



INDIANA UNIVERSITY HIGHER EDUCATION AND STUDENT AFFAIRS

CLASS OF 2020
RESUME BOOK

Indiana University				
Higher Education and Student Affairs				
Class of 2020 Job Preferences				
Name	Interested Functional Area(s)	Preferred Location(s)	Email Address	E-portfolio Release Date
Shelby Allen	Leadership Programs, Fraternity & Sorority Life, Orientation, Transition & Retention, Student Engagement, Admissions	East Central, Heartland, Mid-Atlantic, Rocky Mountain, Southeast, Southwest	alleshel@iu.edu	April 16, 2020
Noah Blacker	Off-Campus/Commuter, Leadership/Student Activities, Assessment, Academic Advising, Libraries	Ohio or the Midwest Region	Noah.R.Blacker@gmail.com	April 15, 2020
Kacie Connolly	Residence Life, Orientation & New Student Programs, Student Conduct, Retention Programs for First-Generation & Underrepresented Students	Nationwide (Metropolitan Areas)	kacieconnolly05@gmail.com	April 10, 2020
Victoria Ducret	Academic Advising, Student Organizations, Student Support Offices	Indianapolis, Chicago	vducret@iu.edu	April 13, 2020
Amanda Jeannette Fish	Student Conduct	Colorado, Oregon, Washington, Tennessee, Mostly Pacific Northwest	amjfish@indiana.edu	April 15, 2020
Alexis Fuentes	Campus Activities, Student Programming, Student Unions, New Student Orientation, First Year Experience, Student Organizations	Anywhere!	fuentesalexis01@gmail.com	April 13, 2020
Lillian Grayce Hogan	Within a Union, Career Development, Advising & Support, Equity & Inclusion, LGBTQ+ Support	Washington, Oregon, Colorado, Illinois, around DC	lghogan@indiana.edu	April 17, 2020
Autumn Kearney	College Access, Education Nonprofits, Education Foundations, Admissions, Academic Advising, Success Coaching	Midwest, North Carolina, Massachusetts, Tennessee	autumn.kearney7@gmail.com	April 9, 2020
Tabitha Lannom	Academic Advising, Student Support/TRIO/Access Resources, Career Services, Student Wellness, Union/Student Activities	Mostly Midwest or Western States (Specifically: IN, MI, IL, OH, CO, WA, OR, AZ, UT)	tlannom@iu.edu	April 6, 2020

Name	Interested Functional Area(s)	Preferred Location(s)	Email Address	E-portfolio Release Date
Zach Lynn	Residence Life & Housing	Nationwide	zacharylynn89@gmail.com	April 8, 2020
Katie McClure	International Services, including International Student & Scholar Advising & Admissions	West Coast, East Coast, Colorado, Chicago	klmclure94@gmail.com	April 10, 2020
Jose David Melendez	Housing & Residential Life, Orientation & Family Programs, Success/College Coaching	Miami, FL	chief.josedavid@gmail.com	April 7, 2020
Andrew Moffa	Orientation, Transition & Retention, Service Learning & Community Engagement, Athletics, Fellowships Advising	Middle Atlantic, New England, Heartland, Southeast, Southwest, East Central, Pacific Coast	apmoffa@iu.edu	April 9, 2020
Brennan Murphy	Title IX Compliance, Legal Services, Student Conduct, Diversity/Equity	Midwest	brennan-murphy@outlook.com	April 7, 2020
Ethan Oldfield	Housing, Career Services, Academic Advising, Athletics, Admissions	Midwest	eoldfiel@iu.edu	April 9, 2020
Danielle Pellegrino	Diversity/Equity, Greek Life, Residence Life, Student Leadership	Pacific Coast	danielle.pellegrino.dp@gmail.com	April 8, 2020
Sara Perry	Student Activities, Programming, Fraternity and Sorority Life, Student Conduct	Anywhere	sperry094@gmail.com	April 14, 2020
Susie Scarbeck	Housing	Northern Midwest and East Coast primarily, but open to other locations as well!	sscarbec@iu.edu	April 6, 2020
Rachel Scherzer	Community Engagement, Service Learning, Leadership, Student Organizations	Ohio, Michigan, Pennsylvania	http://www.linkedin.com/in/rlscherz	April 16, 2020
Camber Sollberger	Academic Advising, Resource Centers, Career Development	Louisville, KY, Indianapolis, IN	csollber@iu.edu	April 13, 2020
Marti Wein	Housing & Residence Life	West Coast, Midwest, Northeast	martiwein1@gmail.com	April 14, 2020

SHELBY C. ALLEN

Bloomington, IN | alleshel@iu.edu | she/her/hers

EDUCATION

M.S.Ed., Higher Education and Student Affairs, Indiana University, Bloomington, IN

Expected **May 2020**

B.A., Strategic Communication, The University of Central Oklahoma (UCO), Edmond, OK

May 2016

B.F.A., Dance Performance, The University of Central Oklahoma (UCO), Edmond, OK

Minor in Leadership Studies

Summa Cum Laude, Class Marshal

RELATED EXPERIENCE

Graduate Advisor, Leadership Programs

August 2018 - Current

Student Involvement and Leadership Center, Indiana University

- Research and synthesize literature to develop a data-informed strategy for campus-wide leadership programs.
- Author course curriculum and update syllabi for nine sections of EDUC-U207, Leadership Training, a two credit undergraduate course. Recruit, select, and train instructors on all course materials and prepare online Canvas site.
- Coordinate all program details for Indiana University's campus session of the Institute™ by LeaderShape® including marketing, student recruitment and selection, staff selection and training, vendor relations and week-of logistics.
- Design and implement the Student Organization Leadership Series and the Hoosier First Year Involvement Series, including facilitating one-hour topical workshop sessions, marketing and assessment materials.
- Supervise one undergraduate student intern in the areas of marketing, communication and event management.
- Advise seven collegiate officers for a registered student organization, Mortar Board National Honors Society.

Leadership, Prevention, and Wellness Educator

August 2019 - Current

Office of Sorority and Fraternity Life (OSFL), Indiana University

- Facilitate programs to OSFL chapters on topics including leadership, bystander intervention, and safer substance use.
- Assess chapter engagement with program material and submit written evaluations to OSFL staff members.

Graduate Intern, New Student Orientation (NSO)

January - August 2019

Office of First Year Experience Programs, Indiana University

- Provided exceptional service to 8,000 first-year students and their guests throughout 28 summer NSO sessions.
- Interviewed, selected and assisted with training for 34 student orientation leaders and approved staff payroll.
- Developed learning outcomes and scripting for the Hoosier Experience Musical on topics such as getting involved, equity, substance use, and consent. Delivered oral presentations to all student groups to engage with the material.
- Coordinated daily logistics for the NSO program including space set-up, audio-video equipment and student meals.
- Organized all logistics and activities for the orientation staff retreat and the closing achievement banquet.
- Developed and implemented an assessment questionnaire for the two-day freshman program utilizing Qualtrics.

Senior Residential Leadership Consultant

May 2017 - May 2018

Sigma Kappa Sorority, Carmel, IN

- Provided live-in, on-site support in the chapter facility to a new chapter at Indiana University Bloomington.
- Ensured fiscal responsibility and monitored the use of a \$200,000 organizational budget.
- Advised collegiate officers in the areas of chapter operations, educational programming, and risk management.
- Built trusting relationships with collegiate officers and assisted women with conflict resolution and holistic wellness.
- Compiled and sent weekly progress reports to national headquarters staff, chapter advisors and national volunteers.

Traveling Leadership Consultant

May 2016 - May 2017

Sigma Kappa Sorority, Carmel, IN

- Evaluated over 1,000 collegiate officers at 25 diverse institutions nationwide for adherence to organizational standards.
- Supervised primary recruitment, continuous open bidding, structured informal recruitment, and membership selection.
- Coached students through coordination and execution of scholastic, social, philanthropic and educational initiatives.
- Submitted written accounts of chapter health and recommendations to national headquarters staff and volunteers.
- Recruited 120 members and trained collegiate officers for a new chapter at The University of Dayton, chartered in 2017.

SHELBY C. ALLEN

Marketing and Community Engagement Intern

August 2015 - May 2016

LeaderShape®, Champaign, IL

- Curated print and digital media content that supported the LeaderShape® mission, goals and established curriculum.
- Managed and promoted the 2016 webinar series and developed the "Routine Refresh" personal development challenge.
- Designed training materials for future Community Engagement Interns utilizing Adobe InDesign and Illustrator.
- Served as the On-Site Coordinator and managed logistics for the National Session of the Institute™ in Dover, MA.

FACILITATION AND TEACHING EXPERIENCE

- Instructor, EDUC-U495, LeaderShape Follow Up, Indiana University, 1 credit undergraduate course (Spring 2020)
- Small Group Facilitator, North American Interfraternity Conference IMPACT, Indiana University (February 2020)
- Instructor, EDUC-U207 Leadership Training, Indiana University, 2 credit undergraduate course (Fall 2019)
- Programming Track Facilitator/Chapter Mentor, Sigma Kappa Regional Leadership Conference, Chicago, IL (2019-2020)
- Small Group Facilitator, "Love, Mom and Dad: A Conversation with Jim and Evelyn Piazza," Bloomington, IN (2019)
- Staff Facilitator, ADVANCED Leadership Workshop, Oklahoma Association of Student Councils (OASC), Norman, OK (June 2014, 2015, 2017, 2018)

COMMUNITY SERVICE

- District Programming Coordinator, Sigma Kappa Sorority (June 2018 - Current)
 - Regularly assesses educational programming and scholastic performance for fourteen collegiate chapters to maintain a comprehensive overview of chapter programming health, strengths, and needs.
 - Partner with local advisors and district volunteers to develop appropriate programming solutions.
- Substitute House Director, Indiana University Office of Sorority and Fraternity Life (2018- Current)

DIVISIONAL SUPPORT

- Student Organization Conduct Hearing Officer, Indiana University Office of Student Conduct (2019)
- Search Committee, Associate Dean, Indiana University Student Involvement and Leadership Center (2018)
- Search Committee, Assistant Director, Indiana University Office of First Year Experience Programs (2018)

PUBLICATIONS AND PRESENTATIONS

- Allen, S., Kearney, A., McClure, K., Moffa, A., Oldfield, E., and Pellegrino, D. (2020). Assessing the social climate for veteran and military students at Indiana University Bloomington. *Journal of the Student Personnel Association at Indiana University*. (forthcoming).
- Allen, S. (2019). Student development of campus place attachment. *Journal of the Student Personnel Association at Indiana University*. 56-64.
- Co-Presenter, *Heroes in Crisis and How to Save the Day*. (2019). Association of Orientation, Transition and Retention in Higher Education Region VII Conference, Saginaw, MI.
- Co-Presenter, *To Be More Diverse, Start Being More Inclusive*. (2019). Association of Orientation, Transition and Retention in Higher Education Region VII Conference, Saginaw, MI.
- Co-Presenter, *First-Year Students on Commuter Campuses*. (2018). Poster at the Indiana Student Affairs Association Conference, Indianapolis, IN.
- Presenter, *Designing for Student Life*. (2014). National Association for Campus Activities Central Regional, Tulsa, OK.

PROFESSIONAL AFFILIATIONS AND INVOLVEMENT

- Association of Fraternity/Sorority Advisors (AFA),
 - Graduate Staff Member, AFA Annual Meeting, Anaheim, CA (2019)
- Association of Orientation, Transition and Retention in Higher Education (NODA)
- College Student Educators International (ACPA), Annual Convention Volunteer

CERTIFICATIONS

- Mental Health First Aid for Higher Education(2020)

NOAH BLACKER

EDUCATION

Indiana University – Bloomington, Indiana

Master of Science in Education in Higher Education and Student Affairs: May 2020

The Ohio State University – Columbus, Ohio

Bachelor of Arts in English: Literature, Film, and Popular Culture Studies with Research Distinction, May 2018

Undergraduate Thesis: The Teleology of Trauma: How Haruki Murakami Shapes Narratives and Their Methods in Creating and Understanding Trauma

EMPLOYMENT EXPERIENCE

Indiana University – Student Foundation

Leadership Development Graduate Assistant (August 2018 – Present)

- Research and assess leadership development opportunities for undergraduate students and make suggested development opportunities to increase student development and marketability of organization in order to create change towards campus culture regarding philanthropy, service, and leadership.
- Create learning outcomes and skill competencies in order to provide theoretical and structural foundations to office projects and initiatives and to track student and leadership skills development.
- Organize and analyze programming in order to derive over 90 skills and their outcomes for each project students participate in in order to evaluate the current state of programming and make suggested goals for student and organizational development from these outcomes.
- Interview students and alumni to assess their development through multiple theoretical lenses regarding their experience in the organization to ensure that the organization is effectively fulfilling out its mission and to find gaps in programming and organizational structure to then make changes towards.
- Plan long-term partnership-building initiatives with multiple stakeholders and campus partners to find new and sustainable ways to fulfil organizational and institutional goals.
- Develop curriculum and outline a curriculum development plan to increase students' personal and academic success on topics related to mentorship, organizational management, and leadership.

Northeastern University – External Events and Conference Programs

Conference Coordinator ACUHO-I Intern (May 2019 – August 2019)

- Planned and coordinated the logistics of providing on-campus housing for over fifteen conferences (over 300 patrons) including ensuring that beds were made, welcoming guests, and communicating with relevant parties including campus security, IT, etc.
- Led and supervised a staff of up to 11 students to uphold high customer service standards and provide helpful and timely accommodations to guests.
- Served on-call duty rotation to help support student staff with crisis and emergency management.

Indiana University – Office of International Services

Practicum Intern (January 2019 – April 2019)

- Planned and executed the day-long International Women's Day Conference, including finding a keynote speaker, presenters, working with multiple stakeholders, and trained staff in order to empower women at Indiana University.
- Learned about the needs of international students and the political and systematic structures that shape their experiences.
- Supported and advised student staff to help plan large scale events including International Graduation and Leadership Awards, and various events geared towards the experience of international students including families.
- Increased understanding and advocacy towards diverse student populations including international students, women, and students of various ethnicities and countries of origin.

The Ohio State University – Office of Student Life's Off-Campus and Commuter Student Services

Student Manager (May 2017 – August 2018)

- Coached and supervised student supervisors to take initiative to assist student staff in continuous student development while improving and perfecting student supervisors' professionalism, leadership skills, and personal growth.
- Implemented multiple leadership styles effectively to encourage student supervisors to independently plan and execute large scale events and initiatives, enhance workflow and office management processes, manage accounts with incomes of over \$50,000, and contributed to customer experiences to build engaged citizenship amongst stakeholders.
- Actively worked with professional staff to ensure the success of hosting the 2018 International Town and Gown Association City and University Relations Conference at The Ohio State University by assisting in planning training, logistics, and the support of over 30 volunteers for the conference.

NOAH BLACKER

- Assessed the execution and planning of large-scale events and initiatives, workflow and office management to further develop each to ensure continual growth of key departmental projects and processes as it aligns with the department's mission.
- Identified and creatively addressed areas of improvement for the department work culture to create a healthy work environment for both staff and customers, while developing values of diversity and inclusion for student supervisors and student staff.
- Strategically delegated large office processes and projects to student supervisors while strengthening transferable skills to build sustainable processes and projects for student staff to execute.
- Effectively supported and collaborated with professional staff by contributing to on-going initiatives and projects, communicating and articulating needs to student supervisors and staff with seamless communication.
- Assisted and led alongside professional staff office logistics including managing multiple emails, supported and advised students on customer service standards, documented business and internal information including employment, office processes, standard operating procedures, staff calendars, and other relevant documents.

Student Supervisor (July 2016 – May 2017)

- Trained and supervised student staff members including managing timekeeping, contributing to one-on-one meetings and assisting in continuous student development in professionalism, diversity and inclusion, and personal growth.
- Led effectively to plan and execute large scale events and initiatives, enhance workflow and office management processes, and contribute to customer experiences.
- Delegated major tasks and projects to student staff while strengthening skills and building a collaborative work environment.
- Benchmarked internal and external peer-mentoring programs at The Ohio State University to help outline curriculum for the Commuter Mentoring Program.

Commuter Liaison & Administrative Assistant (February 2015 – July 2016)

- Mentored and developed first year commuter students in academics, and extracurriculars to increase retention.
- Planned, marketed, and executed unique programming for commuter students.
- Assisted in the creation of an annual publication by collaborating with several departments, landlords, and local area businesses.
- Supported office logistics including managing emails, supported customer service standards, and documented business records and other sensitive information

The Ohio State University – Office of the Senior Vice President of Student Life

(Mentorship Initiative for Student Life) MISL Intern for Human Resources (June 2017 – July 2017)

- Worked 25 hours a week in the Office of Student Life's Human Resources department to shadow, collaborate, and engage with professionals working within student affairs.
- Helped create an Office of Student Life wide procedural guidebook specific to each of the over 40 departments and their procedures based on employment type.
- Collaborated with Learning and Development specialists who facilitated workshops and created initiatives to ensure growth in learning areas including interpersonal competency, intrapersonal development, and civic engagement for both student and professional staff.

ADDITIONAL EXPERIENCES

Teaching Experience

- ***EDUC-U450: Foundations of Residential Leadership*** (Spring 2019, Spring 2020)
- ***Book Oblivion: Reading Beyond Murakami*** – Online reading and learning community (January 2020 – Present)

Presentations

- ***Indiana Student Affairs Association Conference*** – Poster Presentation; Encouraging Success in Postsecondary Adult Learners (October 12, 2018)
- ***SAARC (Student Affairs Assessment and Research Conference)*** – Presented; We Hear You! Using data and assessment to reflect the off-campus/commuter student voice (June 8, 2018)
- ***Denman Research Forum*** – Presented Undergraduate Thesis; The Teleology of Trauma: How Haruki Murakami Shapes Narratives and Their Methods in Creating and Understanding Trauma (April 3, 2018)
- ***Ohio Town and Gown Summit*** – Presented on opening panel (July 25, 2016)

KACIE CONNELLY

kacieconnelly5@gmail.com | linkedin.com/kacieconnelly

EDUCATION

Indiana University, Bloomington, IN

Expected May 2020

Master of Science in Education, Higher Education and Student Affairs

Hamline University, Saint Paul, MN

May 2017

Bachelor of Arts, Sociology and Communication Studies

PROFESSIONAL EXPERIENCE

Graduate Supervisor

July 2018 – Present

Residential Programs and Services, Indiana University, Bloomington, IN

- Recruit, train, supervise, and evaluate 20 Resident Advisor's (RAs) and 15 hourly desk operation assistants
- Adjudicate violations of the Indiana University (IU) Code of Conduct and administer educational action plans
- Provide second-level crisis response support for a community of 3500 students to ensure student safety
- Manage multiple software programs for administrative actions (e.g. Roompack, Salesforce CRM, CSGold, Simplicity Advocate, Qualtrics, and Microsoft Office Suite)
- Advise a Residential Hall Association Council in residential education and management of their \$10,000 budget
- Develop and train student staff in emergency response procedures such as fire, tornado, and active shooter scenarios in conjunction with the Office of Emergency Management
- Contribute to planning and implementation of four-day Fall Move-In and Welcome Week programming for a residential building of over 750 first-year residents
- Assist in responsible budget management of \$15,000 utilized for educational programming
- Develop agendas and facilitate weekly staff meetings with leadership team

Online Canvas Modules Project Intern

September 2019 – Present

Office of First-Year Experience, Indiana University, Bloomington, IN

- Assist in the creation of a multi-phase Canvas online orientation curriculum for 8000+ first-year students
- Review and benchmark current online orientation structures in accordance with similarly-sized institutions by preparing a modified program plan based upon best practices
- Collaborate with 20+ campus stakeholders to garner feedback of appropriate topics for modules related to student services (e.g. academic advising, housing, safety, involvement) and the transition to college
- Maximize student engagement and accessibility by utilizing different technology tools

NODA Intern

May 2019 – July 2019

Office of New Student & Family Programs, The University of Tennessee, Knoxville, TN

- Supervised 36 student leaders to facilitate 13 overnight orientation programs and four 1-day transfer programs
- Conducted extensive individual mid-summer evaluations of eight student leaders' performances to offer constructive feedback and areas of growth
- Developed and delivered social justice training on the pervasiveness and impact of microaggressions in the workplace
- Monitored the execution of all orientation program logistics to ensure a smooth and beneficial experience for participants by collaborating with various offices (e.g., dining, housing, academic colleges)
- Facilitated workshop presentations and student panels for families and incoming students regarding supporting out-of-state students
- Co-led the facilitation of two Volunteer Bridge orientation sessions that serve students attending a local community college

STEM Initiative Practicum Student

Groups Scholars Office, Indiana University, Bloomington, IN

January 2019 – May 2019

- Assessed and evaluated program goals and objectives which helps first generation, underrepresented students develop their STEM identities through structured mentoring, research, community, and professional and academic support.

Kacie Connolly 1

- Researched similar programs to gain understanding of best practices for program evaluation including identifying important performance measures and outreach strategies.
- Developed survey outreach and assessment tools customized to program needs to 20 recent graduates
- Presented final recommendations for enhancing function of program to program directors

College Coach

August 2017 – June 2018

College Possible, Milwaukee, WI

- Supported a portfolio of 130 low-income college students in navigating academic, social, and financial barriers to college success and graduation as an AmeriCorps member
- Advise students at University Wisconsin-Milwaukee through on campus office hours to provide more guidance
- Connected students to on-campus resources and engagement opportunities through coaching meetings
- Tracked milestones and managed student information through Salesforce CRM database
- Assisted in planning student panels, recruitment, and staff-wide programming initiatives

FACILITATION EXPERIENCE

Graduate Health Educator

September 2018 – Present

Office of Sexual Violence Prevention & Victim Advocacy, Indiana University, Bloomington, IN

- Facilitate Step UP! IU programs, 2 hour workshops designed to empower students to intervene in potentially problematic situations including sexual misconduct, harassment, hazing, and substance use
- Administer sanction programs and educational sessions for second year members of Fraternity and Sorority community
- Present It's On Us programming for first-year students to discuss consent, alcohol, and bystander intervention techniques through interactive activities and discussion of concepts

Co-Facilitator

January 2019 – March 2019

School of Education, Indiana University, Bloomington, IN

- Taught a credit-bearing undergraduate leadership course as a part of the Resident Assistant selection process
- Guided class activities to assist in exploring skills needed for student leader positions in the residence hall
- Utilized student development theory to help students explore their own identities and understanding to develop strategies to apply with a diverse group of students
- Evaluated participation as a component of the selection process in assessing how candidates apply the Residential Curriculum to their leadership and potential work

SELECTED COMMITTEE WORK

Student Staff Training Committee, *Member*

August 2019 – Present

Residential Programs and Services, Indiana University, Bloomington, IN

- Contribute to the development and orchestration of two annual departmental training experiences for undergraduate staff members related to implicit biases
- Collaborate with team members to create learning outcomes, identify and contact relevant presenters, and present training plan to the department

Student Staff Selection Committee, *Member*

August 2019 – Present

Residential Programs and Services, Indiana University, Bloomington, IN

- Assist in the recruitment of student staff members by developing marketing strategies
- Create learning outcomes for application essay questions and interview questions

Diversity & Inclusion Committee, *Member*

August 2018 – May 2019

Residential Programs and Services, Indiana University, Bloomington, IN

- Contributed to the development and implementation of a full-day training for 300 members of department related to social justice activism and continued education
- Planned department wide initiative of yearly affinity and advocacy groups related to race, sexual orientation, and nationality

Victoria Carmen Marie Ducret

Indianapolis, IN | vducret@iu.edu

EDUCATION

- Bachelor of Science - Psychology, May 2018
 - Ball State University, Muncie, Indiana
- Master of Science in Education - Anticipated: May 2020
 - Indiana University, Bloomington, Indiana - Higher Education and Student Affairs

WORK EXPERIENCE

Student Success Advisor

Academic and Career Development – IUPUI

Indianapolis, Indiana, May 2018 - present

- Facilitate academic planning and literacy and success coaching with a caseload of 120 students in pre-Science, Engineering, Technology, and Informatics majors
- Create appointment campaigns and availability through a shared calendar to meet students' needs during appointments and respond timely to emails and tend to administrative tasks
- Serve as a source of support and information to incoming undergraduate students and their guests, facilitating academic planning workshops and guiding course registration during IUPUI's new student orientation programs
- Implement new advising model based on the InsideTrack coaching methods during advising appointments while acknowledging the diverse student population in a thriving urban setting
- Design and distribute weekly online newsletters to STEM students with resources and announcements relevant to specific majors and schools for development and professional planning
- Advise and guide 10-15 incoming students during each of IUPUI's 20 orientation programs, clarifying major declaration, plans of study, admission to degree granting school of choice, and course registration process
- Collaborate with the STEM cluster to prepare for and facilitate advising workshops during Orientation programs for first-time college students and those who support them
- Maintain student records through AdRx to inform future advising for academic progress, career planning, and resource referrals to campus partners

Orientation Services Graduate Intern

Office of Orientation Services & ACD - IUPUI

Indianapolis, Summer 2019

- Refined skills related to unforeseen situations and accommodating sudden needs
- Exercised exceptional critical thinking, problem solving, and independent decision-making ability
- Navigated dual responsibilities of communication and shared decision-making between offices
- Practice effective presentation development and facilitation, employing appropriate verbal and nonverbal communication skills and audience engagement strategies
- Refine skills related to unforeseen situations and accommodating sudden needs; exercising exceptional critical thinking, problem solving, and independent decision-making ability to adapt to unexpected changes.
- Develop an understanding of the complexity of a new student orientation program and the communication and shared decision-making necessary to foster a mutually beneficial campus partnership.
- Provide appropriate levels of challenge and support to student orientation leaders and peer advisors in order to promote both personal and professional growth.
- Employ knowledge of student development theory to guide work with students and families in the midst of notable transition.

Resident Assistant

Ball State Housing & Residence Life, Muncie, Indiana

August 2015 – May 2018

- Maintained a harmonious, enriching environment for hall residents through floor meetings, roommate mediation, and policy enforcement
- Hosted programs for education and awareness related to residential learning outcomes in diversity, civic engagement, and wellness
- Collaborated with staff of hall directors and fellow resident assistants for hall events and building-specific duties like bulletin board creation, end-of-semester room checks, and duty coverage

Conference Housing Assistant

Columbia University Housing, New York, New York

May 2017-August 2017

- Provided excellent customer service to conference guests, issued key cards, offered advice and directions around the Manhattan area
- Operated as weekly "On-Call" overnight staff, performed lock outs, provided amenities to guests across campus
- Fostered community development for residential Columbia Summer Session students through programming and engagement

RELEVANT EXPERIENCE

Graduate Intern

TRIO Student Support Services, Ivy Tech Community College Indianapolis

Spring 2019

- Co-developed and lead annual TRIO SSS Day for Graduates Event during the spring semester
- Offered information presentations to various faculty, staff, and student groups to recruit TRIO applicants
- Engaged in solution-oriented conversations with students about goals and problems, coaching them towards academic and personal success

President

National Residence Hall Honorary, Ball State University

August 2017-May 2018

- Presided over weekly general chapter meetings with 20 general members and facilitate weekly executive board meetings
- Updated and maintain official constitution, serve on committee to implement legislature updates
- Attended Regional Business Conferences as the chapter representative of Ball State for legislation implemented for the Great Lakes Region
- Planned Fall and Spring campus leadership conferences including calling for presenters, reserving event space, placing catering orders, and facilitated the overall execution of the conferences

Excellence in Leadership Ambassador

Ball State University

Fall 2016-Spring 2017

- Recruited new members to the program via tabling sessions around campus
- Advertised on social media to share projects and updates about the program
- Attended ambassador and committee meetings to schedule recruitment events, sign up for events, and collaborate on new ideas

Teaching Assistant - Psychology of Women, Dr. Katie Lawson

Ball State University

Fall 2016

- Assigned students to groups for class projects, attended classes as a resource to supplement the instructor
- Graded various assignments and input grades into online gradebook on Blackboard
- Assisted in identifying tutors and scheduling exam study sessions as a resource for students

Amanda J. Fish

amjfish@indiana.edu

Individualization | Achiever | Discipline | Consistency | Responsibility

Education

Indiana University

Master of Science in Education, Higher Education and Student Affairs

Bachelor of Arts, Sociology, minors in Criminal Justice and Gender Studies

High Distinction

Bloomington, IN

anticipated May 2020

May 2018

Professional Experience

Office of Student Conduct, Indiana University

Graduate Hearing Officer

Bloomington, IN

November 2018-present

- Adjudicate approximately 20-25 Personal Misconduct and Academic Misconduct cases per month
- Co-facilitate Academic Integrity Seminars and facilitate Digital Millennium Copyright Act (DMCA) Seminars
- Review Sexual Misconduct files, policies, and adjudication procedures
- Develop and facilitate the 8 week course curriculum for EDUC-U206: Developing A Culture of Integrity in the Classroom
- Manage administrative case load through keeping notes up-to-date using Advocate case management software
- Assess immediate needs of students in judicial meetings and provide necessary resources as appropriate
- Engage in educational dialogue with students while balancing accountability with student rights and responsibilities
- Maintain privacy and confidentiality of personal and academic misconduct cases as well as organizational misconduct investigations as articulated within the process
- Meet with organization members or event attendees who have information pertaining to alleged behaviors
- Assist with organizational misconduct investigations by notetaking during the information gathering meetings
- Collaborate with the Assistant Director of Student Conduct to compile glean reports containing all information learned during the organizational misconduct investigations
- Summarize relevant information within organizational misconduct investigations and glean reports

Residential Programs and Services, Indiana University

Graduate Assistant for Curriculum Development

Bloomington, IN

August 2018-present

- Develop and evaluate curriculum, including learning outcomes, syllabus, assignments for the mandatory residence life student staff course, EDUC-U450: Foundations of Residential Leadership
- Interact with the Residential Curriculum in order to provide a holistic course by making linkages between the EDUC-U450 curriculum and Residential Curriculum
- Instruct one section of the EDUC-U450 course, as part of the student staff selection process, for approximately 15 undergraduate students in order to develop their understanding of leadership in the residence halls
- Engage with approximately 30 graduate and professional staff members to instruct 16 sections of EDUC-U450 for the 250 undergraduate students proceeding through the staff selection process
- Collaborate with Residential Curriculum, Training, and Undergraduate Student Staff Selection Committees to ensure that the EDUC-U450 course reflects departmental learning goals and outcomes
- Collaborate with the Higher Education and Student Affairs program to offer an academic credit opportunity, Supervised College Teaching (EDUC-C675), for graduate staff to facilitate the EDUC-U450 course
- Advance professional and paraprofessional facilitator pedagogy through a fall retreat and spring trainings

Resident Assistant-Collins Living-Learning Center

August 2016-May 2018

- Supported and created an inclusive community through passive and active programming in the residence hall
- Promoted integrity, trust, and personal responsibility by directly and indirectly leading by example
- Cultivated and encouraged collegial relationships within the residence hall community through
- Effectively communicated policies and procedures when documenting residence hall and university violations

Office of Interpersonal Violence Prevention and Response (IPV), IUPUI**Indianapolis, IN***Indiana University Purdue University-Indianapolis (IUPUI) Division of Student Affairs Intern*

May 2019-July 2019

- Planned initiatives through coordinating the 2019-2020 program schedule for the designated Awareness Months
- Created a social media presence for the IPV Office by implementing an Instagram account to increase education
- Developed content for social media posts through resource utilization, demographic information, and event planning
- Created a Bystander Intervention Program from scratch that represents the mission, vision, and learning outcomes of the IPV Office
- Developed resources and handouts for the IUPUI campus, Indianapolis community, and Fort Wayne Campus
- Facilitated programs about consent, Title IX, reporting procedures, and interpersonal violence to student groups

Student Life and Learning, Indiana University**Bloomington, IN***Shaffer Internship Program, Co-Onsite Coordinator, Hoosier LeaderShape Institute*

August 2016-May 2017

- Marketed through social media, creating flyers, and campus tabling to acquire participants
- Promoted the Institute by leading student focused information sessions to students interested in attending
- Coordinated the 2017 week long Institute for approximately 70 undergraduate and graduate students

Presentations and Publications

Fish, A. J., & Kates, R. (2018, December). *Residential building blocks of leadership: How ra's as leaders foster student success*. Leadership Educators Institute, Orlando, FL.

Blacker, N., & Fish, A. J. (2018, October). *Encouraging educational success in postsecondary adult learners*. Poster session presented at the Indiana Student Affairs Association (ISAA) Conference, Indianapolis, IN.

Fish, A. J. (2018, February). [Review of the book *The war on kids: how juvenile justice lost its way*, by C. H. Drinan.] *Journal of Youth and Adolescence* (2018) 47:1130:1132

Professional Organizations**Association for Student Conduct Administration (ASCA)**

June 2019-present

- *Attendee: Association for Student Conduct Administration 2019 Conference*, Washington, D.C., February 2020

National Association of Student Personnel Administrators (NASPA)

September 2018-present

- *Attendee: NASPA Strategies Conferences*, Washington, D.C., January 2019
- *Attendee: Leadership Educators Institute (LEI)*, Orlando, FL, December 2018

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

August 2018-present

- *Delegation Advisor, 2019 Regional Leadership Conference (GLACURH)*, Indiana University, November 2019
- *Advisor, 2018 Regional Leadership Conference (GLACURH)*, Oakland University, November 2018

National Residence Hall Honorary (NRHH)**Bloomington, IN**

- *Lifelong Member*

April 2017-present

Honors, Indiana University**Founders Scholar**

March 2018

*College of Arts and Sciences***Kate Hevner Mueller Award**

February 2018

*Senior Recognition Award***Alpha Kappa Delta**

September 2017-present

International Sociology Honor Society

Alexis Fuentes

He/Him/His | fuentesalexis01@gmail.com | 812-856-1125

Woo • Communication • Activator • Achiever • Includer

EDUCATION

Indiana University, Bloomington, IN

Expected May 2020

Master of Science in Education, Higher Education and Student Affairs

California State University Chico, Chico, CA

May 2018

Bachelor of Arts, Psychology and Criminal Justice

STUDENT ACTIVITIES/UNIONS PROFESSIONAL EXPERIENCE

Student Involvement & Leadership Center (SILC), Indiana Memorial Union (IMU) – Indiana University

Graduate Program Advisor | Union Board (UB)

June 2018 – Present

- Serve as a resource and content specialist in all aspects of event management; including policies and processes, risk management, financial and budgetary oversight, marketing and promotion, and contract negotiation
- Advise UB Directors with program development and implementation with their three committees – Late Nite, Comedy & Entertainment and Social Impact – and large-scale social and educational programs to 44,000 student
 - Black History Month Late Nite, Lewberger, Yule Ball, Tiffany Haddish, and Equal Play Comedy Festival
- Assisted in the planning and execution of Welcome Week with staff, students, and alumni
 - S'mores about IU, Welcome Week Late Nite, Block Party, Student Involvement Fair, Winter Welcome
- Coordinate campus wide programs with multiple campus partners and organizations: security, catering, lightning technicians, building staff, sound operators, performers, vendors, ticketing office, and student organizations
- Hired, trained and supervise three Tech Specialist to manage audio/visual equipment in IMU/UB programs
- Assist in the development, distribution, and management of the annual UB budget over \$300,000
- Design and implement a curriculum for the *Seminar for Leadership Training* course on Canvas to develop 16 UB Directors, with topics on student leadership development, event management and cultural awareness
- Assist in the planning and execution of Senior Recognition Awards, a tradition to recognize outstanding seniors by planning and organizing an awards dinner, coordinating marketing needs, and communicating with recipients
- Formatted various marketing pieces using Canva, a graphic design software, to promote UB and educate students
- Create and implement new department initiatives, decorations and displays, for holidays and awareness periods
 - Día de Los Muertos, Transgender Day of Remembrance, Lunar New Year, and Women History Month
- Assisted with the summer schedule and implementation of social media posts in UB's social media platforms
- Served on campus-wide or department-specific committees and represented on behalf of UB and the SILC

ACUI: Advancing Campus Community

Conference Graduate Assistant | 2020 Annual Conference

November 2019 – Present

- Responsible for confirming 1,000 conference registrations, hotel confirmations, and external communication with ACUI members and managing data for participants
- Will manage the day-to-day operations of running a professional conference, including audio-visual, signage, traffic flow, set-up, and tear-down

National Association for Campus Activities (NACA)

Marketplace Graduate Intern | 2019 Mid America NACA Conference

June 2019 – November 2019

- Served on the Regional Conference Planning Committee (RCPC) as one of the four Graduate Interns to supervise and oversee all aspects of Marketplace, an area of the conference set up for associate member booth displays
- Monitored the load-in and load-out process for over 80 NACA Associates and ensured they adhered to the regulations, policies and processes; such as sightlines, noise levels, booth demonstrations, and attractions

Diversity Initiatives Graduate Intern | 2019 Nationals NACA Conference

June 2018 – February 2019

- Served on the National Conference Planning Committee (NCPC) as one of the six Graduate Interns to research and address issues of diversity and inclusion in context of campus activities and higher education
- Developed a *Strategic Inclusion and Diversity Action Plan* with components that programming boards can focus on; such as representative programming, marketing and assessment, & leadership development

NEW STUDENT ORIENTATION PROFESSIONAL EXPERIENCE

Office of First Year Experience Programs (FYE) – Indiana University*Graduate Intern | New Student Orientation (NSO)**December 2018 – July 2019*

- Assisted with the development and implementation of general New Student Orientation programs to welcome over 7,000 incoming new students and 10,000 guests over seven weeks
- Coordinated the logistical components of Summer Session I and Summer Session II by creating a staffing schedule, an agenda, a seating slideshow, and collaborated with campus partners for a panel and a tabling fair
- Recruited, trained, developed and provided daily supervision to 36 Orientation Leaders (OL's) responsible for preparing and executing first-year orientation sessions, transfer orientation sessions, and parent and guest sessions
- Designed and developed a two-week Orientation Team (OTeam) summer training schedule with components of space reservations, department speakers, session leads, meals, team building activities, and session content
- Approved timesheets and ensured each of them for the OL's were accurate and most up to date
- Created the program assessment for parent and guests via Qualtrics, a survey software, and provided recommendations for future program improvement
- Organized a parent/guest program schedule over two months filled with community events and coordinated with local hotels and the Indiana University Foundation for parent/guest evening socials
- Formatted signage for parent/guest evening program socials using Adobe Illustrator, a graphic design software
- Updated the FYE app to include the parent/guest evening program socials and ensured information was correct
- Assisted with the planning and implementation of Spring Retreat and the OTeam Closing Banquet; which contain maintaining a budget, creating a program, contracting venues, staffing and overseeing the event

Orientation & New Student Programs – California State University Chico*Senior Peer Advisor | Summer Orientation**August 2016 - July 2017*

- Served as one of the eight students to design, develop, and implement new student and family programs
- Recruited, selected and trained 24 Peer Advisors in a bi-weekly class and two weeks of training
- Planned, organized and facilitated multiple team-building exercises and workshops to develop Peer Advisors
- Led and oversaw a planning committee of 6 Peer Advisors that planned and executed the End of the Year Banquet by ordering gifts, creating invitations, ordering catering, creating a program agenda and buying decorations

*Orientation Leader | Summer Orientation**January 2016-August 2016*

- Led a daily group of 10 students for their Summer Orientation through a campus tour, advising and mentoring
- Served as a professional academic advisor for all university departments; ranging from Agriculture to Business
- Provided incoming students with information regarding academic program requirements, degree requirements, general education requirements, and academic policies and procedures
- Assisted Spanish-speaking students and their families and guests connect with educational opportunities and campus services through campus tours, informational sessions and answering daily questions

PROFESSIONAL PRESENTATIONS

- **Fuentes, A.** (October 2019). *How to Deliver What's Expected, Plus One*. National Association for Campus Activities Mid America Conference. Covington, Kentucky.
- **Fuentes, A., & Perry, S.** (October 2019). *Programming IN a PWI*. Indiana Student Affairs Association Conference. Bloomington, Indiana.
- Allen, S., **Fuentes, A., & Neely, E.** (March 2019). *Diversity in Higher Education*. The Association for Orientation, Transition and Retention Region VII Conference. Saginaw, Michigan.
- Allen, S., **Fuentes, A. & Neely, E.** (March 2019). *Heroes in Crisis & How to Save the Day*. The Association for Orientation, Transition and Retention Region VII Conference. Saginaw, Michigan.
- Ashford, S., & **Fuentes, A.** (February 2019). *Diversity & Inclusion; It's a Piece of C.A.K.E.* National Association for Campus Activities National Conference. Columbus, Ohio.
- **Fuentes, A., & Marchand, A.** (February 2019). *Tips & Tricks to Enhance the Mix: Marketing Tactics for Student Programs*. National Association for Campus Activities National Conference. Columbus, Ohio.
- **Fuentes, A., & Garcia Cintora, J.** (2018). *Undergraduate Students Identifying as Latinx- Nosotros También Importamos*. Indiana Student Affairs Association Conference. Indianapolis, Indiana.

PROFESSIONAL ASSOCIATIONS

ACUI | ACUI: Advancing Campus Community
 NACA | National Association for Campus Activities
 NODA | Association for Orientation · Transition · Retention

2018 – Present
 2016 – Present
 2017- 2019

LILLIAN GRAYCE HOGAN

CONTACT INFORMATION

lghogan@indiana.edu
Bloomington, IN
LinkedIn handle: lillianhogan

INDIANA UNIVERSITY BLOOMINGTON, IN

May 2020
Master's of Science in
Education, Higher Education
and Student Affairs

December 2016
Bachelor of Arts, Psychology
Minors: Animal Behavior and
Counseling

PUBLICATION

NASPA Gender and Sexuality
Knowledge Community - The
White Paper Spring 2019

*A Call for the Development of a
Queer-Lesbian Student
Development Theory*

CERTIFICATION

American Red Cross
Adult and Pediatric CPR/AED
Credential ID: GY2SVW
Expires June 2021

PROFESSIONAL EXPERIENCE

Indiana Memorial Union
Graduate Building Manager May 2019-Present

- Supervise and manage scheduling for a team of 5 full-time students and 3 community members
- Patrol the 500,000 square foot building on a regular basis and check-in on renovation projects
- Communicate between departments within the building and attend all relevant meetings
- Remain on call for emergencies and covering shifts
- Review and submit payroll to administrative services on a biweekly basis
- Lead the hiring process for all new team members

LGBTQ+ Cultural Center
New Student Orientation Intern June-July 2019

- Created an inviting table display to welcome incoming students to campus
- Attended daily sessions to answer questions from orientation attendees
- Represented the center in a professional and engaging manner

Hamilton Lugar School of Global and International Studies
Career Services Intern January 2019-May 2019

- Co-instructed the Global Leaders and Professionals weekly course
- Coordinated with mentors of 12 career cohorts to connect students with potential employers
- Served on an Scholarship Awards Committee to provide \$3,500 for students participating in internships abroad

Office of Student Conduct
Graduate Hearing Officer August 2018-May 2019

- Maintained a detailed log of 200+ independent judicial student conferences
- Facilitated 6 academic integrity and 12 internet usage sanctioned seminars detailing university policies
- Knowledgeable of university code and FERPA regulations
- Participated in a search committee for a newly created Assistant Director position

LILLIAN GRAYCE HOGAN

PRESENTATIONS

Queer – Lesbian Development Theory: The influence of external and internal factors to the process of sexual identity development

- March 2020 - Atlanta, GA
Association of College Unions International (ACUI)
National Conference
- Nov 2019 - Cincinnati, OH
Association of College Unions International (ACUI)
Region VI Conference
- Oct 2019 - Bloomington, IN
Indiana Student Affairs Association (ISAA)
State Conference
- April 2019 - Bloomington, IN
CRRES Graduate Student Research Symposium

Queer Students Navigating the Academy: LGBTQ+ Mentoring Practices at IUPUI

- Dec 2019 - Bloomington, IN
Environmental Theory and Assessment
Class presentation with Z. Lynn, R. Scherzer, B. Murphy, and G.R. Lemus

DREAMing in the Modern Era: Undocumented College Students

- Oct 2018 - Indianapolis, IN
Indiana Student Affairs Association (ISAA)
Poster Presentation with K. Connelly

Residential Programs and Services

Office Services Assistant September 2017-August 2018

- Redacted sensitive information from police reports in Adobe weekly and assigned out cases to 6 hearing officers
- Planned appeal hearings by preparing all files and coordinating with faculty and student campus partners for staffing
- Created a manual for the Advocate system which was distributed to 14 residence halls

VOLUNTARY EXPERIENCE

Outreach

Programming Committee Chair December 2019-February 2020

- Hosted weekly meetings to keep committee of 3 on track
- Coordinated social programming throughout 3 day event for 50 attendees
- Relayed decisions to Outreach Directors for final say

Student Personnel Association

Director of Programming December 2018-November 2019

- Attentively attended bi-weekly board meetings
- Planned and marketed professional development and social events to promote bonding among the 67 students
- Culminated a social media presence through the #SPARecommends event series on Facebook

RESEARCH EXPERIENCE

Computational Cognition and Learning Lab

Communications Assistant June 2018-December 2018

- Communicated with up to 20 community families weekly via email and phone to encourage participation
- Managed communication between 7 lab staff to ensure shared information was accurate
- Recorded outreach history and related notes in team logs

Research Assistant

May 2015-August 2016

- Conducted dozens of experiments independently
- Prepared presentations in the form of PowerPoints and posters on research within and outside the lab for team meetings
- Attended weekly staff meetings on lab updates, project statuses, and to view presentations

AUTUMN KEARNEY

Learner • Achiever • Input • Significance • Focus

248-312-9109 | autumn.kearney7@gmail.com

EDUCATION

Master of Science in Education in Higher Education and Student Affairs Certificate in Institutional Research

Indiana University, Bloomington, IN

Awards: Elizabeth A. Greenleaf Fellowship 2019

Expected May 2020

Expected May 2020

Bachelor of Science in Speech Pathology and Audiology

April 2016

Western Michigan University, Kalamazoo, MI

Awards: Best Undergraduate Thesis Presentation 2016

Lillian Love Award of Excellence 2014

RELATED EXPERIENCE

Graduate Supervisor for Academic Programs

July 2018 – Present

Indiana University, Residential Programs and Services (RPS)

- Oversee a cooperative living program serving 47 students from low socioeconomic backgrounds, promoting increased access to higher education and persistence to degree completion through lower cost housing and support.
- Collect and analyze data used to evaluate the effectiveness of thematic communities across campus as part of a longitudinal survey of student learning and satisfaction in the residence halls.
- Advise thematic community leadership across five buildings to improve communication among RPS administration and individual residence hall communities.
- Supervise and facilitate growth among seven undergraduate students which produced documented gains in their understanding and practice of well-being and civic engagement during the 18-19 academic year.
- Use Excel and Canva to develop and share monthly reports that have increased community buy-in for residence hall programs.
- Manage a student government budget of \$2,000 and an academic programs budget of \$6,000.
- Utilize Salesforce, a customer relationship management (CRM) tool to communicate messages between RPS and on-campus residents.
- Respond to emergency calls in an on duty rotation that includes four residence halls and over 2,000 students.

Graduate Intern

October 2019 – Present

Indiana University, Office of Admissions and IU College Advising Corps

- Support the IU College Advising Corps program director and four advisers with training initiatives, professional development, and 1-1 meetings by sharing insights from personal experience and developing new materials.
- Conduct four engaging admissions presentations per month to groups of 40-75 prospective students and their supporters using a warm and welcoming tone.
- Benchmark ongoing admissions practices within the Big Ten where resulting information is used to develop events that promote matriculation.

Graduate Assistant for Student Success

May – July 2019

Indiana University, University Division

- Participated in a four-week training program to absorb curricula across 16 schools and hundreds of academic programs, resulting in a deep understanding of the academic skills students need to complete college.
- Advised 229 new and transfer students on their academic options based on their interests and school policies.
- Interpreted academic policies from IU's 16 schools and discussed them with students in order to facilitate understanding.
- Recorded detailed notes on each student interaction, fostering transparency and continuity in communication with students.
- Collaborated with three advisers to create a new adviser training course through Canvas.

Excellence Academy Practicum Student

January – May 2019

Indiana University, Athletics

- Designed and administered a survey tool used to assess student growth in the Elite Leaders student-athlete program.
- Organized two county-wide events in partnership with local public schools to encourage childhood literacy.
- Served as a liaison between student-athletes and professional staff to design and market four leadership workshops.
- Developed and disseminated monthly reports detailing student learning among freshmen athletes that provided direction for the athletics department first-year curriculum.

College Adviser

July 2016 – July 2018

Michigan College Access Network

- Served within the AdviseMI AmeriCorps program at Plainwell High School.
- Advised more than 600 upperclassmen on their college options through thousands of group and individual meetings, ensuring that students enrolled in postsecondary programs that would meet their needs.
- Pulled in community partners to implement sustainable programming that supported Michigan College Month and National College Decision day.
- Increased FAFSA completion rates from 70% in 15-16 to 80% in 16-17 through individual encouragement and incentives.
- Developed and provided activity-based presentations to grades 7-12 on college readiness topics that promoted a college going culture throughout the school district.
- Collaborated with a team of four to win a \$25,000 grant that allowed Plainwell to better prepare students for college.
- Selected to represent the AdviseMI program at the state level as the LeaderCorps representative, enhancing communication between the state and the 56-member AdviseMI cohort through hosting virtual office hours.
- Tracked and communicated student demographic and post-high school data which was used to inform a strategic plan.

OTHER EXPERIENCE

Journal Co-Editor

October 2018 – Present

Journal of the Indiana Student Personnel Association (SPA)

- Lead and engage the IU SPA journal review board of 20 graduate students as they peer review journal submissions.
- Solicit submissions to the journal through online communication with alumni and current students.
- Copy-edit 10 to 15 research articles, design the journal cover, and market the journal's annual issue.
- Collaborate with two other editors to manage submissions, train the review board, and communicate with authors.
- Recruit, interview, appoint, and train two new editors for the 2020 SPA journal, expanding the editor ranks to include a PhD student for the first time.

Graduate Student Instructor

January – March 2019 and 2020

EDUC-U450 Foundations of Residential Leadership (2 cr.)

- Teach eight-week courses to 25 undergraduate students who are applying for student staff positions with residence life.
- Facilitate activities around the topics of social identity, leadership styles, program planning, and conflict management.
- Work with a co-instructor to grade coursework and provide students with timely, developmental feedback.

COMMITTEE WORK

Residential Curriculum Assessment Committee

September 2018 – Present

Indiana University, Residential Programs and Services

- Build the capacity of residential life staff to assess curricular initiatives through training and resource dissemination.
- Lead a team of five in writing a grant proposal that would allow for increased assessment resources for staff.
- Integrate assessment into training initiatives through strategic partnership with stakeholders.
- Use Excel, Qualtrics, and SPSS to analyze and distribute data related to the newly implemented residential curriculum.

Postsecondary Advisory Committee

September 2016 – June 2018

Plainwell High School

- Facilitated meetings of the 11-member committee resulting in a budding college going culture with the school district and buy-in from district administrators.
- Presented data-focused program overviews at a school district board meeting and high school staff meeting.
- Created and completed two action plans using postsecondary outcomes data to ensure all students were college ready.

SELECTED PRESENTATIONS AND PUBLICATIONS

Kearney, A. (2019). *The power of introverts*. Education session presented at the Great Lakes Association of College and University Residence Halls (GLACURH) Regional Leadership Conference, Bloomington, IN.

Kearney, A. (2019). Rural transition theory: A theory for rural midwestern students moving to college. *Journal of the Student Personnel Association*, 35–45. Retrieved from <https://spa.education.indiana.edu/journal/Rural-Transition-Theory-1.pdf>

Kearney, A., & Scherzer, R. (2018, October). Understanding and supporting undergraduate students from low socioeconomic status backgrounds. Poster session presented at the Indiana Student Affairs Association Conference, Indianapolis, IN.

Dixon, S.S., & Kearney, A. (2018, May). Trends in college advising. Presented at the Michigan College Access Network Higher Education Advisory Board Quarterly Meeting, Lansing, MI.

Kearney, A., "Exploring the impact of globalization on linguistic culture" (2016). Honors Theses. 2725. https://scholarworks.wmich.edu/honors_theses/272

Tabitha (Tabs) Lannom

she/her/hers | Bloomington, IN | [linkedin.com/in/tabithalannom](https://www.linkedin.com/in/tabithalannom)

EDUCATION

Indiana University Bloomington (IUB)

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

Bloomington, IN

Expected: May 2020

Indiana University-Purdue University Indianapolis (IUPUI)

Bachelor of Science- Forensic and Investigative Sciences

Indianapolis, IN

May 2018

Bachelor of Arts- Chemistry

May 2018

Minor- Biology

RELEVANT EXPERIENCE

Student Engagement Graduate Assistant

August 2018 – Present

Center of Excellence for Women & Technology | IUB

Bloomington, IN

- Advise and provide daily supervision to 6 undergraduate interns on the Outreach Team
- Assist with the hiring, training, and performance evaluation of Outreach interns
- Serve as the Assistant Instructor and provide mentorship to 60 first- and second-year students in our for-credit Research Experience for Undergraduate Women program
- Lead the Graduate Women & Technology Team to increase involvement and provide community for graduate affiliates
- Provide leadership development opportunities, and ongoing training to 45 undergraduate interns
- Foster a welcoming and empowering community to promote a sense of belonging for all 45 interns
- Assist with the coordination and facilitation of events with 30 – 200 participants
- Collect, analyze and interpret data from evaluations and surveys to assess the effectiveness of programs and events

Online Training Development Lead Intern

September 2019 – Present

University Division Academic Advising | IUB

Bloomington, IN

- Lead a collaborative team of 4 graduate students to develop an online training course for academic advisors to supplement their onboarding process to IU
- Benchmark online advisor training programs from similar institutions to identify best practices in online training
- Align advisor learning outcomes and training material with NACADA Core Competencies

New Student Orientation Student Success Graduate Advisor

May 2019 – July 2019

University Division Academic Advising | IUB

Bloomington, IN

- Advised over 400 incoming undergraduate students to first semester course planning and major selection
- Engaged in purposeful discussions with students from diverse backgrounds to help them identify interests, values, and academic skills to inform their decisions during the advising session
- Taught students how to navigate academic resources and university systems for registration and course planning
- Communicated accurate information to students about policies, procedures, and major and degree requirements
- Evaluated over 100 transfer students' test scores and transfer credit to recommend appropriate courses and programs
- Maintained accurate, detailed, and confidential records of orientation advising interactions in accordance with FERPA

Summer Orientation Graduate Advisor

May 2018 – August 2018

Academic and Career Development | IUPUI

Indianapolis, IN

- Advised incoming first-year students in the Purdue School of Science, IU School of Nursing and Kelley School of Business on which courses to enroll in considering their placement scores, individual preferences, and incoming credit
- Prepared individualized folders with information about academic advising, campus resources, relevant degree maps, degree requirements and applicable scholarship requirements for each student

Lead Peer Advisor

August 2016 – May 2018

Academic and Career Development | IUPUI

Indianapolis, IN

- Coordinated the Peer Advisor (PA) program with 2 other Lead PAs and the support of the Assistant Director
- Developed monthly reports with qualitative and quantitative data to assess the impact of the PA program on achievement of departmental goals and accessibility to students
- Provided low-level advising services on a drop-in basis to undergraduate, transfer and non-degree seeking students
- Liaison for the Office of Student Employment by assisting students with career resources and self-assessments
- Lead weekly meetings to keep peer advisors up to date with policy changes, procedures, and departmental updates
- Assisted with the recruitment, review, interviewing, onboarding, and daily supervision of peer advisors

ADDITIONAL EXPERIENCE

Conference Management Team Grad Staff

January 2019 – May 2019

Association of College Unions International (ACUI)

Bloomington, IN

- Managed, communicated with and provided on-site support for 240 Annual Conference education session presenters
- Coordinated with presenters to gather and upload presentations and contact information to our conference app
- Utilized Microsoft Access and Excel to manage schedule changes, organize presentations, and monitor presenter needs

Students Taking Academic Responsibility (STAR) Mentor

January 2015 – May 2018

Academic and Career Development | IUPUI

Indianapolis, IN

- Mentored first time academic probation or reinstated students to support their academic and personal success
- Fostered purposeful relationships centered around accountability, goal setting, and an understanding of the student's background, personality, culture, and ambitions

Summer Academy Mentor

May 2016 – August 2016

TRIO Upward Bound | IUPUI

Indianapolis, IN

- Mentored and developed trusting relationships with low-income high school students who were soon-to-be first-generation college students
- Co-instructed the *Intro to Forensic Science* course that mimicked the structure and intensity of collegiate coursework
- Evaluated assignments, laboratory notes and verbal contributions of 16 individual students
- Built rapport with students through group activities that increase engagement and enhance the sense of community

OTeAM Student Orientation Leader

May 2014 – August 2014, May 2015 – August 2015

Office of Student Orientation Services | IUPUI

Indianapolis, IN

- Welcomed over 3,800 students, along with their parents and guests, through one- and two-day orientation programs
- Provided a peer perspective and answered questions from incoming STEM students about program requirements, research opportunities, and campus culture
- Served as a first-year seminar mentor for 25 first-year students to assist with their transition to college during the fall semesters

COMMITTEE & PROFESSIONAL ORGANIZATION MEMBERSHIP

Journal of the Student Personnel Association (SPA) at IUB – Journal Review Board

January 2020 – Present

NACADA: The Global Community for Academic Advising – Graduate Student Member

February 2019 – Present

University Graduate School Graduate Development Committee – Graduate Student Member

February 2019 – Present

HESA Outreach Volunteer Committee – Committee Chair

December 2019 – February 2019

TECHNOLOGY SKILLS AND EXPERIENCE

Extensive experience with the following software and platforms:

- AdRx – Student Self-Service Advising Records
- Canvas – Course Management System
- Canva – Graphic Design Platform
- EAB Student Success Collaborative Campus
- Eventsential – Conference Management App
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- OnBase – Document Storage Software
- PeopleSoft Student Information System
- Project Management Tools – Google Suite, Airtable, Trello, Asana, Slack, Box, OneDrive
- Social Media – Facebook, GroupMe, Instagram
- Qualtrics – Survey Software

PRESENTATIONS

Ducret, V., Fuentes, A., Lannom, T., Mendez, J., Sollberger, C. (2019, December) *Examining the Experiences of Biracial Students in Historically White Greek Letter Organizations*. Group Assessment Project Symposium, Bloomington, IN.

Lannom, T. (2019, August). *Understanding Bias and Microaggressions*. CEW&T Student Leadership Retreat, Bloomington, IN.

Lannom, T. (2019, March). *Digital Tools to Survive Grad School at IU*. Center of Excellence for Women & Technology Summit, Bloomington, IN.

Fish, A., Oldfield, E., Lannom, T., Perry, S. (2019, April). *International Students and the Misconduct Process*. Promising Practices Report, Bloomington, IN.

Lannom, T., Perry, S. (2018, October). *Navigating the New Norm: Evaluating the Increasing Prevalence of Anxiety and Depression in College Students*. Indiana Student Affairs Association Annual Conference, Muncie, IN.

Lannom, T. (2018, May). *Leveraging Peer to Peer Interactions in Academic and Career Advising*. EDGE Conference on Integrated Career and Academic Planning, Indianapolis, IN.

Zach Lynn

He/Him/His | zacharylynn89@gmail.com | Bloomington, IN | linkedin.com/in/zachlynn

EDUCATION:

Indiana University | Bloomington, IN

Expected May 2020

Master of Science in Education, Higher Education & Student Affairs

Missouri Baptist University | St. Louis, MO

May 2014

Bachelor of Music Education

Southwestern Illinois College | Belleville, IL

May 2010

Associate in Fine Arts - Music Education

PROFESSIONAL EXPERIENCE:

Indiana University

Bloomington, IN

Graduate Supervisor

July 2018 - Present

- Directly supervise 8 undergraduate student staff members through weekly one-on-one and staff meetings, semesterly formal evaluations, and continuous goal and growth opportunities
- Collaborate with a leadership team responsible for the management and administration of a residence hall housing 550 undergraduate students
- Adjudicate low and mid-level policy violations and provide restorative learning through formal conduct hearings
- Recruit, select, and train RAs on community building, crisis management, and bias response intervention
- Serve on an area on-call duty rotation responding to emergency situations, encompassing 6 residence halls housing approximately 5000 students
- Advise a student government of 10-15 to develop skills in community building, budgeting, and event planning and management
- Counsel a thematic community to foster peer-to-peer learning and self-governance related to the health sciences

The New School

New York, NY

ACUHO-I Student Life and Housing Liaison

May 2019 - July 2019

- Assisted with student registration, move-in & out procedures, and 2 family and 4 student orientation events
- Communicated student attendance, medical, and conduct concerns with summer leadership, faculty, & housing staff as needed
- Met with students individually to address concerns on attendance, academic performance, or conduct and followed-up in-person as necessary to ensure resolution
- Participated in on-call and “in loco parentis” capacities including the transport of students to medical facilities

ACUI: Advancing Campus Communities

Bloomington, IN

Conference Management Practicum Student

December 2018 - April 2019

- Managed all the conference hotel and registration email outreach and data collection
- Championed the implementation of all on-site conference registration procedures and customer service initiatives by training volunteers and overseeing registration packet pickup
- Planned and executed final checks on conference reservation spaces and met/greeted presenters
- Coordinated the operation of all off-site conference tours and events by confirming registrations, gathering participants, and organizing transportation

Zach Lynn

He/Him/His | zacharylynn89@gmail.com | Bloomington, IN | linkedin.com/in/zachlynn

Interlochen Arts Academy

Residence Hall Coordinator

Interlochen, MI

August 2014 - May 2018

- Oversaw community development, problem-solving, and administrative responsibilities for 7 residence halls
- Supervised, selected, and trained 27 student staff
- Co-advised Student Government and Student Leadership Focus Groups
- Adjudicated mid-level disciplinary incidents and policy violations
- Constructed and established a wellness curriculum themed around diversity and inclusion
- Provided live-in and on-call responsibilities, crisis management, and conflict resolution
- Redesigned and managed the summer storage program for returning students

Interlochen Arts Camp

Camp Division Unit Leader/Lifeguard/Counselor

Interlochen, MI

June 2012 - August 2016

- Advised 40 professional staff on proper camp procedures while fostering positive rapport
- Collaborated with the Education Office to monitor and evaluate student attendance trends
- Conducted weekly meetings to discuss community building expectations and progress of goals
- Planned and implemented activities such as arts and crafts, skill-building, and outdoor sports
- Observed activities and enforced all policies and procedures pertaining to aquatic areas

Joffrey Ballet School

Resident Advisor

New York, NY

June 2015 - August 2015

- Ensured student's safety and responded to emergent situations in a responsible and compassionate manner
- Organized and facilitated student interactions through educational activities across the city
- Provided live-in and on-call responsibilities for five residential complexes across the city

PROFESSIONAL MEMBERSHIP:

ACPA: College Student Educators Intl. (ACPA)	<i>August 2018 - Present</i>
Student Affairs Administrators in Higher Education (NASPA)	<i>August 2018 - Present</i>
Assoc. of College and University Housing Officers - Intl. (ACUHO-I)	<i>August 2018 - Present</i>
ACUI: Advancing Campus Communities (ACUI)	<i>August 2018 - Present</i>

COMMITTEE AND COMMUNITY INVOLVEMENT:

Indiana University

Graduate/Professional Staff Training Committee - <i>Member</i>	<i>August 2019 - Present</i>
Logistics Committee - <i>Member</i>	<i>August 2019 - Present</i>
Student Staff Selection Committee - <i>Member</i>	<i>August 2018 - May 2019</i>
Student Personnel Association at IU (SPA@IU) - <i>Treasurer</i>	<i>December 2018 - December 2019</i>

PRESENTATIONS:

Hogan, L., Lemus, G., **Lynn, Z.**, Murphy, B., & Scherzer, R. (December 2019). *Queer students navigating the academy: LGBTQ+ mentoring practices at IUPUI*. Presented at Indiana University.

Lynn, Z. (April 2019). *Transfer students: A career services intervention*. Presented at the Indiana University School of Education Career Counseling Symposium. Indiana University.

Lynn, Z. & Pellegrino, D. (October 2018). *An Analysis of Transfer Students*. Presented at the Indiana Student Affairs Conference. Butler University.

KATHERINE MCCLURE

klmcclore94@gmail.com | (847) 337-3034

EDUCATION

Indiana University

May 2020

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

Northwestern University

September 2017-April 2018

- Two courses in Higher Education Administration and Policy

University of Wisconsin-Madison

August 2013-December 2016

- B.A. in International Studies and East Asian Studies
- Study Abroad: CIEE Intensive Chinese Language, Peking University; UW Environmental History of China

COURSEWORK

Comparative Higher Education

- Final paper title: Access and success of ethnic minorities in Chinese higher education

Comparative Education II

- Final paper title: Comparing K-12 education in a post-annexation Crimea

Financial Issues in Higher Education

- Final paper title: International student enrollment and budgetary challenges

RELEVANT EXPERIENCE

Office of International Services – *Indiana University*

Graduate Assistant

August 2018-Present

- Applied guidance from the F-1, J-1, and H1-B chapters of the NAFSA Advisor's Manual in the observation of appointments and discussing grey areas within the regulations with advising directors
- Present information sessions to 10-75 students on the Optional Practical Training process, answering students' questions, and reviewing their OPT applications
- Present J-1 Scholar orientation, ensuring the presentation and post-arrival materials meet federal regulations
- Monitor new regulation regarding public charge, creating benchmark materials of how other universities are communicating these changes and proposing changes to the OIS website
- Provide preliminary feedback on trends amongst Information Science students with multiple CPT authorizations
- Shadow scholar advisors to learn how they perform various duties within SEVIS and *sunopsis*, interpret complex federal immigration regulations, and work with federal entities

Department of State – *EducationUSA Ukraine*

Collegiate Experience Intern

August 2019-Present

- Hold information sessions ranging from choosing a university, the college application process, cultural transitions, to American campus life
- Provide selection feedback on prospective EducationUSA participants, scholarship recipients, and conference attendees
- Conduct an Instagram takeover, introducing students to a typical day at an American university, highlighting the best of Indiana University and its resources
- Edit Ukrainian students' admissions essays, providing feedback on grammar, structure, and argument
- Conduct a book club focused on building students' reading and speaking skills, while choosing books aimed at exposing students to a variety of world literature

University Division – *Indiana University*

New Student Orientation Student Success Graduate Assistant

May 2019-August 2019

- Guided student in assessing their interests, values, and academic skills in relation to first term course planning
- Provided students with accurate information about major requirements, general degree requirements, general education requirements, and academic policies and procedures
- Evaluated students' test scores and academic records (high school and college) and recommended appropriate courses based upon that evaluation in consultation with the student

KATHERINE MCCLURE

Chinese Flagship Program – Indiana University

Outreach and Recruitment Coordinator

August 2018-June 2019

- Effectively managed the program's recruitment and outreach activities, including classroom talks, tabling, and other presentational events
- Planned Chinese language and culture activities for local elementary, junior high, and high school students
- Responsible for the creation and strategic distribution of recruitment materials such as postcards, posters, and flyers
- Assessed the program's recruitment activities to be included in the coming year's grant proposal
- Oversaw the work of 8 student ambassadors

CareerBuilder Employment Screening

Verification Specialist

September 2017-July 2018

- Acted as a resource for employee questions on our new calling and reporting computer system, identifying whether problems were based on user error or a technical issue
- Verified applicants' employment and education through investigation
- Conducted interviews with references to ascertain applicants' job performance
- Edited and approve other specialists' work to ensure consistent quality for our clients
- Identified user and technology issues and suggest appropriate solutions

College of Letters and Sciences Academic Advising Services – UW-Madison

Student Orientation, Advising, and Registration Peer Adviser

June-September 2016

- Connected students with the resources and offices to fit their academic and extracurricular interests
- Educated students on the College of Letters and Science graduation requirements
- Introduced students to the tools crucial for searching and enrolling in classes
- Advised students on appropriate classes for their academic and personal interests
- Assisted professional advisers with administrative tasks

L&S Career Services – UW-Madison

Peer Ambassador Intern

August 2015-May 2016

- Established a foundation for the ever-growing Career Peer Ambassador program
- Collaborated with a team of 16 diverse individuals to establish a brand and foundation for the new Career Peer Ambassador program
- Presented to over 1,500 students in campus-wide events and directed to appropriate career resources to support their professional goals
- Presented the value of the Letters and Science Career Development course to classes of over 200 students

BIOFARM – Shanghai, China

Ambassador Intern

June-August 2015

- Edited English website and directed farm tour
- Researched viable customers to market products
- Designed and planned an overnight camp for children ages 9-11
- Created a marketing project for local high school students and participated in judging

PRESENTATIONS

McClure, K. & Mendez, J. (2020, February). **Creating ambassadors of advocacy**. Presentation at the Bloomington Academic Advisors Council conference. Indiana University.

McClure, K. & Ducret, V. (2018, October). **Supporting international students' academic and social success**. Poster presentation at the Indiana Student Affairs Association conference. Butler University.

EXTRACURRICULAR ACTIVITIES

Student Personnel Association Journal

November 2018-Present

Review Board Member

Conversation Partners Program

Fall 2018, Fall 2019

English Partner

Jose David Melendez

StrengthsQuest Top 5: Individualization, Strategic, Restorative, Input, Futuristic

Phone: 786-227-4635 | E-Mail: chief.josedavid@gmail.com

Education

Indiana University (IU) – Bloomington, IN

Expected May 2020

Master of Science in Higher Education and Student Affairs

Florida International University (FIU) – Miami, FL

December 2017

Bachelor of Science in Communications, and Sociology

Professional Experience

Indiana University, Residential Programs & Services (RPS)

(August 2018 – Present)

Graduate Supervisor, Read Residence Center

- Supervise and evaluate 9 Resident Assistants (RAs) to ensure that daily building operations are running productively, in order to promote a welcoming learning environment for a hall community of approximately 1,000 first-year students
- Advise and train 18 RAs through individual/staff meetings on conflict management and policy enforcement to ensure the safety of the building community, and aspects of student development theory to help students grow holistically
- Guide student staff on the implementation of RPS' residential curriculum model through program development and logistical planning, in order to develop impactful engagements that align with the curriculum's 4 learning outcomes
- Advise the in-center student government by evaluating goals/action items for the academic year that aim to build an enthusiastic community, engagement across differences, and oversee expenses within a \$10,000 budget
- Advise the Performing Arts Thematic Community by guiding the Chair of the board through logistical planning of events, team management, leadership development, and overseeing expenses within a \$15,000 budget
- Serve as a conduct hearing officer, and conduct board advisor, with the aim of guiding students through the educational/reflective experience of the conduct process in order to uphold policies and prevent future violations
- Serve over 2,500 residents across 5 residence halls during a weekly on-call rotation to manage emergency/crisis situations such as access malfunctions, medical transports, and substance abuse, through a student-centered approach
- Assist RPS' selection efforts in the hiring of professional staff & student staff by evaluating and interviewing applicants

Indiana University, Office of Sorority & Fraternity Life

(November 2018 – Present)

Special Projects Intern / Leadership, Prevention, & Wellness Educator

- Facilitate Fraternity & Sorority (FS) 101 and 201 presentations to emerging Greek leaders to enhance their understanding of what it means to be a part of the Greek community and to highlight their own organization's values
- Research Greek life history from all 4 Greek councils at IU in order to highlight 175 years of community impact
- Develop an online document database through a shared Box Storage platform that will allow chapters to be more involved in the archive process by actively providing and preserving historical chapter documents

The University of Texas at San Antonio, Orientation & Family Programs

(May 2019 – July 2019)

NODA Graduate Intern

- Co-Led the Family Orientation program by providing welcoming customer service, overseeing the holistic flow of the program, and collaborating with various campus departments to deliver university information to over 1,000 guests
- Advised and co-supervised 32 student staff (4 student coordinators, and 28 orientation leaders) on professionalism and customer service practices, to ensure that orientation is a quality experience for over 2,500 students
- Monitored the logistics of the Downtown Orientation program by organizing materials, reviewing and updating the working schedule of the program, and assisting students with academic course registration to ensure the track's success
- Assessed the 2019 Family Orientation program by reviewing feedback forms from guests, and revised data collection methods by creating structured Excel sheets with processing formulas, and easier-to-read data presentation tables

Facilitation & Instruction Experience

Indiana University, Office of Sexual Violence Prevention & Victim Advocacy

(September 2018 – Present)

Graduate Health Educator, Step Up IU!

- Facilitate 2-hour trainings on bystander intervention, drug & alcohol awareness, consent, and mental health to 2nd year Greek members and interested organizations in order to promote IU's "Culture of Care" initiative
- Challenge rising Greek leaders to think about how privilege, power, and oppression is either perpetuated or dismantled in their organizations in order to instill more socially responsible leadership within the community
- Advocate for responsible student practices and educate students about campus resources to support their educational success, holistic development and continued growth of the Greek community

Indiana University, U450: Foundations of Residential Leadership Course

(January 2020 – Present)

Co-Facilitator

(January 2019 – March 2019)

- Facilitate learning for two sections of a credit-based undergraduate leadership course, that is required as a part of RPS' student staff selection process
- Grade and provide feedback to 12 students in the Spring 2019 section, and 8 students in the Spring 2020 section, on their coursework, interpersonal team dynamics, course reflections, and course engagement
- Facilitate class activities to assist in exploring the varying skills needed for student leader positions in the residence halls by assisting in the understanding of student development theory and working with a diverse group of students

Indiana University, F255: Human Sexuality Course

(August 2019 – December 2019)

Co-Facilitator

- Guided group discussions with 7 undergraduate students to help process the different dimensions of human sexuality, with the aim of facilitating personal development, and holistic understanding of course material
- Monitored the progress of students in the class through the evaluation of papers and discussion engagement

Emory University, Break Away's Active Citizenship Schools (ABCs)

(June 2016 & 2018)

Site Leader

- Facilitated dialogue on social justice, equity, & inclusion issues related to poverty/wealth gaps to a group of 10 undergraduate students from across the country through service learning and daily debrief sessions
- Facilitated group reflections after each day of community service to help participants internalize the lessons that they experienced, resulting in an increase in group discussion engagement each passing day of service
- Guided group discussion that examined the influence of privilege, power, and oppression on poverty/wealth gaps

Florida International University, Orientation & Family Programs

(January 2017 – January 2018)

Peer Advisor

- Engaged groups of 10-20 incoming first-year students through campus tours, drug/alcohol awareness, diversity training, college-life live skits, and campus resource presentations to facilitate a seamless transition into college
- Delivered affirmation to over 2,150 family members/guests through candid conversations about college life which resulted in greater trust with the choice in school through a more personal Peer Advisor/family connection
- Collaborated with faculty and advisors through informational sessions designed to advise over 8,500 incoming students through academic programs and class selection questions/concerns

Professional Development/Associations

- Phi Delta Theta Fraternity, Florida Kappa Chapter (ΦΔΘ) (Fall 2016 – Present)
- National Association of Student Personnel Administrators (NASPA) (Fall 2017 – Present)
- NASPA Graduate Associate Program (GAP) (Fall 2019 – Present)
- NASPA Undergraduate Fellows Programs (NUFP) (Fall 2017 – Fall 2018)
- National Orientation Directors Association (NODA) (Fall 2018 – Fall 2019)
- Mental Health First Aid Certification (Spring 2020)

Indiana University, Student Personnel Association (SPA)

(Fall 2018 – Fall 2019)

Vice President

- Coordinated all aspects of the Higher Education & Student Affairs (HESA) 2019 Hooding Ceremony by managing event logistics and a \$1,500 budget, to ensure a successful ceremony for 55 graduating master's & doctoral students
- Lead the HESA Outreach Hospitality Committee as Chair through logistical planning and task delegation in order to ensure a welcoming experience for prospective HESA Master's students visiting in early Spring

Select Presentations

Connelly, K., Garcia, J., **Melendez, J. D.**, Neely, E., and Woodruff, D., (2019, December). An assessment of Groups Scholars students living in the off-campus residential setting. 2019 Group Assessment Symposium. Bloomington, Indiana

Melendez, J. D., (2019, September). Adelante con fuerza! Combating imposter syndrome. IU Latinx Freshman 2019 Retreat. Bloomington, Indiana

Anwar, M., Goudin, J., **Melendez, J. D.**, Mowlid, L., and Ramirez, J., (2019, March) Life as a NUFP: What's our story? NASPA Annual Conference 2019. Los Angeles, California

Cuevas, A. J., and **Melendez, J. D.**, (2018, October) First-generation students: Examining the influence of resources on the collegiate experience. Indiana Student Affairs Association (ISAA) 2018 Conference. Indianapolis, Indiana

Melendez, J. D., (2017, March). SROW me how you communicate: Speaking from the heart. NODA Region VI 2017 Conference. Statesboro, Georgia

Andrew P. Moffa

apmoffa@iu.edu • 609-402-5247
Bloomington, IN

EDUCATION

Indiana University | Bloomington, IN | Expected May 2020

M.S.Ed., Higher Education & Student Affairs | GPA: 4.0

Villanova University | Villanova, PA | May 2016

B.A., Communications | Minors: Education and Peace & Justice | *Magna Cum Laude* | GPA: 3.85

EMPLOYMENT

Center for Service & Learning, Graduate Assistant | Aug. 2018 - Present

Indiana University-Purdue University Indianapolis

Advise twelve second-year students in the Bonner Leader Program; Create and facilitate biweekly trainings on topics including civic engagement, group dynamics, and the ethics of international service. Assist in organizing campus-wide days of service; Review and revise student workshops for the IMPACT National Conference on service, action, and advocacy.

Office of Sorority & Fraternity Life, Leadership and Wellness Educator | Oct. 2019 - Present

Indiana University Bloomington

Facilitate educational workshops related to bystander intervention, safer alcohol use and leadership development for sorority and fraternity chapters; Assess and provide feedback on student engagement.

Office of Transition & Engagement, NODA Intern | Summer 2019

Texas Tech University

Supervised staff of sixty student orientation leaders and coordinators; Oversaw the logistics and program management of over twenty orientation sessions for new and transfer students; Assessed student orientation leader program using a questionnaire.

Excellence Academy, Athletics Practicum | Spring 2019

Athletic Department, Indiana University Bloomington

Facilitated student-athlete leadership programs focused on developing practical skills in a team environment; Worked in a team to plan and organize a student-athlete career fair; Contributed to the marketing strategies of student organizations geared towards female student-athletes and black male student-athletes

Fulbright United States Program, English Teaching Assistant | July 2016 - July 2018

Hwasun Public High School, South Korea

Taught English language and conversational English in South Korean public high school; Organized and moderated English Club and English Debate Club; Taught in Korean Bridge Initiative; Staff Editor of *Infusion*, Fulbright Korea Magazine; Director of Fulbright Korea KAMP (Korea Adolescent Mentoring Program).

Andrew P. Moffa

Office of Residence Life, Resident Assistant | Sept 2015 - May 2016

Villanova University

Resident Assistant to fifty-four sophomores in Service Learning residence hall; Created and implemented monthly community-building events; Facilitated roommate conflict resolutions; Wrote incident reports.

GRADUATE SCHOOL SERVICE

North American Interfraternity Conference: IMPACT | Group Facilitator | Indiana University | Feb. 2020

IUPUI Fall Alternative Break Program | Staff Advisor | Crossville, TN | Oct. 2019

Exodus Refugee Immigration Inc. | Volunteer | Indianapolis, IN | 2019 - 2020

IUPUI STAR Mentoring Program for Students on Academic Probation | Mentor | 2018 - 2020

Journal of the Student Personnel Association at IU | Review Board Member | 2018 - 2020

UNDERGRADUATE LEADERSHIP & SERVICE

LEVEL – Level the Playing Field, Office of Disability Services | Mentor/Tutor | 2012 - 2016

Freshman Leadership Learning Community | Facilitator | 2013 - 2016

Service Break Trips | Trip Leader | 2014 - 2016

The Villanovan | Assistant Sports Editor | 2012 - 2015

Villanova University Athletics | Student-Athlete Tutor | 2015 - 2016

Villanova University Men's Basketball | Student Manager | 2012 - 2014

PROFESSIONAL ASSOCIATIONS AND HONORS

ACPA: College Student Educators International

NASPA: Student Affairs Administrators in Higher Education

NODA: Association for Orientation, Transition, and Retention in Higher Education

Pi Lambda Theta: Education Honor Society

Coca-Cola Scholar: Class of 2012

PUBLICATIONS

Allen, S., Kearney, A., McClure, K., **Moffa, A.**, Oldfield, E., & Pellegrino, D. (2020). "Assessing the social climate for veteran and military students at Indiana University Bloomington."

Journal of the Student Personnel Association at Indiana University. (Forthcoming).

Co-Presenter. (2018). "Academic Challenges Facing Division I Student Athletes." Poster presentation at *Indiana Student Affairs Association (ISAA) Conference*, Indianapolis, IN.

SPECIALIZED COURSEWORK

TESOL Certification (Teaching English to Speakers of Other Languages) | June 2016

Social Justice Documentary | Wrote, filmed, edited documentary, *In Transition: Tony Chennault* | 2015
Student Academy Award Finalist

Study Abroad: Copenhagen, Denmark | Spring 2015

Study Abroad: Cape Coast, Ghana | Summer 2013

BRENNAN MURPHY

brennan-murphy@outlook.com ❖ (812) 219-4229

EDUCATION

Indiana University

School of Education

Master of Science in Education in Higher Education and Student Affairs

Certificate in Education Law

Bloomington, IN

August 2020

GPA: 4.00 / 4.00

College of Arts & Sciences

Bachelor of Arts in Theatre and Drama, with Departmental Honors

Certificate in Arts Management

May 2016

GPA: 3.99 / 4.00

IES Abroad

Theatre Studies Program

London, England

Fall 2015

HONORS

Cox Research Scholarship: full-ride (\$25,000/yr) scholarship for research and creative projects

Dean's List (Fall 2012–Spring 2016)

Phi Beta Kappa (ΦBK) Member

Theatre Circle Award (2016)

PROFESSIONAL EXPERIENCE

Office of Institutional Equity

Practicum Student

Indiana University, Bloomington, IN

January 2019–Present

- ❖ Designed and drafted reports for 2019 campus climate survey on sexual misconduct
- ❖ Reviewed online Title IX materials for all nine IU campuses for consistency and inclusivity
- ❖ Created assessment rationale for graduate student and Responsible Employee training modules

Residential Programs and Services

Graduate Assistant for the Hoosier Den

Indiana University, Bloomington, IN

July 2018–Present

- ❖ Fostered campus partnerships with Greek life, student organizations, and campus residents by providing activity spaces for events between two on-campus venues
- ❖ Directed staff of 14 student employees for late-night programming initiatives, allocating \$2,800 hospitality budget across 40+ employee-led programs per academic year
- ❖ Processed biweekly payroll approvals while troubleshooting for time punch discrepancies
- ❖ Developed 4-hr trainings on professionalism, emergency preparedness, and customer service
- ❖ Stimulated leadership through weekly one-on-one sessions with four management team members by evaluating students' progress toward self-defined goals as employees
- ❖ Monitored standards through corrective action, engaging students in formal action plans to address issues such as timeliness, professional communication, and ghost employment

IU Auditorium

Student Manager

Indiana University, Bloomington, IN

August 2014–August 2017

- ❖ Assessed patron needs to create relaxed, pleasant atmosphere for up to 3,200 patrons at events
- ❖ Supervised 30+ volunteer ushers at events, upholding a high standard of patron service

COMMITTEE EXPERIENCE

RPS Diversity Committee

Committee Member

Indiana University, Bloomington, IN

August 2018–Present

- ❖ Created diversity programs for undergraduate, graduate, and professional Residence Life staff
- ❖ Wrote guides on queer erasure and current queer politics for LGBTQ+ advocacy group
- ❖ Facilitated self-care workshop on meditation practices

BRENNAN MURPHY

brennan-murphy@outlook.com ❖ (812) 219-4229

STUDENT CONDUCT EXPERIENCE

Office of Student Conduct

Indiana University, Bloomington, IN

Sexual Misconduct Hearing Assistant

September 2019–Present

- ❖ Received 8+ hr training on preponderance of evidence; force/capacity/consent; sexual violence
- ❖ Supported parties in hearings as aide, watching for emotional distress and due process issues

Indiana University Supreme Court

Indiana University, Bloomington, IN

Associate Justice

May 2014–August 2016, May 2019–Present

- ❖ Served as student panelist on appellate hearings for over 50 student personal misconduct cases, including violations regarding drug/alcohol use, violence, arson, and campus trespass
- ❖ Worked with panels of students and faculty on academic misconduct hearings
- ❖ Arbitrated IU Student Government election disputes in full hearings

Foster Conduct Board

Indiana University, Bloomington, IN

Board Member

August 2012–May 2014

- ❖ Adjudicated an average of 40 misconduct cases per academic year from Foster Residence Hall
- ❖ Determined responsibility and crafted personalized action plans with 10+ board members

ACTIVITIES

Late Night Funding Board

Indiana University, Bloomington, IN

Board Member

August 2018–May 2019

- ❖ Coordinated funding for programs (up to \$3,000/event) with campus partners
- ❖ Evaluated program proposals for impact and submitted recommendations for improvement

National Lesbian and Gay Journalists Association

Indiana University, Bloomington, IN

Founding Member

September 2014–May 2016

PRESENTATIONS & RESEARCH

Hogan, L., Lynn, Z., **Murphy, B.**, Rodriguez Lemús, G., & Scherzer, R. (2019). *Queer students navigating the academy: LGBTQ+ mentoring practices at IUPUI* (presentation). Group Assessment Project Symposium; December 6, 2019; Bloomington, Ind.

Murphy, B. (2019). *Understanding and managing conflict* (presentation). Fall Residence Hall Student Government Leadership Retreat; September 8, 2019; Bloomington, Ind.

Fricke, J., & **Murphy, B.** (2018). *Trans* students and methods of support* (poster). Indiana Student Affairs Association Annual Conference; October 12, 2018; Indianapolis, Ind.

Murphy, B. (2016). *A concrete utopia: The call of authenticity and hope in gay verbatim theatre* (presentation). Association for Research in Theatre at IU Conference; March 25-27, 2016; Bloomington, Ind.

Jucan, I. (2016). *Anti-Grey* (performance). With **B. Murphy** (dramaturg), Mid-America Theatre Conference; March 17-20, 2016; Minneapolis, Minn.

Murphy, B. (2014). *Rediscovering Shakespeare through translations* (presentation). Association for Research in Theatre at IU Conference; December 12-13, 2014; Bloomington, Ind.

SKILLS

Computer Skills: Microsoft Word, PowerPoint, and Excel. Adobe Photoshop and InDesign.

Interpersonal Skills: Mediation certification.

Crisis Response Skills: Mental Health First Aid training. Emergency protocol development.

ETHAN OLDFIELD

EOLDFIEL@IU.EDU | Bloomington, IN

EDUCATION

Indiana University, Bloomington, Indiana

Expected May 2020

Master of Science in Education: Higher Education and Student Affairs

The Ohio State University, Columbus, Ohio

May 2018

Bachelor of Science: Middle Childhood Education

STUDENT AFFAIRS EXPERIENCE

Graduate Supervisor – Briscoe Residence Center

July 2018 – Present

Residential Programs and Services - Indiana University, Bloomington, Indiana

- Contribute to overall operations and administration of a residence hall occupied by 750 first-year residents
- Served on hiring committees that screen applications, interview candidates, and train full-time Office Services Assistants and Resident Assistants (RAs)
- Supervise and evaluate a diverse staff of 10 RAs, adjusting supervisory style to meet the needs of each individual student staff member
- Support RAs in their implementation of residential curriculum through self-directed learning opportunities, community meetings, intentional engagements, and workshops
- Serve as a Conduct Hearing Officer, adjudicating between 10-15 student conduct cases per semester
- Advise the Briscoe Student Government of 10 executive board members in program planning and addressing resident concerns
- Advise and assist the center Conduct Board in adjudicating student conduct cases
- Provide on-call duty support, assessing and responding to emergency situations for an area of over 4,000 residents for 2-3 weeks per semester
- Participate in Staff of Color Advocacy groups by engaging in discussions on how to better support staff of color within the department and taking action to improve the environment
- Follow-up on CARE Reports submitted on behalf of Briscoe residents facing challenges with mental health
- Serve as the CommUNITY Educator (CUE) liaison and assist in identifying themes regarding social justice within the building that can be addressed through the CUE's implementation of the Residential Curriculum

Career Advisor

August 2019 – January 2020

Luddy School of Informatics, Computing, and Engineering – Indiana University, Bloomington, Indiana

- Utilized prescriptive and developmental advising techniques when advising undergraduate students in 1:1 advising meetings around the topics of career fair preparation, job searches, and interview techniques
- Employed active listening strategies when discussing resumes and cover letters to facilitate a developmental environment
- Identified resources to enhance student success as they prepare to transition to post-college employment

Graduate Intern

May 2019 – July 2019

Pre-Collegiate Outreach Programs – Worcester Polytechnic Institute (WPI), Worcester, Massachusetts

- Collaborated in a team of 3 Graduate Interns to coordinate the planning and implementation of participant orientations, residential programming, and supervision of student staff
- Assisted 100-250 high school students at a time who were attending WPI's 2-4 week residential programs by answering questions, enforcing policies, and adapting academic schedules to best suit students' needs
- Supervised a diverse staff of 28 undergraduate Residential Program Assistants and Program Coordinators
- Served in an on-call duty rotation, assessing and responding to medical emergencies, parent and student concerns, roommate conflicts, and behavioral issues for a population of over 200 high school students per session
- Coordinated housing assignments for 5 residential programs and over 500 participants while considering roommate requests, allergies, age, lifestyle, and hometown
- Collaborated with WPI's Residential Services Office to ensure cleanliness of facilities, communicate participant housing assignments, and address environmental concerns

Practicum Student**January 2019 – May 2019***Leadership and Life Skills - Indiana University, Bloomington, Indiana*

- Liaised with companies and helped coordinate the Hoosier Network Event, an event where student-athletes network with employers for internship and full-time employment opportunities
- Organized county-wide events with Read Across America and Grand Slam for Literacy to promote childhood literacy
- Assisted in the organization and implementation of the Spirit of Indiana Showcase, an end-of-year student athlete recognition event

Community Advisor (CA)**August 2016 – May 2018***University Housing - The Ohio State University, Columbus, Ohio*

- Served as a resource to 65 student athlete, honors, and graduate student residents
- Enforced policies set by Residence Life and the Code of Student Conduct
- Collaborated with 10 CAs in creating programs to promote wellness, inclusion, academic success, and community

COMMITTEE WORK**Residence Life Coordinator (RLC) Search Committee, Member****August 2019 – Present***Residential Programs and Services - Indiana University, Bloomington, Indiana*

- Developed recruitment SPARK and outreach materials in an effort to increase the number and quality of candidates applying for the RLC position
- Assist in the creation of on-campus interview day schedules for interviewers and RLC candidates

Student Staff Selection Committee, Member**January 2019 – May 2019***Residential Programs and Services - Indiana University, Bloomington, Indiana*

- Assisted with the development of interview questions that were used in RA and CUE interviews
- Developed recruitment materials for a campus-wide audience
- Reviewed applications and interviewed candidates
- Assisted with the set-up and facilitation of Student Staff Interview Day, where over 200 undergraduate students were interviewed

GLACUHO Planning Committee, Member**September 2018 – October 2018***Residential Programs and Services - Indiana University, Bloomington, Indiana*

- Assisted in the planning and implementation of a housing conference for over 300 housing professionals in the Midwest
- Provided assistance to staff and guests through the duration of the conference

TEACHING AND PROFESSIONAL INVOLVEMENT**EDUC-U450 Instructor (2 cr.)****January 2020 – March 2020***Residential Programs and Services - Indiana University, Bloomington, Indiana*

- Teach an 8-week course to 16 students who are applying for student staff positions with RPS
- Facilitate activities and discussions around the topics of social identity, leadership styles, program planning, and conflict management
- Work with a co-instructor to grade a coursework and provide students with timely developmental feedback

Student Personnel Association**November 2018 – December 2019***Director of Member Relations – Indiana University, Bloomington, Indiana*

- Worked in a team to create a directory of HESA alumni in the Indianapolis and Bloomington areas
- Organized and facilitated HESA Orientation for 30 matriculating master's students
- Engaged in bi-weekly board meetings, assisting in the decision-making process of cohort events

Student Teacher Intern**August 2017 – May 2018***Woodward Park Middle School - Columbus City School District, Columbus, Ohio*

- Developed and facilitated engaging social studies lessons for 5 classes of 30-35 7th grade students
- Communicated concerns and accomplishments to student's parents via email, phone calls, and parent-teacher conferences
- Consistently assessed student learning, provided feedback, and addressed individual student needs

Danielle Pellegrino

Achiever ♦ Learner ♦ Empathy ♦ Intellection ♦ Harmony

EDUCATION

- **Master of Science in Education Higher Education, and Student Affairs, Expected May 2020** Indiana University-Bloomington
- **Bachelor of Science in Biology, Concentration in Secondary Education, December 2017** Cal State University Monterey Bay
- **Associates of Arts in Sociology and Liberal Studies, May 2015** College of the Canyons, Valencia

PROFESSIONAL EXPERIENCE:

Graduate Assistant

October 2019- Present

Office of Service and Learning, Indiana University, Purdue University-Indianapolis

- Enhanced the leadership development of 10 third-year scholarship students to promote their self-authorship.
- Assisted students in creating service-learning opportunities for a campus population of approximately 30,000 students
- Implemented the “Service Minded Graduate” learning outcome and learning-centered training for students.
- Read student papers and discussion posts to measure the growth and understanding of various social advocacy topics.
- Created training and learning opportunities by creating a personalized curriculum based on scholarship learning goals.
- Led conversations surrounding social justice, activism, and social equity with students across various levels of understanding.

Leadership, Prevention, and Wellness Educator

October 2019- Present

Office of Sorority and Fraternity Life

- Facilitated leadership development training and physical health learning sessions for current Greek Life members
- Delivered informational presentations surrounding drug use and bystander intervention
- Created new content to further the leadership development and personal wellness sections of the “Greek 101” program put on through the office.

Graduate Intern

August 2019- Present

Office of the Vice Provost Undergraduate Education

- Created new content for new advisor training.
- Designed an online web series for training.
- Updated offices understanding of NACADA competencies

Graduate Supervisor

July 2018- September 2019

Residential Programs and Services, Indiana University-Bloomington

- Extensive experience with facilities crisis management, including mass student relocations, communicating with students, and managing cleaning logistics.
- Trained, supervised, and evaluated 12 Resident Assistants, and participated in an on-call rotation that served 3,000 residents.
- Oversaw the implementation and assessment of a residential curriculum with the goals of developing active citizens and promoting an understanding of self and others.
- Facilitated and mediated difficult conversations focused on diversity, well-being, interpersonal conflicts, and other concerns to ensure a supportive environment for the residents.
- Adjudicated student misconduct, assigning educational and disciplinary actions with the goal of restorative justice.

ACUHO-I Intern for Pre-College Programming

May 2019- July 2019

San Francisco Art Institute

- Organized professional development meetings and presentations for six summer interns consisting of resume writing, interview preparation, and strength training.
- Managed move-in and move-out processes for up to fifty conference guests.
- Created safe environments for pre-college students and conference guests by creating security measures and developing identity verification.

The Media School Experiential Education Assistant

November 2018- July 2019

The Media School, Indiana University-Bloomington

- Design an orientation/debriefing session to ensure students were prepared to complete objectives and reflect upon their experience.
- Formulate a 3-5 year timeline to identify future trips, and enhance the mission of the Media School.
- Identify sustainable funding strategies for the National Parks program, including grant writing.

Association of College Unions International Researcher

November 2018- May 2019

ACUI Bloomington, Indiana Office

- Research accessibility and inclusion within college unions in order to create a literature review based off this research.
- Develop methods to create more inclusive spaces within college unions.

PRESENTATIONS:

Pellegrino, D. A. (2018, October). *An Analysis of Transfer Students in the United States*. Lecture presented at Indiana Student Affairs Association in Indiana, Butler.

Pellegrino, D. A., & Geoltz, J. (2017, December). *Ocean Acidification and It Expected Projections*. Lecture presented at Central Coast California State University Undergraduate Research Symposium at California State University, Monterey Bay, Seaside.

Pellegrino, D. A. (2017, October). *Introverted Leadership: Not An Oxymoron*. Lecture presented at Northern Residential Assistant Programming in California State University, Sonoma. Top Five program Winner

Pellegrino, D. A. (2017, September). *An Introduction to STEM Fields for High School Students*. Lecture presented at Secondary Educators Summit in California State University, Monterey Bay, Seaside.

COMMITTEE WORK:**Conference Advisor for GLACURH, IUB**

October 2018- October 2019

- Advised the philanthropy committee for the Great Lakes Association for College and University Residence Halls Association.
- Organized Silent Auctions and created a volunteer registry for attendees of the GLACURH leadership conference.

Student Personnel Association, Director of Outreach (S.P.A), IUB

October 2018- October 2019

- Managed an event that serves as the interview days for prospective students that involved organizing catering, student arrivals, and creating a welcoming environment for new students.
- Organized and managed internal communication for the event and oversaw ten committees.

S.P.A Journal Review Board, IUB

October 2018- Present

- Review submissions to the Student Personnel Association Journal with five other review members.
- Provides feedback on various editorials and research papers.

Diversity Committee, IUB

August 2018- September 2019

- Work to develop mental health first aid, ally training, and safe space training for residence life staff
- Facilitate the "Tunnel of Oppression" and create affinity spaces within Residential Programs and Services.

Board of Trustees Committee, Sustainability, IUB

August, 2018- January, 2019

- Develop new ways to increase sustainability on campus
- Analyze current environmental impact to reduce the carbon footprint of the campus

Social Justice Committee, CSUMB

April 2016- December 2017

- Worked to ensure ethical and diverse hiring practices across the campus by having sessions about internal bias.
- Initiated programs that included reduced-cost housing, free meal days, and increased work-study programs by increasing the number of on-campus partners.

RELEVANT COURSEWORK:

- Educational Problems Facing American Youth, Critical Analysis of Social Issues, A Sociological Analysis of Civil Rights Movements, an Introduction to Student Development Theory, Introduction to College Administration, Motivational interviewing for Counselors, Multicultural Counseling, Social justice and Advocacy for Practitioners, Diversity on College Campuses, Introduction to Higher Education Funding

Sara Perry

Belief · Developer · Harmony · Responsibility · Achiever

Education

Indiana University, Bloomington, Indiana, M.S. Higher Education and Student Affairs Expected May 2020
Oregon State University, Corvallis, Oregon B.S. Human Development and Family Sciences & December 2017
Exercise and Sports Science

Student Affairs and Leadership Experience

Indiana University, Bloomington, IN

Graduate Advisor, Indiana Memorial Union Student Involvement & Leadership Center (SILC) June 2018- present

- Act as a staff advisor to five different student programming committees on Union Board, specifically the CANVAS Create Arts Director, Union Board Vice President of Internal Affairs, Lectures Directors and Music Directors, serving as a resource and content specialist for students in all aspects of program planning, budgeting, marketing, implementation, and evaluation of programmatic components and outcomes.
- Assist in planning and implementation of 6,000 student concerts, 3200 student lectures, 3000 student involvement fairs, 300 student art events, and other smaller scale events.
- Manage, coordinate and collaborate with artist/speaker, staff and team for program implementation and support needs
- Coordinate activities and volunteer responsibilities for Union Board Biennial reunion.
- Support the development, distribution and management of Union Board's \$300,000 programming budget.
- Plan, manage, and execute the Hoosier Hour evening entertainment plan consisting of weekly entertainment/activities for students in the Union.
- Assist in data collection, interpretation, and reporting of Union Board programs and assess success of program possible improvements.
- Serve as advisor and program support to Associate of Big Ten Students (ABTS) Student Government Conference 2020.
- Assist SILC staff with development and implementation of biannual Union Board retreats and required trainings for Union Board Directors.
- Develop curriculum, plan, implement and teach 1-credit hour leadership course for Union Board Directors engaging in topics such as leadership theory, program logistics, cultural competence, and effective team functioning.
- Supervise, train and manage five student films employees who work as projectionists and concessionaires in the Indiana Memorial Union Whittenberger Auditorium to continue the success of the longest college films series in the country.
- Encourage on-going personal & professional development of self, students, and unit staff by coordinating conferences, retreats, workshops, and developmental experiences such as Sundance Film Festival or Pollstar.
- Promote commitment to the Indiana Memorial Union by serving as a contributing member of the department staff, developing strong relationships, and serving as a liaison with administration, staff, and students.

Graduate Intern, Sorority and Fraternity Life

June 2018- present

- Serve as chapter coach to five chapters across all four councils and offer support such as recruitment/intake assistance and workshops, member education, risk plan evaluation, and event planning.
- Develop and implement New Member Educator curriculum teaching New Member Educator's about best practices in teaching and retaining new members, facilitating safe practices, and how to develop devoted members committed to the success of the chapter.
- Co-teach the Lead IU 2-credit hour course for undergraduate students to learn about leadership, leadership theory, and how leadership can be utilized in everyday life.
- Assist the Assistant Directors and Fraternity/Sorority staff in developing and facilitating additional educational programs for the fraternity and sorority community such as Alcohol Skills Training Program, Event Monitor Training and Fraternity and Sorority Life 101 & 201.
- Collaborate with Sorority and Fraternity Life staff and upper administration to navigate taskforce recommendations and create change in the community including the implementation of the Greek Organization Agreement.

Academic Misconduct and Personal Misconduct Hearing Officer, Office of Student Conduct

May 2019 – present

- Reconstructed and presented the Digital Millennium Copyright Act (DMCA) Seminar and Academic Integrity Seminar.
- Adjudicate Personal Misconduct cases and Academic Misconduct cases while following conduct case procedures as designated by the university.
- Review organization misconduct procedures and observed an organizational misconduct hearing.
- Identify, utilize and refer campus resources to students in order to provide further support and assistance to students in need.

- Utilize relevant technology to streamline the conduct process and ensure accountability for students' utmost educational experience.

Oregon State University, Corvallis, OR

Center for Fraternity and Sorority Life (CFSL), Office Assistant

September 2017 – May 2017

- Scheduled meetings between students and Assistant Dean of Student Life/Director of Center for Fraternity and Sorority Life, Assistant Director, and Coordinator
- Reserved space for meetings and prepare meeting materials in advance
- Updated and maintained CFSL website to reflect accurate information and manage confidential information for student groups
- Communicated information to supervisors, co-workers, visitors, and chapter members via telephone, written form, e-mail, or in person regarding updates and significant information

Panhellenic Council President

January 2017 – December 2017

- Governed Panhellenic community comprised of 1,500 individuals and supervised activities of nine Panhellenic Executive Board members and their yearly programs, initiatives, and duties
- Assisted with the facilitation of Panhellenic Fall Formal Recruitment 2017, coordinating efforts with Panhellenic, the Interfraternity Council, and city officials.
- Attended regular meetings with advisory groups, campus partners, administration, and the Corvallis and OSU community
- Implemented "Something of Value" National Panhellenic Conference Program in order to educate Panhellenic community about concerning behaviors and drive solutions

Oregon State University Alumni Association, Student Alumni Ambassador

November 2017 – May 2017

- Served as an ambassador and represent the student body to alumni, friends, and constituents of the university at various events like the State of the University, President's Circle Events, and the Alumni Association's Spring Awards
- Attended regular meetings in order to remain up to date on what is happening at the university
- Assisted the Alumni Association and Foundation with event logistics, such as check-in, greeting and mingling with guests

Student Leadership and Involvement (SLI) Advisory Board, Chair

October 2017 – May 2017

- Presented \$182,741.68 FY19 budget to the Student Fee Committee in elaborate presentation about who SLI is, what we do, and how we will use the budget to accomplish our goal
- Served as spokesperson and liaison for 11 departments from SLI to be granted substantial funding
- Presided over meetings and facilitate discussion at meetings and encourage thought and engagement

All-University Sing, Dance and Singing performance, Event Chair

November 2016 – September 2017

- Coordinated large-scale sing and dance competition during Mom's and Family Weekend, producing \$46,820 in revenue
- Oversaw all aspects of All-University Sing Committee such as Production, Marketing, Outreach, Safety
- Constructed and updated All-University Sing Manual to encompass all rules regarding safety, substances, and consequences of violation

Professional Development

Association of Fraternal Leadership and Values, Central, Graduate Intern, Indianapolis, Indiana February 2019

ACUI - Advancing Campus Community, participant, Region XI and Nationals, Chicago & Indiana

November 2018 & March 2019

Indiana Student Affairs Association, Poster Presentation, Butler University

October 12, 2018

LeaderShape Institute®, participant, Oregon State University

August 28 – September 2, 2017

Association of Fraternal Leadership and Values West, Conference Intern, San Diego, California

April 2018

Association of Fraternal Leadership and Values, Central, Participant, Indianapolis, Indiana

February 2015 & February 2016

Task Force to enhance sustainability of OSU's Fraternity and Sorority life, Member

January 2017 – Present

Presentation Experience

Group Assessment Project Symposium, *Indiana University*

December 2019

Title: *"It's On Us": Creating an Empathetic and Proactive Culture at Indiana University*

Indiana Student Affairs Association, *Bloomington, IN*

October 2019

Title: *Programming IN a PWI*

Association of Fraternal Leadership & Values Central Conference, *Indianapolis, IN*

February 2019

Title: *I'm Not Suspended, You're Suspended: Addition by Subtraction in Fraternal Communities*

Indiana Student Affairs Association, *Indianapolis, IN*

October 2018

Title: *Navigating the New Norm: Evaluating the Increasing Prevalence of Anxiety and Depression in College*

SUSIE SCARBECK

EDUCATION

Masters of Science in Education – Higher Education & Student Affairs Indiana University, Bloomington, IN	May 2020 4.0/4.0
Bachelor of Science – Organizational Leadership & Supervision; Minor in Sociology Purdue University, West Lafayette, IN	May 2018 3.5/4.0

GRADUATE EXPERIENCE

Graduate Supervisor, Willkie Quadrangle July 2018 – Present
Residential Programs & Services in Indiana University

- Directly supervise, hire, train, and evaluate staff of 7+ RAs in a building with 800+ residents ranging from first-year undergraduates to graduate students
- Serve in on-call duty rotation for approximately 3,000 residents for three weeks each semester
- Adjudicate conduct cases regarding alleged violations of the Residence Hall Rules and Regulations
- Design experiences that align with curriculum outcomes for student staff training and residents
- Co-facilitate an eight-week credit-bearing course on leadership and social justice for RA candidates
- Lead staff meetings and engage RAs with practical personal and professional growth activities
- Hire, train, and advise a Student Conduct Board that was responsible for adjudicating two cases a week

Graduate Hearing Officer January 2019 – Present
Office of Student Conduct, Indiana University

- Adjudicate 5-8 conduct cases a week regarding alleged violations of Academic or Personal Conduct Policies
- Educate students on policy violations and create educational action plans
- Facilitate an hour-long Digital Millennium Copyright Act Seminars for students who violated the IU Online Usage Agreement with one to ten students biweekly
- Co-Instruct eight-hour seminars on academic integrity one to two times per semester for 40-60 students
- Assist in the adjudication of alleged violations of the IU Self-Governed Student Organization Agreement and IU Agreement for Greek Organizations

Study Abroad - International Perspectives on College Student Affairs May 2019
Bloomsburg University, PA

- Visited eight different Universities to learn about higher education in Ireland and Northern Ireland (UK)
- Co-led an hour-long training session for University of Ulster RA's about conflict management strategies
- Organized a day long visit to University College Dublin including meetings with various professionals including their Dean of Students, individuals from the admissions team, academic advisors, & student leaders
- Liaised with 50-60 student development professionals on various campuses and exchanged ideas

Graduate Supervisor, Orientation Housing, Union Street Center May 2019 – July 2019
Residential Programs and Services, Indiana University

- Co-supervised a team of 20 Housing Assistants
- Served in an on-call rotation for approximately 600 orientation and summer school students for two weeks
- Oversaw 150 daily check-ins and prioritize operations between tours, check-ins, and facility operations
- Connected with guests to address housing and other miscellaneous concerns

LEADERSHIP EXPERIENCE

President of Student Personnel Association – Indiana University Chapter December 2018 – December 2019

- Coordinated and led biweekly board meetings
- Oversaw the planning and execution of large events such as Hooding and Orientation
- Created new social media accounts to assist in advertising the HESA program and organizational events
- Identified the need for additional projects and created committees accordingly

PRESENTATION EXPERIENCE

Blacker, N., Fish, A., Perry, S., Scarbeck, S., & Wein, M. (December 2019). *"It's On Us": Creating an Empathetic and Proactive Culture at Indiana University.*

Scarbeck, S., Slear, B., & Winchester, J. (May 2019). *Facilitating Tough Conversations*. Presented at Resident Assistant Training for the University of Ulster, Northern Ireland.

Scarbeck, S. & Neely, E. (October 2018). *Women in STEM*. Poster presented at Indiana Student Affairs Conference. Butler University, Indianapolis, IN.

— COMMITTEE WORK —

Indiana University, Residential Programs & Services

- Residence Life Coordinator Hiring Committee Fall 2019 – Spring 2020
- GLACURH Residential Leadership Conf. Committee Transportation Advisor Fall 2019
- Undergraduate Staff Training Committee Fall 2018 – Summer 2019
- Graduate Staff Training Committee Fall 2018 – Summer 2019

Indiana University HESA Outreach Program

- Food & Facilities Committee Chair Spring 2020
- Volunteer Coordination Committee Spring 2019

— UNDERGRADUATE EXPERIENCE —

Summer Conference Coordinator

May 2018 – August 2018

University Residences Summer Conferences, Purdue University

- Communicated with chairpersons to plan and execute 16 conferences in four different buildings
- Led weekly meetings that included building supervisors to prepare for upcoming conferences
- Served in an on-call rotation two days a week for 40 staff members and up to 5,000 conference attendees
- Tracked fees and billed conference groups within StarRez Computer System
- Conducted orientations for over 1,000 conference guests throughout the summer

Residence Education Assistant

January 2018 – May 2018

University Residences in First Street Towers, Purdue University

- Co-supervised 12 RAs and facilitated biweekly one on one meetings
- Served in an on-call rotation for RAs for a week at a time for 3,000+ residents four weeks each semester
- Co-facilitated weekly staff meetings that include staff development initiatives
- Used curriculum to create events that promote self-authorship, healthy relationships, and/or social justice

Resident Assistant

August 2015 – December 2017

University Residences in McCutcheon Hall, Purdue University

- Contributed to the development of an inclusive and thriving community of over 40 first year students
- Created, organized, and hosted social and academic events for the community
- Resolved roommate conflicts and advise residents with personal and academic issues
- Effectively maintained security and enforced University Policies
- Worked with faculty members to support Women in Technology Learning Community

Staffing Assistant

March 2017 - August 2017

University Residences Summer Conferences, Purdue University

- Supervised, hired, and trained eight Community Assistants (CAs) for Summer Conferences
- Scheduled CAs for security rounds, desk shifts, check-ins, and other critical tasks
- Served as on-call for 40 CAs and up to 3,500 conference attendees
- Responded to various guest inquiries and concerns about accommodations and emergencies

— AWARDS & RECOGNITION —

- Nominee for Learning Community Advocate Award May 2017
- CISS Conference Case Study Winner October 2016
- GLACURH RA of the Month October 2016

Rachel Scherzer

she/her/hers | (937)594-3901 | rlscherz@iu.edu

EDUCATION

Masters of Science in High Education Student Affairs, expected May 2020, Indiana University-Bloomington

Bachelor of Arts Degree in English Literary Studies, May 2015, Otterbein University, Westerville, OH

Minors: History and Women, Gender, and Sexuality Studies; Graduated Summa Cum Laude with

Honors (Honors Project Title: Young Adult Dystopian Literature as Social Change Evolution)

PROFESSIONAL EXPERIENCE

Student Involvement & Leadership Center

Graduate Advisor for Community Engagement

Indiana University-Bloomington

August 2018-Present

- Program Coordinator for MacDonald's Scholarship, annual scholarship where 20 undergraduate students serve 280 hours per year at nonprofit agencies in the Bloomington community for eight to ten hours a week
- Collaborate with the Office of Scholarship on program administration and development including track volunteer hours using the BeInvolved Campus Labs System
- Conduct site visits at community partner agencies on a semesterly basis to learn about student organization and provide student support
- Plan bi-monthly workshop sessions for student on social justice, academic, professional, and personal skills, leadership competencies, and reflection of agency work
- Oversee the Community Engagement Student Leadership Team to assist in creating student feedback on trainings and scholar experience
- Supervise 2 undergraduate Shaffer Leadership Interns working five hours weekly connect with student organizations, Greek Life, and general students, as well as developing leadership competencies
- Providing additional support 40 students who receive the Cox Civic Scholarships

Center of Excellence for Women & Technology

Graduate Program Advisor

Indiana University-Bloomington

December 2019-Present

- Assist with the coordination of events for undergraduate and graduate women focusing on empowerment, technology skills, research, and career readiness focusing on social media, registration, planning and day-of support for small- and large-scale events including Women's Employer Networking, REU Hackathon Weekend, CEWIT Annual Summit, Empowerment Series Events, and Kickoff Events
- Supervise two undergraduate student interns from the IUB-Women Rising Alliance Team, a career development team focusing on women's equity in the workforce

Center for Community Engagement

AmeriCorps VISTA, Promise House Coordinator

Otterbein University

July 2016-July 2018

- Coordinated The Promise House, a student-led community resource center and food pantry that functions as a simulated nonprofit working to break down socioeconomic barriers for college students
- Developed processes and forms for student member tracking and management of the 370 members with an average of 100 individual shoppers each month and over 200 visits of food insecure students
- Provided training and support for 65 regular student, faculty and staff volunteers, 10 student leaders, and 6 work-study students, developing manuals, planning retreats, and providing poverty education
- Tracked and leveraged in-kind donations from campus and community donors, 800-1,000 lbs. monthly
- Supported 3 to 5 monthly community building and educational events led by student leaders

- Presented on the Promise House for local and national conferences, Board of Trustees, and students to raise awareness of the socioeconomic barriers college students face and share best practices
- Managed volunteers at the Otterbein Community Give Back Garden and support other CCE service and leadership programs
- Executed MLK Day of Service Grant for the 2nd Annual Pack-the-Mac food packaging service project, where 60 volunteers packed 700 pounds of “soup-in-a-jar” for local nonprofit organizations
- Served as alumni representative to 5 Cardinal Experience Committee, promoting experiential learning
- Planned and executed curriculum for Full STEAM Ahead, a STEAM and college access day attended by 135 middle and high school girls who spent the day focusing on social innovation and social change
- Organized Branch Out Alternative Break “Staycation,” a week-long service experience focused on women and social change, including service, educational workshops, reflection, and social events

Student and Community Engagement

AmeriCorps VISTA, Connect2Complete Coordinator

Capital University
July 2015-July 2016

- Developed new Connect2Complete program to serve first-generation, first-year students
- Created curriculum and applications for Success Mentor and Peer Advocate student leader positions
- Developed University-199 college transition course, including a student-led workshop component
- Planned and marketed for regular service events for Success Mentors and Mentees
- Served on the planning committee for Martin Luther King Day of Learning, focusing on workshops

Center for Community Engagement

Student Assistant

Otterbein University
June 2012-April 2015

- Provided support for service and leadership projects on campus including CardinalCorps Weekly Programs, Van Sant Leadership Projects, as well as various community service events including community plunges, volunteer recruitment events, summer orientations, and poverty simulations
- Graphic design work creating bi-weekly email newsletters, bulletin boards, and event posters
- Worked with Girls Club program recording and analyzing students journal responses and provide background research to improve the program’s overall mission of serving young women
- Served as a student representative on the experiential learning 5Cardinal Experience Council

Student Coordinator, Branching Out: Women’s Alternative Spring Break Experience

March 2015

- Developed, organized, and participated in a week-long alternative spring break with ten other college women focused on issues of women and girls in society
- Volunteered with organizations focused on women’s issues including human trafficking
- Acted as a student leader by organizing schedules, facilitating discussion, and creating presentations

Miller Winter Leader

June 2012-April 2015

- Mentored middle school girls through the Girls Club program, teaching girls lessons in confidence, self-esteem, leadership, and community service
- Volunteered during yearly Girl Day events to bring girls to campus to learn about college
- Acted as a student volunteer for events focused on women and girls including the Women’s Leadership Summit and National Association for Women Business Owners Visionary Awards
- Served as a college student mentor during Just for Girls Leadership Camp

Van Sant Leadership Mentor

January 2014-May 2015

- Led the student planning committee for the Van Sant Venture, a campus wide student-lead leadership retreat that provides students the opportunity to learn additional leadership skills and build community

Girl Scouts Go Lead! Academy Student Program Coordinator

Summer 2014 & 2015

- Planned a week of presentations and activities for 40 high school students to learn about leadership, feminism and navigating the college experience

Kneading Minds Honors Service Program

Co-Coordinator

Otterbein University
August 2012-April 2015

- Organized and executed six Bake Day events each year where student volunteers bake to fill orders from faculty and students with all proceeds donated to local charities that work to end food insecurity
- Oversaw the sales and baking of 50 to 100 loaves of bread each Bake Day, including emailing students and faculty, money collection and deposit, and delivery to customers
- Developed a Volunteer Board program to train volunteer student leaders to manage each Bake Day
- Created marketing materials to recruit student volunteers and organization handbook for document procedures as well as train incoming student coordinators to take over program

Westerville Area Resource Ministry (W.A.R.M.) Summer Lunch Club

Crew Member

Westerville, OH
June 2013-August 2013

- Set-up, ensured food safety, and served food to low income youth in the Westerville community
- Organized games and monitored safety of youth ages 3 to 18 to created community space for youth

Office of Residential Life

Resident Assistant, Mayne Hall

Otterbein University
August 2012-May 2013

- Supported first-year college students in their adjustment to college through residence hall programming
- Organized and executed monthly floor-wide events and twice per semester hall wide events
- Participated in residential curriculum course and semesterly trainings on student development, leadership, emergency response, and residential life trends

CAMPUS & COMMUNITY INVOLVEMENT

Student Advocates Office

Research Practicum

Indiana University-Bloomington
Spring 2019

- Benchmarked student advocacy and support offices across the Big10 and Midwest Universities
- Interviewed 5 professionals from across the country about their office structure and current trends
- and worked with various theories and practices of SOA offices, including student support teams

PROFESSIONAL PRESENTATIONS & PROJECTS

- Queer Students Navigating the Academy: LGBTQ+ Mentoring Practices at IUPUI Paper & Presentation, Fall 2019
- NASPA Symposium on Collegiate Financial Well-Being Presenter, May 2018
- Student Affairs Assessment and Research Conference Presenter, June 2017
- Ohio Public Health Combined Conference Panelist, May 2017
- Association of College Professionals (ACPA) National Conference Presenter, March 2017
- Ohio Association of College Professional (OCPA) Conference Presenter, January 2017

HONORS & AWARDS

Presidential Service Award: Gold Level-2013, 2015; Silver Level-2014

Van Sant Leadership Certificate: May 2014

Sigma Tau Delta English Honor Society: President 2014-2015, Member 2013-2015

CAMBER SOLLBERGER

She/Her/Hers | <https://www.linkedin.com/in/cambersollberger>
Individualization • Communication • Competition • WOO • Maximizer

EDUCATION

Indiana University <i>Master of Science in Education, Higher Education and Student Affairs</i> GPA: 4.0/4.0	Bloomington, Indiana Expected May 2020
Bellarmino University <i>Bachelor of Arts in Communication; Minor: Psychology</i> GPA: 3.95/4.0	Louisville, Kentucky May 2018 Summa Cum Laude

HIGHER EDUCATION EXPERIENCE

Academic and Career Development - IUPUI <i>Peer Advisor (PA) Program Assistant</i> <ul style="list-style-type: none">Coordinate the enhancement, development, and scheduling of advising training resources for new PAsOversee the review of applications and group interviews for Peer AdvisorsManage a process that allows advisors to easily and systematically submit feedback on PAsManage and supervise various projects to completion, providing feedback, and reviewing final products <i>Student Success Advisor</i> <ul style="list-style-type: none">Advise and guide approximately 75 students per semester through student development-based processes to clarify major declaration, plans of study, admission to degree granting school of choice, and career planningPrepare and maintain student records to document academic progress, career planning, and resource referralsCollaborate with a nine member team in development and implementation of policies, procedures, programs, events and resources related to student success <i>Orientation Advisor</i> <ul style="list-style-type: none">Served as a source of support and information to incoming undergraduate studentsGuided course registration and academic planning workshops	Indianapolis, Indiana January 2020 - Present August 2018 - Present May 2019 - August 2019
Career Development Center (CDC) - Ivy Tech Community College <i>Research Practicum Student</i> <ul style="list-style-type: none">Assessed CDC programs and services on National Association of Colleges and Employees competenciesCreated an assessment and analyzed data to inform intentional improvements including implementing learning objectives for programming and developing a more robust online presence	Indianapolis, Indiana January 2019 - May 2019
Career Development Center - Bellarmine University <i>Peer Career Navigator</i> <ul style="list-style-type: none">Advised students on job/internship search strategies, resume and cover letter writing, and networkingAssisted in planning career fairs, tabling, programs, and workshopsObtained Peer Education certificate through National Association of Student Personnel Administrators	Louisville, Kentucky August 2017 - May 2018
Residence Life & Campus Ministry - Bellarmine University <i>Peer Minister</i> <ul style="list-style-type: none">Supported holistic growth of campus residents by bridging Campus Ministry and Residence Life officesEncouraged spiritual maturity throughout the residence halls through conversations, programs, and interactions which invite students to grow in their personal faith and religious traditionsIncreased student engagement in Bellarmine's largest residence hall through partaking in meaningful conversations, practicing active listening skills, providing other campus resources, and co-programming of over 20 events	Louisville, Kentucky August 2016 - May 2018

Student Success Center (SSC) - Bellarmine University
Tutoring Center Student Program Coordinator - Marketing Louisville, Kentucky
May 2016 - May 2018

- Planned and coordinated over 10 events to promote the Tutoring Center
- Managed social media, digital signage, and marketing plans to provide information about the center to all students, resulting in an increase of followers on Instagram by 350% in four weeks
- Planned professional development programs to increase 50 student peer tutor's engagement and development
- Served as a peer tutor and developed technical writing pieces to support student academic success

Student Success Assistant **May - August: 2016 and 2017**

- Proctored the testing accommodations center, administering tests and working with students and professors
- Managed projects to collaborate different aspects of the advising and learning communities departments
- Developed infographics and assessed surveys to assess improvements of the online student dashboard

Undergraduate Admissions - Bellarmine University
Student Ambassador and Tour Guide Louisville, Kentucky
September 2015 - May 2018

- Collaborated in large groups to run events with over 200 perspective students
- Facilitated large groups and activities to increase leadership skills while building relationships with prospective students

Office of Communications and Public Affairs - Bellarmine University
Social Media and Digital Signage Intern Louisville, Kentucky
August 2016 - December 2016

- Responsible for the management of social media campaigns to increase online student engagement
- Enhanced technical writing and editing skills through publishing to digital platforms and creating campaigns
- Scheduled and designed campus-wide digital signage
- Used Canva (graphic design) and Wufoo (form creation) to increase communication between the Office of Communication, Bellarmine Registered Student Organizations, and students

LEADERSHIP AND INVOLVEMENT

Student Personnel Association (SPA) - Indiana University
Director of Programming Bloomington, Indiana
March 2019 - December 2019

Indiana Student Affairs Association (ISAA)
Conference Planning Committee Graduate Student Outreach Chair Bloomington, Indiana
March 2019 - October 2019

Omicron Delta Kappa: Leadership Honor Society - Bellarmine University
Member Louisville, Kentucky
April 2017 - May 2018

PRESENTATIONS AND PUBLICATIONS

Ducret, V., Fuentes, A. Lannom, T., Mendez, J., & Sollberger, C. (2019, December). *Examining the Experience of Biracial Black Women in Historically White Greek Letter Organizations*. Group Assignment Symposium. Bloomington, IN.

Sollberger, C. (2019, April). Spiritual but not religious student development model at religiously affiliated institutions. *Journal of the Student Personnel Association at Indiana University*, 46-55.

Sollberger, C., Wein, M. (2018, October). *Behind the 'plus': Queer students on college campuses*. Poster presented at the Indiana Student Affairs Association (ISAA) Conference, Indianapolis, IN.

HONORS AND AWARDS

Mr. and Mrs. Kenneth A. Barker Distinguished Service Award **May 2018**

Bellarmino University Leadership Award **May 2018**

Bellarmino University Faculty Merit Award **May 2018**

Lambda Pi Eta Honor Society **May 2016 - May 2018**

Marti A. Wein

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Education

Indiana University-Bloomington

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

Bloomington, Indiana
Anticipated Graduation, May 2020

University of Central Florida

Bachelor of Arts

Major: Human Communication

Minor: Diversity and Social Inequality

Orlando, Florida

May 2018

Relevant Experience

Residential Programs and Services

Graduate Supervisor

May 2018-Present

Indiana University, Bloomington, Indiana

- Co-supervise a team of 23 student staff members, providing direct feedback, support, and guidance to 5-10 Resident Assistants
- Serve on a rotating on-call schedule to provide response, support, and guidance in times of crisis across six residence halls
- Adjudicate student conduct cases for residence hall and university policy violations
- Assist in the recruitment, hiring, and training processes of approximately 250 student staff members
- Design and facilitate student learning experiences for residents and student staff through a Residential Curriculum
- Manage software for administrative actions such as scheduling RA on-call shifts, approving time away, and recording RA weekly reports
- Assist with the interviewing of Residential Life Coordinator candidates
- Facilitate diversity trainings and programs for student staff members regarding topics such as implicit bias, privilege, power and oppression

Residential Programs and Services

Graduate Supervisor for Orientation Housing

May 2019-August 2019

Indiana University, Bloomington, Indiana

- Co-supervised a team of 20 Housing Assistants
- Served in on-call as a second-level responder for 600 orientation and summer school students
- Oversaw 150 daily check-ins and prioritize operations between tours, check-ins, and room flips
- Oversaw, assisted and managed the summer housing check-in computer system
- Assisted with the management of facilities and key/card access processes
- Assisted with the space and occupancy management of Orientation Housing Assignments

Department of Housing and Residence Life

Conference Assistant Lead

May 2017-August 2017

University of Central Florida, Orlando, Florida

- Supervised 6 Conference Assistants
- Managed check-ins, and check-outs of guests staying in Conference Housing to ensure proper customer service.
- Collaborated with guests to organize proper room assignments for Conferences being held in the 2100 bed spaces
- Coordinated office hours, check-ins, check-outs, duty scheduling, and switches and time off for 30 Conference Assistants

Department of Housing and Residence Life

Resident Assistant

September 2015-May 2018

University of Central Florida, Orlando, Florida

- Ensured the mental and physical health of 60 residents through interactions and community programming
- Engaged in over 830 academic and social justice interactions with residents within Housing and Residence Life
- Counseled 60 residents on how to manage social, academic and university questions through UCF's numerous resources

Advising Experience

Indiana Memorial Union Activities and Event Services

Graduate Advisor for the Indiana University Union Board

December 2018-January 2020

Indiana University, Bloomington, Indiana

- Co-managed a 16-student programming board that plans over 100 educational, cultural, and social events annually through a \$350,000+ operating budget
- Facilitated and planned an annual leadership retreat
- Oversaw the Lectures Committee on topics including budgeting, leadership, team building, delegation, and program construction
- Delegated and organized logistics for multiple large lecture events with over 2500 attendees
- Created, developed, and implemented feedback channels for program assessment
- Built strategic relationships across campus with partners such as the Dean of Students Office and the Office of First-Year Experience

Residential Programs and Services

Advisor - GLACURH Regional Leadership Conference

December 2018-November 2019

Indiana University, Bloomington, Indiana

- Mentored the Registration and Technology Chair for the Regional Leadership Conference
- Guided the Indiana University NACURH Delegation at Louisiana State University
- Communicated and collaborated with Conference Advisors and Student Chairs to host 400+ students from the Great Lakes Region

Marti A. Wein

Residential Programs and Services

Advisor - Student Conduct Board

July 2018-May 2019
Indiana University, Bloomington, Indiana

- Recruited, selected, and trained eight students
- Processed incident reports for conduct cases following the Student Conduct Board's decision, including case notes, disciplinary sanctions, and other restorative justice measures
- Facilitated discussions related to the preponderance of evidence and development of action plans to promote community restoration

Committee Experience

Residential Programs and Services

Residential Curriculum Committee

July 2018-August 2019
Indiana University, Bloomington, Indiana

- Evaluated current Residential Curriculum Practices concerning student success
- Created student lesson plans to implement departmental learning objectives of a Residential Curriculum
- Attended and participated in weekly meetings to improve, assess, and plan for the Residential Curriculum
- Created, developed, and facilitated training materials for new professional, graduate and student staff

Residential Programs and Services

Selection Committee Member, Assistant Director & Office Manager

June 2019-August 2019
Indiana University, Bloomington, Indiana

- Evaluated, reviewed and coded applications to select candidates for interviews
- Adapted selection criteria and processes to create equitable and intentional practices for selection
- Reviewed and edited on-campus and phone interview procedures and resources
- Conducted phone and in-person interviews of candidates

Leadership Experience

Residential Programs and Services

Co-Instructor, EDUC-U450 Foundations for Residential Leadership

January 2019-March 2019
Indiana University, Bloomington, Indiana

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

Student Personnel Association at Indiana University

Webmaster

December 2018-December 2019
Indiana University, Bloomington, Indiana

- Oversaw the design, implementation, and maintenance of the SPA at IU website
- Coordinated Interview weekend registration systems for the Higher Education and Student Affairs Masters Program
- Facilitated the transition of website servers to maintain the SPA at IU Website

American College Personnel Association

ACPA Student Ambassador

September 2018-May 2019
Indiana University, Bloomington, Indiana

- Promoted leadership opportunities and networking connections offered by ACPA
- Collaborated with surrounding ACPA members to increase campus familiarity and national membership

Department of Housing and Residence Life

Curriculum Development Assessment Task Force

February 2017-April 2018
University of Central Florida, Orlando, Florida

- Facilitated peer focus groups to analyze the effectiveness of Residential Curriculum
- Planned and developed lesson plans for the Residential Curriculum for the 2017-2018 Year
- Trained resident assistants on the Residential Curriculum through one-on-one interactions

South Atlantic Affiliate of College and University Residence Halls

Associate Director of the National Residence Hall Honorary (NRHH)

June 2016-June 2017
University of Central Florida, Orlando, Florida

- Served as a regional representative on the National NRHH Board
- Chaired the Regional NRHH Boardroom of over 80 people by utilizing Robert's Rules of Order
- Assisted over 60 schools within the region to develop and improve NRHH Chapters
- Collaborated with the NACURH Corporate Office in processing NRHH Chapter affiliations

Presentation

- Blacker, N., Fish, A., Fricke, J., Perry, S., Scarbeck, S., and Wein, M., 2019. "It's on Us: Creating an Empathetic and Proactive Culture at Indiana University". Research Presentation presented at the 2019 Group Assessment Project Symposium for Indiana University's Higher Education and Student Affairs Master's Program.
- Walker, M., & Wein, M., 2019. "Residential Curriculum the IU Way". PowerPoint Presentation presented at Professional Staff training for Residential Programs and Services
- Wein, M., 2019. "New Graduate Staff Residential Curriculum Training, Knowing the Why". PowerPoint Presentation presented at Graduate Staff training for Residential Programs and Services
- Wein, M., 2019. "Residential Curriculum Training, What is it and How Do We Use It?". PowerPoint Presentation presented at Graduate Staff training for Residential Programs and Services
- Sollberger, C., & Wein, M., 2018. "Behind the Plus: Queer Students on College Campuses". Poster Presentation presented at the Indiana Student Affairs Association Conference in Indianapolis, Indiana



INDIANA UNIVERSITY

SCHOOL OF EDUCATION

Higher Education and Student Affairs Program