
Education

Master of Arts in College Student Personnel May 2018
Bowling Green State University (BGSU) 3.88 GPA

Bachelor of Arts in Organizational Communication, Minors: Psychology & Sociology April 2016
Western Michigan University (WMU) 3.83 GPA
Lee Honors College Thesis: College Student Development and Emerging Adulthood

Supervision & Event Management

Practicum Experience January 2018 – Present
BGSU Office of Multicultural Affairs Bowling Green, OH

- Supervise a team of five Office of Multicultural Affairs Ambassadors serving as peer educators
- Facilitate weekly staff meetings and bi-weekly one-on-one meetings to guide program planning and promotion
- Organize and execute the interview and hiring process of the 2018-2019 OMA Ambassadors

Fall Welcome Co-Coordinator January 2014 – October 2015
WMU First-Year Experience Programs Kalamazoo, MI

- Led interviews, hiring, and training of three teams of 200 Fall Welcome Ambassadors
- Planned and implemented Fall Welcome Week events by coordination of student, faculty, and staff volunteers
- Compiled departmental information to create a campus resource guide and acquired sponsorships for funding
- Collaborated with Residence Life and Public Safety to move-in 3,000 students while opening 2 new residence halls
- Oversaw Logistical Services distribution team for event material dissemination and clean-up

Treasurer and Site Leader Trainer April 2014 – April 2016
WMU Alternative Bronco Breaks Kalamazoo, MI

- Gathered participant information, approved need-based scholarships and managed a budget of \$40,000
- Corresponded with university administration for funding opportunities and rental services
- Led the consolidation of three alternative breaks organizations to form one unifying governing body
- Orchestrated site leader interviews, trainings, manuals, and retreats to improve record keeping and communication

Administration & Communication

Finances and Establishment Committee August 2017 – February 2018
First Annual Graduate Student Affairs Conference (GSAC) Ohio College Personnel Association

- Assembled applications, reviewed submissions, and selected an institution to be the 2018 host site
- Formulated and streamlined transition materials for each subcommittee & professional organization partners

Welcome Center Intern January 2016 – April 2016
WMU Office of Admissions Kalamazoo, MI

- Presented academic and student life information to daily tour groups of up to 60 people
- Provided excellent customer service while answering questions regarding admissions criteria and processes
- Promoted university services such as financial aid, student involvement, recreation, and the student health center

Student Ambassador September 2013 – April 2016
WMU Office of Admissions Kalamazoo, MI

- Welcomed, checked-in, and lead tour groups with guests from all over the state, country, and world
- Served as a representative for the institution to introduce prospective students and families to campus community
- Processed inquiries and scheduled tours, group visits, large scale open houses, and scholarship competitions

Special Events Coordinator April 2013 – April 2014
WMU Campus Activities Board Kalamazoo, MI

- Operated with a budget of \$160,000 to book, plan, and market diverse entertainment for campus of 24,000 students
- Four-year general assembly member and two-time National Association for Campus Activities convention attendee

Facilities & Operations

University Student Housing Facilities Intern

June – August 2017

Texas Tech University

Lubbock, TX

- Acted as representative for TTU USH at project meetings for hall renovations and construction of new honors hall
- Participated in on-call duty rotation for crisis management response for conferences and summer school residents
- Read blueprints/floor plans and visited residence hall spaces to strategize temporary over-capacity housing solutions
- Shadowed and assisted 12 trades including plumbing, carpentry, upholstery, interior design, and HVAC/electrical
- Updated annual utility report tracking for 18 residence halls including water, electricity, steam, and chilled water
- Designed materials for departmental leadership series and yearly recognition event
- Collaborated with fellow interns to plan ACUHO-I drive-in conference for student affairs graduate students in Texas

Information Desk Associate

September 2015 – July 2016

Bernhard Center (WMU Student Union)

Kalamazoo, MI

- Maintained knowledge of campus resources, locations, and facilities management
- Provided information, established rapport with frequent visitors, and engaged with those from diverse backgrounds

Education & Advising

Academic Advising Graduate Assistant

August 2016 – Present

BGSU College of Health and Human Services

Bowling Green, OH

- Perform academic advising: course registration, goal setting, & graduation planning using SSC, CSS, Oracle, and DARS
- Serve on committees for improving retention, scholarship awards, nursing applications & data/assessment/evaluation
- Establish accountability with under-performing students through success contracts
- Teach first-year transition course to 20 students and refine curriculum annually
- Interpret transfer materials with faculty to allow students to apply previous institution classes to BGSU requirements
- Create interview, transition materials, and training manual for hiring future graduate interns in academic advising
- Recruit students through individual prospective student and family appointments, and events of up to 5,000 people
- Design and distribute College of Health and Human Services weekly newsletter to all HHS students, faculty and staff

Second-Year On-campus Cohort Representative

August 2017 – Present

Student Development Association (SDA)

Bowling Green, OH

- Plan events to promote positive cohort dynamics and ways to experience the Midwest
- Support fellow executive and cabinet members in volunteer service opportunities

Leaders in Residence Practicum

January – May 2017

BGSU Office of Residence Life

Bowling Green, OH

- Taught a class of 7 students Kouzes & Posner's Five Exemplary Leadership Practices
- Developed an assessment for student and instructor feedback to update the course materials and curriculum
- Designed marketing materials and promoted the Advanced Leaders In Residence course to students and advisors

LEADcorp

April 2015 – April 2016

WMU Student Activities and Leadership Programs

Kalamazoo, MI

- Mentored students from the Bronze Leadership Certificate Program for Emerging Leaders
- Programmed and facilitated trainings for student organizations and departments
- Conducted an evaluation of outreach activities of engagement on campus

Orientation Leader

March 2013 – August 2013

WMU First-Year Experience Programs

Kalamazoo, MI

- Advised students and administered class registration with the College of Arts and Sciences' advisors
- Participated in four-week residential leadership education program to serve as a role model to transitioning students
- Provided tours and information to help students and families prepare for their collegiate career

Professional Development

- South Africa Study Abroad: Evaluated higher education policies, practices, and campus resources with current students and administrators at 7 institutions—University of Pretoria, Tshwane University of Technology, University of Witwatersrand, University of the Free State, University of Cape Town, University of Western Cape, and Stellenbosch University
- Member of ACPA, ACPA-MI, NASPA, ACUHO-I, and New Professionals in Transition (NPIT) conference attendee
- Engaged in training for SafeZone, Trans*101, Multipotential Students, First Generation College Students, & Green Zone