Residential Leadership

Bloomington, IN

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

Student Life and Learning (SLL), Indiana University

March 2017 – May 2017
Co-Facilitator – Seminar in Leadership Training

Bloomington, IN

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

PRESENTATIONS

Snow, L., Agrawal, M., Winslow-Edmonson, C. (2017, October). *Other Duties as Assigned: Why Graduate Students in Student Affairs Programs Needs Assessment Projects*. National Assessment Institute, Indianapolis, Indiana.

Snow, L., Simon, J., & Wilson, C. (2016, October). *International Students: The Danger of the All-Encompassing Term*. Indiana Student Affairs Association Annual Conference, Indianapolis, Indiana.

RELEVANT UNDERGRADUATE LEADERSHIP & WORK EXPERIENCE

Dean of Students Office (DSO), University of Florida

February 2013 – May 2016
Campus Diplomat – Official Ambassador to UF's Dean of Students Office

Gainesville, FL

UF Department of Housing and Residence Education

August 2013 – May 2016
Resident Assistant

Gainesville, FL

The Walt Disney World Company

January 2015 – May 2015
Disney College Program Intern – Expedition Everest

Orlando, FL

Benjamin Stalvey

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Education History

- Indiana University, Bloomington Anticipated May 2018
Master of Science in Education: Higher Education and Student Affairs
- The University of Tennessee, Knoxville May 2013
Bachelor of Science in Business Administration: Marketing; Minor: Logistics
- The Forge, Leadership & Service Program, Pine Cove Camps May 2012
Certificate in Leadership and Theology

Student Supervision and Leadership Development

Student Life and Learning, Indiana University August 2016-Present
Graduate Supervisor, Student Organizations

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

Pine Cove Camps' Camp in the City 2013-2016
Site Director

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

Pine Cove Camps' Global Ministries 2011-2015
Trip Leader – Guatemala and Costa Rica

- Led 16 collegiate staff in fundraising \$40,000 each Fall to travel abroad for three international trips
- Planned and directed 6-day camp sessions with approximately 200 children participating on each trip
- Implemented the training curriculum for U.S. college staff as well as Latin American co-leaders, focusing on leadership, programming, cultural competencies

Student Organization Advising

IU Funding Board, Indiana University August 2016-Present
Graduate Advisor

- Provide advisement to 16-member board on funding decisions totaling \$450,000 annually
- Craft professional and personal development initiatives for board members
- Advise 2 Co-Directors each semester and oversee fund transfer process to all funding recipients

Office of the President, Indiana University 2016-2017
Graduate Advisor, Board of Aeons

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

Student Activities and Programming

Office of Development and Alumni Relations, Kelley School of Business

December 2017-Present

Graduate Intern

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

Office of Student Activities, Baylor University

May 2017-August 2017

Graduate Intern

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

Student Personnel Association at IU, Indiana University

2016-2017

Graduate Intern

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

UT Ambassadors, University of Tennessee Office of Admissions

2009-2013

Co-Director, UT Ambassadors

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

University Housing, University of Tennessee

2009-2010

Resident Assistant, Reese Hall

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

Teaching and Presentations

School of Education, Indiana University

Fall 2016

Instructor, EDUC-U207; Leadership Techniques

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

NASPA National Conference

Accepted for March 2018

Presentation: "Navigating the Unknown: Supporting International Students in the Current Political Climate"

Presenting with: Madison Motoyasu, Juanita Ariza, Donna To, Ree Palmer, Holly Lustig, and Dr. Lucy LePeau

Selected Graduate Coursework

Career Counseling • Diverse Students on the College Campus • Student Development Theory
The College Student and the Law • Counseling Theories • Financial Management for Non-Profit Organizations

Paige Leigh Thomas

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ENFP/ENFJ | Communication, Restorative, Futuristic, Connectedness, Intellection | Blue, Gold

EDUCATION

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

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

PROFESSIONAL EXPERIENCE

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

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

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

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

ACUHO-I Summer Camps and Conferences Intern May 2017 - July 2017
Housing and Residence Life

University of North Carolina Greensboro – Greensboro, North Carolina

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

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

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

21st Century Scholars of Indiana/Multicultural Programs Graduate Assistant July 2016 - Dec 2016
Office of Academic Success and Engagement

Marian University – Indianapolis, Indiana

- Developed and facilitated bi-weekly academic success seminars and co-curricular programs for 190 students from diverse backgrounds
- Prepared operational program budgets and grant authorization proposals
- Enhanced peer mentor program that trained 22 students to mentor 25 first-year students
- Collaborated with supervisor to plan and oversee Board meetings
- Arranged and conducted the full-tuition scholarship interview and selection process
- Served on a search committee for the Director of Academic Success and Engagement

Licensed Teacher

Aug 2013 - May 2016

Harrison Hill Elementary School

Metropolitan School District of Lawrence Township – Indianapolis, Indiana

- Designed and instructed curricular and co-curricular lessons for a diverse student population using given standards
- Fostered a welcoming, culturally engaging, and academically rigorous classroom environment
- Tracked and analyzed student progress to develop and execute intervention plans to bring students to mastery
- Executed crisis prevention strategies to ensure student safety and well-being
- Elicited collaboration from administration, colleagues, school partners, and families to holistically support students

PROFESSIONAL ASSOCIATIONS AND SERVICE**American College Personnel Association (ACPA)**

Oct 2017 - Present

Liaison and Committee Member, Coalition for Multicultural Affairs (CMA) Culture Fest 2018

- Collaborates with professional staff across networks to assist in the planning and execution of Culture Fest
- Co-hosted the 2018 Culture Fest

Indiana University School of Medicine

Oct 2017 - Present

Member, Culturally Appropriate and Socially Responsive Thread Committee and Thread Directors Committee

- Collaborates with faculty and staff to create and enhance objectives for curriculum
- Identifies overlapping thread level objectives

Student Personnel Association at Indiana University (SPA at IU)

Jan 2017 - Present

Member, Journal Review Board

- Serves as a blind reviewer and reads manuscripts to provide critical feedback to authors for purpose of publishing
- Participates in Review Board Training

Co-Coordinator, Programming

Nov 2016 - Nov 2017

- Co-managed details of multiple-day events including: oversight of subcommittees, coordination of personnel, facilitated activities, master calendar and timeline, reservations, catering, transportation, and printed materials
- Served as a reliable resource for potential students, current students, and faculty/staff in the program

IUPUI Leadership and Civic Engagement

Feb 2017 - Mar 2017

Facilitator, Freedom Rides Alternative Break Immersion Trip

- Prepared and led discussions on topics related to social justice and coalition building
- Assisted with the daily coordinating efforts of the trip, including but not limited to: activities, tours, and item pick-up

Academic Success and Engagement at Marian University

Nov 2016

Staff Committee Member, Search Committee for Director

- Interviewed, scored, and voted on potential candidates

COMMUNITY ENGAGEMENT**Diversity Enrichment and Achievement Program - IUPUI**

Aug 2017 - Present

Mentor, Faculty and Staff Mentor Program

- Mentors a student on academic, career, and personal matters
- Attends semester workshops to enhance skills and strategies needed for effective mentorship

Delta Sigma Theta Sorority, Incorporated - Indianapolis Alumnae Chapter

Oct 2017 - Present

Committee Member, HBCU College Tour

- Participated in risk management training, conducted interviews and scored applicants for participation in tour
- Researched and coordinated out-of-state co-curricular activities for high school-aged participants while on the tour

CONFERENCE PRESENTATIONSBarkley, K., Howell, S., & Thomas, P. (2016, October). *Combating a "Legacy of Exclusion": How Black students develop at PWIs.*

Poster presented at Indiana Student Affairs Association 2016 Conference, Indianapolis, IN.

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

Donna To

(916) 719-9798 ♦ donnamto@gmail.com

EDUCATION

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

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

WORK EXPERIENCE

Indiana University - Residential Programs and Services (RPS) Bloomington, IN
Graduate Supervisor - Eigenmann Residence Center July 2016 – Present

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

IUPUI - Office of Educational Partnerships and Student Advocacy Indianapolis, IN
National Orientation Director's Association (NODA) Intern May 2017 – August 2017

- Worked with the Division of Student Affairs to coordinate components of JagBlast, 2-day orientation over the duration of 15 summer orientation sessions
- Advised 2 undergraduate Student Transition Specialists and delegated their level of involvement within aspects of the orientation program sessions
- Facilitated training for over 50 registered student organizations and regulated participant contracts for JagBlast
- Created and updated detailed organization maps for Campus Center staff and other members of the orientation team
- Organized set-up and check-in process of each JagBlast orientation session

Education First - Department of Residential Life and Services Goleta, CA
Resident Assistant / Reception Coordinator June 2015 – August 2015

- Managed three residence hall housing over 500 international students
- Assisted residents with developing English skills through providing tutoring services

- Maintained the school emergency phone, in an on-call duty rotation, responded to crisis and emergency inquires
- Supported Residential Life and Housing team and answered international students' questions concerning post-departure, bookings and concerns

Tropicana Student Living - Department of Residential Life

Goleta, CA

Resident Assistant

August 2014 – June 2015

April 2013 – June 2013

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

UCSB - Department of Women, Gender, and Sexual Equity

Santa Barbara, CA

Administrative Coordinator

September 2012 – June 2015

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

PROFESSIONAL DEVELOPMENT & COMMUNITY INVOLVEMENT

Indiana University - Residential Programs and Services (RPS)

Bloomington, IN

Conduct Board Advisor

August 2017 – Present

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

Indiana University - Residential Programs and Services (RPS)

Bloomington, IN

Co-Instructor, EDUC-U450 Foundations for Residential Leadership

January 2017 – March 2017

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

Indiana University - Graduate & Professional Student Government

Bloomington, IN

Diversity Council Member

October 2016 – May 2017

- Served as 1 of 8 graduate representatives on the Inclusive Excellence Student Advisory Committee, under the Office of the Provost to address campus issues involving diversity and inclusion
- Drafted legislation and campus initiatives to improve the inclusivity and multiculturalism of graduate student life

Daniel Tovar

6210 Sachs Drive Apt. B Speedway, IN 46224 | danieltovardiez@gmail.com | 407-953-5551

Education

Indiana University Bloomington, Bloomington, IN

Anticipated May 2018

Master of Science in Education (Higher Education and Student Affairs)

Florida International University, Miami, FL

August 2016

Bachelor of Science (Psychology)

Experience

Campus Center and Student Experiences, Division of Student Affairs

IUPUI, Indianapolis, IN

Graduate Assistant – Leadership Development and Civic Engagement

August 2017 – Present

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

Multicultural Center, Division of Diversity, Equity, and Inclusion

IUPUI, Indianapolis, IN

Practicum – Social Justice Education

September 2017 – December 2017

- Developed a 28-page curriculum guide, based on global and local issues of power, privilege, and oppression, for faculty to incorporate Tunnel of Oppression into the classroom.
- Compiled information and resources for students pertaining to the topics covered in Tunnel of Oppression.
- Researched various activities on identity, power, privilege, and oppression to be used by faculty in their course(s).

University Housing, Community Living Department

Johns Hopkins University, Baltimore, MD

Graduate Conference Assistant

May 2017 – August 2017

- Supervised summer conference student staff, consisting of 22 student leaders, in conjunction with co-Graduate Conference Assistant.
- Coordinated and provided supervision for various large conference group check-ins and check-outs.
- Developed and implemented office practices and policies for logistics, training, and customer service for summer conference staff in conjunction with co-Graduate Conference Assistant.
- Provided on-call leadership during situations related to building and individual security, emergency management, maintenance, and conference guest accountability.

School of Science, School of Engineering and Technology

IUPUI, Indianapolis, IN

Graduate Assistant – Residential STEM Initiatives

July 2016 – May 2017

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

Presentations

Besing, K. L., Tovar, D., Weed, H. (2016). Accommodating the individual: Empowering students with physical disabilities on a college campus. Poster presented at the Indiana Student Affairs Association Conference in Indianapolis, IN.

HOLLI WEED

hweed@iu.edu

EDUCATION

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

May 2017

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

June 2011

PROFESSIONAL EXPERIENCE

Indiana University – Purdue University Indianapolis, Indianapolis, IN

Graduate Assistant, Office of Health and Wellness Promotion *Aug 2016- Present*

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

Graduate Intern, Office of Housing and Residence Life

May 2017- Aug 2017

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

Marian University, Indianapolis, IN

Graduate Intern, Office of Housing and Residence Life

Jan 2017- May 2017

- Developed and implemented practices to assess retention and academic achievement of students living in on-campus housing
- Observed and documented conduct meetings with students
- Created a proposal for the rejuvenation and sustainability of a hall council system at the university
- Redesigned the Housing and Residence Life website to include additional resources for parents and guardians, move-in day maps, and information to help students transition into the college environment

Dartmouth College, Hanover, NH

Finance and Administration Fellow, Office of the President

Aug 2015- June 2016

- Served as the liaison to the Office of Residential Life; assisted live-in staff with RA trainings and revisions to the residential curriculum
- Coordinated recruitment of the incoming cohort of Presidential Fellows; created marketing materials to promote the program
- Worked closely with senior leaders to assist in preparing and managing budgets
- Organized and maintained Dartmouth's honorary degree nominee database
- Ordered and managed honored guests' graduation regalia
- Coordinated travel, lodging, and special requests for Dartmouth's 2016 commencement speaker and honorary degree recipients

Communications and Special Projects Fellow, Office of the President

June 2014- Aug 2015

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

UNDERGRADUATE EXPERIENCE

Resident Assistant

Sept 2011- June 2014

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

Director and Discussion Facilitator, Movement Against Violence

Nov 2010- June 2014

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

Member, Student and Presidential Committee on Sexual Assault

Nov 2010- June 2014

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

SELECTED PRESENTATIONS

Should I Stay or Should I Go?: Retention and Attrition of IUPUI Student Affairs Professionals

Indiana University Group Assessment Project Symposium, 2017

Mind the GAP: Understanding Graduate Assistants with Prior Full-Time Work Experience

Great Lakes Association of College and University Housing Officers Annual Conference, 2017

Moving Beyond “He” and “She”: Inclusive Pronoun Use on College Campuses

Indiana Student Affairs Association Conference, 2017

Accommodating the Individual: Empowering Students with Physical Disabilities on a College Campus

Indiana Student Affairs Association Conference, 2016

HONORS AND ACHIEVEMENTS

Nationally-Certified Wellness Coach

May 2017 – Present

- Works with individuals and groups to empower them to make sustained behavior changes such as healthy weight attainment, tobacco cessation, stress reduction, diabetes management, or other health and wellness objectives

Krehbiel Family Scholar

Aug 2010- June 2014

- Awarded a four-year scholarship for students from each class year deemed most likely to improve Dartmouth

Elizabeth A. Hoffman Grant Recipient (\$4,000)

Feb 2014-June 2014

- Researched how to best survey undergraduate students on sexual violence and related campus culture issues; results were used to inform recommendations made to the President’s Office

VOLUNTEER EXPERIENCE

Guest Lecturer, IUPUI SITE Program

Aug 2016 – Present

- Works with the IUPUI Skills for Independence, Transition, and Employment (SITE) program to teach core health and wellness skills to students with intellectual disabilities

Volunteer Wellness Coach

Mar 2017 – Present

- Provides free wellness coaching to low-income Indianapolis residents to support their pursuit of healthy weight attainment, tobacco cessation, and diabetes management

Sexual Assault Peer Advisor (SAPA), Dartmouth College

Feb 2011 – June 2014

- Connected undergraduate survivors of sexual violence to resources both on and off-campus, served as a SAPA for the Native American community at Dartmouth for three years

PROFESSIONAL AFFILIATIONS

American College Personnel Association (ACPA)

Indiana Student Affairs Association (ISAA)

Great Lakes Association of College and University Housing Officers (GLACUHO)

SKILLS

Proficient in Microsoft Office, SPSS, Qualtrics, Access, FileMaker, Asana, InDesign, Wellness Coaching, QPR Gatekeeper Suicide Prevention, Speechwriting, Limited Proficiency in Spanish.

Education

- Master of Science in Education**, Higher Education, and Student Affairs **May 2018**
Indiana University, Indianapolis, IN
- Bachelor of Science**, Biology/Pre-Med **May 2016**
University of Southern Indiana, Evansville, IN
- Study Abroad**, Biology and British Studies **Fall 2015**
Harlaxton College, Grantham, England

Experience

Marian University

Resident Director – Office of Housing and Residence Life **July 2016 – Current**

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

Primary Advisor (fEmpower) **January 2017 – Current**

- Advise students in the creation and continual growth of the student organization that centers on empowering women at Marian University
- Generated an atmosphere of inclusion and learning that promoted the growth of conversing women's issues on the campus

Veterans Task Force **August 2017 – Current**

- Generated programs to increase the retention and recruitment of Military Service Members
- Improved assistance and advocacy for Military Service Members at the institution
- Facilitated space and provided space for Military Service Members to have conversations about their experiences

Southern Oregon University

ACUHO-I Housing Intern **Summer 2017**

- Evaluated Educational Benchmark Initiatives
- Analyzed and revised the Residential Education Curriculum

- Joined in the closing of residential halls and communities
- Coordinated creating institutional research departmental initiatives
- Learn about the differences between residential departments
- Facilitated the supervision of ten resident assistants
- Share on-call duty rotation with other interns and staff members
- Collaborated in accreditation seminars to aid in accreditation efforts for the department

Indiana University – Purdue University of Indianapolis (IUPUI)

Practicum – Office for Veterans and Military Personnel (OVMP)

Spring 2017

- Organized veteran-specific programming on campus
- Administered resources and collaboration between OVMP and various communities
- Coordinated initiatives to breakdown the academic and institutional challenges that impact Military Service Members
- Analyzed current research and recommended best practices for military student success

Sigma Tau Gamma Fraternity

National Alumni Advisory Council

Spring 2018 – Current

- Review monthly CEO report
- Participate in bi-monthly conference calls focused on current issues facing Sigma Tau Gamma
- Periodically review fraternal industry news articles, white papers, and reports
- Analyzed fraternal policy and provided feedback

Facilitator at the Sigma Tau Gamma Presidents Academy

January 2018

- Advised individual fraternity chapter leadership
- Stimulated conversation between fraternity members based on a curriculum designed by the national fraternal organization

National Conference Intern

June 2016

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

United States Army Reserves

Combat Medic – 801st Combat Support Hospital

February 2010 – 2016

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

Professional Development

Indiana Student Affairs Association (ISAA)

Fall 2016, 2017

Indiana State University – Terre Haute, Indiana – 2017

University of Indianapolis - Indianapolis, Indiana - 2016

NASPA Symposium on Military Connected Students

March 2017

District of Columbia

Great Lakes Association of College and University Housing Officers (GLACUHO)

November 2016

University of Cincinnati – Cincinnati, Ohio

National Association for Campus Activities (NACA) Conference

Fall 2014 – 2012

Mid-America Region – Peoria, Illinois & Covington, Kentucky

National NACA Conference – Charlotte, North Carolina

Professional Memberships

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

Projects/Presentations

The Earned Identity: A Developmental Theory for Military Service Members	Current Self Project
<ul style="list-style-type: none"> Identified a developmental theory for Military Service Members Improve better understanding of the Military Service Member identity Self-driven research 	
Let's Talk About Sex: Perceptions of Sexual Health in First Year Residence Halls at IUPUI Fall 2017	
<ul style="list-style-type: none"> Group Assessment Project completed for a course in Environmental Studies Evaluated the residential curriculum, the residence hall environment, and a survey to students Made suggestions to the department for improvements 	
Student Success Rate of Military Service Members in the Indiana University System	Fall 2017
<ul style="list-style-type: none"> Analysis of student success of Military Service Members, compared with the NVEST data set on Military Service Members Communicated recommendations to the Indiana University administration to improve recruitment and retention of Military Service Members Completed for the class Capstone in Institutional Research 	
Evaluation of the Southern Oregon Residential Curriculum	Summer 2017
<ul style="list-style-type: none"> Conducted and Analyzed five focus groups and transcribed all material to be codified Made suggestions to the department on possible suggestions and future implications based on current research Companied current staff members on how certain changes can be made and the outcomes of those changes 	
Presented "Understanding Military Service Members through Research"	Fall 2017
<ul style="list-style-type: none"> Evaluated current research on Military Service Members Instructed individuals on current practices for Colleges and Universities Presented at ISAA 	
NASPA Symposium on Military Connected Students	March 2017
District of Columbia	
<ul style="list-style-type: none"> Assisted in a presentation centered around a veteran's office participating on a Behavioral Consultation Team 	
Research Database on Student Service Members	Summer 2017
<ul style="list-style-type: none"> Composed a research database and literature review concerning Military Service Members Completed for the class Strategies for Educational Inquiry 	
Comparative Data Analysis of Student Service Members at IUPUI	Spring 2017
<ul style="list-style-type: none"> Analysis of various university data concentrating on the student success of Service Members Expressed that Service Members using educational benefits are more successful in higher education Completed for the class Foundations in Institutional Research 	
Presented "Serving those who Serve. Research and Practices for Veteran Students"	Fall 2016

- Conveyed information on population demographics
- Advised individuals on current demographic trends facing Military Service Members

Chase K. Wilson

ckwilson304@gmail.com

Education:

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

Expected Graduation, May 2018

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

Graduated May 2016

Student Affairs Experience:

Graduate Supervisor

Residential Programs and Services at Indiana University

July 2016-present

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

Orientation Graduate Intern

Office of First Year Experience Programs at Indiana University

November 2016-July 2017

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

Resident Advisor

University Housing at The Ohio State University

August 2013-May 2016

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

ACUHOI Intern: Area Coordinator Assistant

Housing and Residence Life at Mississippi State University

May 2015-August 2015

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

Chase K. Wilson

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

Publication/Presentation Experience:

Wilson, C. & Whittington, T. (2018). Supporting student dissent. *Trends*. Retrieved from https://issuu.com/glacuhocmc/docs/glacuhotrends_winter_2018_final/12

EDUC-U450 Foundations of Residential Leadership

3 credit hours

- Required class for all applicants for IU Residence Life student staff positions

Pasternak, M., Ariza, J., & Wilson, C. (2017, November). *Let's Talk: Mental Health*. NODA Annual Conference, Louisville, Kentucky.

Pasternak, M., Ariza, J., & Wilson, C. (2017, March). *Let's Talk: Mental Health*. NODA Region VII Conference, Cleveland, Ohio.

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

Simon, J., Snow, L., & Wilson, C. (2016, October). *International Students: The Danger of the All Encompassing Term*. Indiana Student Affairs Association Annual Conference, Indianapolis, Indiana.

Professional Organization Membership:

Great Lakes Association of College and University Housing Officers

November 2016-present

- 2017 Contemporary Issues: Student Dissent Committee
- 2018 Health and Wellness Committee

Related Experience:

Student Affairs Professional Association Secretary

Indiana University

November 2016-present

- Designed a weekly newsletter to notify all Masters students in the Higher Education and Student Affairs program of upcoming social and professional development programs and opportunities using MailChimp
- Recorded minutes during executive board and general body meetings

Second-Year Transformational Experience Program (STEP Ambassador)

The Ohio State University

August 2014-May 2016

- Organized Pecha Kucha presentations on campus to showcase STEP signature experiences
- Hosted recruitment events for future STEP students
- Shared experience as former STEP student with program administrators to improve the program
- Interned with faculty members to develop programs and activities for student cohorts
- Mentored current STEP cohorts of 25 students to help provide direction in the program proposal draft process for a \$2,000 co-curricular signature experience

Joint-Founder of The Hunger Games

The Ohio State University

October 2012-May 2016

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

MEREDITH D. YOUNG

meryoung@indiana.edu

EDUCATION

- Indiana University**, Bloomington, IN Expected May 2018
Master of Science in Education, Higher Education and Student Affairs
Graduate Certificate in Institutional Research
- Northwestern University**, Evanston, IL .. June 2013
Bachelor of Arts, cum laude, Sociology and Urban Studies; minor in Spanish
Thesis: "Changes in Public Transit Usage in Parallel with the Decentralization of Urban Employment in US Cities"
- Universitat de Barcelona**, Barcelona, Spain; Spring 2012

PROFESSIONAL EXPERIENCE

- Indiana University Indiana Memorial Union**, Bloomington, IN August 2016-Present
Graduate Advisor, Office of Activities & Events
- Advise a 16-student Union Board, overseeing over 100 educational, cultural, and entertaining events
 - Supervise program planning, budgeting, marketing, implementation, and evaluation
 - Present and facilitate team-building and leadership exercises for directors at Union Board retreats to establish goals and ensure learning outcomes are met through board activities and programming
 - Produce a bi-weekly contemporary music series, recruiting student performers, advertising across campus, and managing budget tracking and performer payments
 - Build strategic relationships with First Year Experience, Jacobs School of Music, Outdoor Adventures, and other campus partners for programming and outreach efforts
 - Create a curriculum for an 8-week leadership course for incoming student directors
 - Collect and analyze event attendance data to better understand populations served by Board programming
- ACUI Central Office**, Bloomington, IN January 2017-May 2017; December 2017-Present
Graduate Staff, Practicum Student
- Coordinate over 100 education session timeslots with Conference Management Team representative for two annual international conferences with approximately 1,000 attendees each
 - Collect and uploaded all presentation materials for access on Guidebook mobile app
 - Assess session attendance and attendee ratings for re-evaluation for 2018 national conference
 - Serve as point of contact for various on-site needs, including check-in, wayfinding, set-up, and tear-down
 - Provide on-site assistance and coordination for annual CUPSI Poetry Slam Invitational in 2017
- Emory University, University Center**, Atlanta, GA May 2017-July 2017
ACUI Graduate Intern, University Center Operations
- Scheduled and oversaw student staff of 10 student managers and information desk associates in day-to-day building and event operations across three event locations
 - Participated in numerous construction planning meetings during the demolition of existing university center
 - Benchmarked student employee training practices for existing teams and newly anticipated set-up team
 - Remotely managed marketing student employee, creating new signage for webpages and on-campus wayfinding
 - Updated vendor partnership marketing materials and expanded outreach list to maximize fundraising despite reduced University Center capacity

PROFESSIONAL EXPERIENCE CONTINUED

Advisory Board Company, Washington, DC

Senior Manager, Member Services Strategy and Operations

December 2014 – July 2016

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

Senior Sales and Marketing Associate, Education Advisory Board (EAB)

August 2013-December 2014

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

Norris University Center - Northwestern University, Evanston, IL

Center Manager

Sept 2012-August 2013

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

Operations Staff Attendant

Sept 2009-December 2011

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

ADDITIONAL LEADERSHIP

Norris University Center - Student Staff Development Manager

Sept 2012-June 2013

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

Happiness Club: President Jan 2011-Sept 2011, Co-chair May 2012-June 2013

Sept 2009-June 2013

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

PRESENTATION AND PUBLICATION EXPERIENCE

- Journal of the Student Personnel Association at Indiana University, Review Board Member; 2016-2018
- **Young, M., Ariza, J., & Pasternak, M.** (2016). The Adult Learner Imperative: A Needs-Analysis of a Growing Population. ISAA. Indianapolis, IN.

SKILLS

Language: Near-fluent in Spanish

Computer: Mac and PC: Proficient in Word, PowerPoint, Excel

Experience with SQL, R, Access, GIS, Canva, Adobe Illustrator, Campus Labs Collegiate Link, WhenToWork



INDIANA UNIVERSITY

SCHOOL OF EDUCATION

Higher Education and Student Affairs Program