

Jessica M. Coronis

Education:

Master of Science in Student Affairs and Higher Education 2018
Indiana State University, Terre Haute, Indiana

Bachelor of Fine Arts 2009
Oklahoma City University, Oklahoma City, Oklahoma

Employment:

Graduate Assistant – Union Board, Campus Life – Indiana State University – August 2016 – May 2018
Terre Haute, Indiana

- Assisted with the planning and implantation of large scale student event programming on campus including Family Day, Homecoming, Spring Week, etc.
- Advised 7 committee chairs and managed budgets for those committees totaling approx. \$15,000.
- Offered instruction to committee chairs on program development, event management protocols, event planning guidelines, risk management, facility operations, and program assessment.
- Provided students with leadership and personal development learning opportunities.
- Worked with Greek and Student Organizations to ensure successful campus wide events.

Graduate Assistant – Programs All Weekend, Campus Life – Indiana State University – September 2017 – May 2018
Terre Haute, Indiana

- Trained, evaluated and supervised 3-4 students while coordinating weekend programming focused on residential students.
- Managed a \$19,000 annual budget specifically to be used for weekend programming.
- Worked collaboratively with the Terre Haute community and other offices on campus to provide weekend programs.
- Coordinated the social media, flyers and marketing for all weekend programs.

Fall Intern - The Career Center - Indiana State University - August 2017- December 2017
Terre Haute, Indiana

- Coordinated with Alumni Office to host a Student Networking event.
- Observed mock interviews, resume critiques, office operations, career fairs and career counseling sessions.
- Researched Career Development theory, NACE Principles for Professional Practice and trends in Career Services.

NODA Summer Intern – Office of First Year Experience – Lehigh University – May 2017 – August 2017
Bethlehem, Pennsylvania

- Organized and planned an event (Faux Friday) which introduces first year students to the local Bethlehem community. This required constant communication with local businesses and university offices.
- Created and helped to implement a first year experience communication plan.
- Redesigned the look and content of the first year seminar training and curriculum.

Spring Intern – Office of Admissions – DePauw University – January 2017 – May 2017
Greencastle, Indiana

- Worked duties as assigned while learning about the admissions progression, how the office operates and about the application process within a competitive private liberal arts university.
- Worked to analyze the effectiveness of prospective student communication.
- Assisted with Admission Preview Days and other admission events.

Assistant to the Middle School Director – The Orchard School – August 2013 – August 2016

Indianapolis, Indiana

- Created and managed the Student Ambassador program that worked in collaboration with the Admissions team to provide student guided tours for prospective students and their families.
- Planned and executed all Middle School events and functions, from back to school nights and orientation to parent meetings, graduation and everything in between.
- Coordinated new faculty and staff hiring process; I coordinated all prospective faculty and staff travel, interviews, schedules, tours, and follow up information.
- Reviewed applications and selected students in collaboration with the admissions team.
- Created a monthly newsletter which was used to communicate with families all of the upcoming events and important dates for the Middle School.
- Served as a 5th grade advisor who was responsible for 8-10 kids that I met with on a daily basis to guide them through the beginning of their middle school experience.
- Worked to support the needs of the Middle School Director and run the middle school office.

Assistant to the Middle School Director – Polytechnic School – August 2012-July 2013

Pasadena, California

- Supported Middle School Director and ensured timely administration of Middle School Office duties.
- Worked within the Blackbaud Education Edge program- maintaining, updating, and running data base; creation of reports, schedules, course rosters, attendance sheets etc.
- Middle School Grade Reporting- preparation of report cards, updating criteria, training and tutoring faculty.
- Provided overall support to faculty, students and parents on a daily basis as well as worked collaboratively with the other Divisions and outside organizations.
- Hired substitute teachers (daily), kept track of faculty attendance (daily), produced payroll reports (monthly).

G.E.C / Guest Service Representative - Holiday Inn Express- July 2009-July 2010 / October 2010-August 2012

Edmond, Oklahoma / Hollywood, California

- Awarded the “Hospitality Associate of the Year” award by the Greater Oklahoma City Metro Hotel Association.
- Selected by the manager and the ownership group to be trained as a Guest Experience Champion, responsible for handling customer complaints and compliments.
- Trained of all new employees on the “OPERA” system, customer service protocol, and crisis management.
- Worked as an assistant to the Manager, helping to produce the schedule, book groups and meeting rooms, as well as other administrative duties that helped to keep the hotel running smoothly.

Head Resident Assistant-Walker Hall-Oklahoma City University – August 2006- May 2009

Oklahoma City, Oklahoma

- Promoted a welcoming and inclusive environment for residents while caring for their safety during bad weather or other crisis situations.
- Supported new students as they transitioned to college while also encouraging returning students towards graduation.
- Trained new Resident Assistants and mentored as needed to ensure they were comfortable, confident and proficient in their duties.

Involvement:

- NASPA- Student Affairs Administrators in Higher Education – Since 2016
- NACA- National Association for Campus Activities – Since 2016
- Association of Aspiring Student Affairs Professionals – Since 2016
- Alpha Phi- Delta Delta Chapter – Since 2005