

Ryann Randi Denham
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EDUCATION

Louisiana State University

Baton Rouge, Louisiana

- Master of Arts, Higher Education and Student Affairs
- Bachelor of Arts, Communication Disorders
Minor, Communication Studies

May 2010

May 2008

STUDENT AFFAIRS EXPERIENCE

Graduate Assistant for Parent & Family Programs

June 2008-Present

Office of Orientation, Louisiana State University

- Advise and supervise the Head Parent Orientation Leader and a team of 12 Parent Orientation Leaders
- Develop and manage the 2010 Parent Orientation Leader budget of nearly \$20,000
- Design and facilitate the selections and training process for the Parent Orientation Leader team
- Assist with planning, promotion, and implementation over 15 Orientation sessions, LSU Family Weekend, and exclusive LSU Family Association events
- Construct evaluations and compile assessment results for all LSU Family Association events and Family Orientation sessions
- Contribute to the development of learning outcomes for all programs and activities associated with Parent & Family Programs
- Maintain LSU Family Association and Parent & Family Program databases
- Assist with writing and editing articles for the Parent & Family Program monthly email updates
- Manage the Parent and Family Room for over 15 Orientation sessions
- Organize Informational Fair logistics for over 50 campus departments during summer Orientation sessions
- Create publications and promotional materials for Parent & Family Programs and LSU Family Association
- Coordinate communication efforts with LSU Family Association members, prospective and current parents, and campus constituents
- Serve as the Parent and Family Programs and LSU Family Association representative at campus-wide and community events
- Developed the inaugural Parent Orientation Leader Team for LSU Family Orientation in 2008

Teaching Assistant for Strategic Career Development (HRE 3331)

January 2010-Present

Career Services & School of Human Resource Education, Louisiana State University

- Facilitate course activities for 26 undergraduate students in a three-credit hour career development course
- Serve as the primary contact to students for all matters regarding the course
- Provide guidance, support, and feedback to students regarding all aspects of the job search process
- Evaluate and grade student work
- Administer pre- and post-assessment for benchmarking purposes
- Manage a semester long customer-service assessment for Career Services

Practicum Student for Service, Campus Beautification Project

January 2010-Present

Campus Life, Louisiana State University

- Construct and administer the assessment procedure for the annual campus beautification project
- Develop and facilitate the 8 member student advisory committee
- Assist in managing the \$10,000 budget
- Create publicity plan and coordinate efforts for recruiting participants and promoting the event
- Establish and maintain partnerships with departments, professionals, and student organizations campus wide

NODA Intern for New Student Orientation

June 2009- August 2009

Office of the College Center, Richard Stockton College of New Jersey

- Advised and supervised 2 Head Orientation Leaders and a team of 21 Orientation Leaders
- Assisted with the development and training process of the Orientation team
- Facilitated the skit creation process of the Orientation Leaders for New Student Orientation
- Assisted in the academic advising and scheduling process for first year students
- Aided in the coordination and logistics of 5 New Student Orientation sessions and 5 Transfer Student Orientation sessions
- Created and implemented assessment measures for Orientation Leader training, Orientation sessions, and Welcome Week
- Assisted in the creation and development of the Parent's Association by constructing the mission statement, outlining the plan of action and potential services offered by the Parent's Association
- Designed and edited the original draft of the Constitution of the Parent's Association

UNDERGRADUATE LEADERSHIP EXPERIENCE

President, Union Program Council (UPC)

June 2007- April 2008

LSU Student Union

- Served as Chief Budget Officer and oversaw annual programming budget of over \$200,000
- Chaired weekly Program Council and Executive staff meetings and conducted biweekly one-on-one meetings with the committee chairs
- Responsible for 2 Vice Presidents and 6 committee chairs
- Set and assessed annual goals for the organization
- Worked with the Associate Director of Programs, Union Director, and Associate Vice Chancellor of Student life to maintain current developments and Best Practices in Union Policy
- Collaborated with the Chair of the Greek Board of Directors to develop a campus-wide practice to improve collaboration and communication among student organizations
- Appointed to serve as the official UPC representative to the LSU Student Union Board and the Vice Chancellor's Student Advisory Committee

Vice President of Membership, Union Program Council (UPC)

November 2006- June 2007

LSU Student Union

- Managed all aspects of an 80-person membership within the organization
- Served as member of the Executive Staff of Union Program Council
- Responsible for 6 Associate Membership Chairs
- Organized the overall recruitment and retention strategy for UPC
- Coordinated and hosted all General Membership meetings, cohesion activities, and volunteer events
- Worked with the President to set and assess goals for the organization
- Appointed as the official UPC representative to the LSU Student Union Board

AWARDS & DISTINCTIONS

Lillian L. Oleson Scholarship Award 2009 *College of Education, Louisiana State University*

Best Problem Solving in the Graduate Case Study Competition 2009 *Southern Regional Orientation Workshop, The University of Mississippi*

Knight and Day Leadership Award 2008 *LSU Student Union, Louisiana State University*

PROFESSIONAL AFFILIATIONS & SERVICE

National Orientation Directors Association Member

Association of Higher Education Masters Students Meeting Facilitator, Marketing & Recruitment Team *Louisiana State University*

Southern Regional Orientation Workshop 2010 Committee Educational Sessions Intern & Song, Skit, Dance Committee *University of Louisville*

Southern Regional Orientation Workshop 2011 Planning Committee *Louisiana State University*

University Code of Conduct Hearing Panelist *Student Advocacy & Accountability, Louisiana State University*

Reading Friend/Literacy Tutor *University Terrace Elementary, Volunteers in Public Schools*

Volunteer LSU Community Bound Team Leader *Campus Life, Louisiana State University*

Ascension Community Theatre Publicity Committee & Play Reading Committee *Gonzales, Louisiana*

Associate Director of Programs Search Committee 2007 *Division of Student Life, Louisiana State University*

LSU Student Union Theater Fee Referendum Committee *LSU Student Union, Louisiana State University*

PRESENTATIONS & PUBLICATIONS

Denham, R. & Landry, C. (November 2009). GRADPASS: Your all-access guide to the ups and downs of graduate school. National Orientation Directors Association Conference 2009, Anaheim, CA.

Denham, R. & Frierson, A. (November 2009). Parent orientation leader: The newest cast member in orientation. National Orientation Directors Association Conference 2009, Anaheim, CA.

Denham, R., & Landry, C. (Summer 2009). Ten simple rules (we wish we had known) for succeeding in orientation. *The Orientation Review*, 8.

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REFERENCES

Mrs. Aimée M. Frierson

Assistant Director, Parent & Family Programs
Louisiana State University
139 Johnston Hall, Baton Rouge, LA 70803
afriers@lsu.edu
(225) 578-1173

Mrs. Jesse G. Downs

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Louisiana State University
1502 Patrick F. Taylor Hall, Baton Rouge, LA 70803
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Ms. Jen Forman

Interim Associate Director, Office of the College Center
Richard Stockton College of New Jersey
P.O. Box 195, N 118, Pomona, NJ 08240
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Dr. Brian Bourke

Assistant Professor, Higher Education Administration
Louisiana State University
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Dr. Darrell C. Ray

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Amy C. Gray

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EDUCATION	Master of Education in Counselor Education, Student Affairs Clemson University, Clemson, South Carolina 4.0/4.0	<i>Anticipated May 2010</i>
	Bachelor of Arts in English Virginia Polytechnic Institute and State University (Virginia Tech), Blacksburg, Virginia	<i>May 2007</i>
SUMMARY OF QUALIFICATIONS	Experience in Higher Education and New Student Programming, strong written and verbal communicator, self-motivated and team-oriented, proven ability to promote and recruit, strong leadership skills, ability to create and plan large scale events, experience in advising and supervising student leaders	
PROFESSIONAL ORIENTATION EXPERIENCE	New Student & Sophomore Programs Graduate Assistant, Clemson University <ul style="list-style-type: none">Facilitated the logistics of Orientation for more than 10,000 parents and new students in June, July & AugustPlanned a three day conference trip to the Southern Regional Orientation Workshop with 25 undergraduate students, 4 graduate students and 2 professionals which included booking hotel rooms, organizing transportation and travel, and budgetingCo-instructed a 3 credit hour course EDC 390: Student Development, Leadership & Counseling Skills for all student orientation leadersTrained and provided on-site management for 114 Welcome Leaders over the course of Clemson Connect – a 3 day, non-credit, Extended Fall Orientation experienceServed as the onsite resource and responder in residence hall during all 12 overnight orientation programs for 4,400 students and 30 student staff membersCoordinated all aspects of the Orientation Ambassador Program, including recruitment, interviewing, selection, training and supervision of 5 Orientation Team Leaders and 25 Orientation Ambassadors	<i>May 2008-present</i>
	Summer Swarm Orientation, Internship, Savannah College of Art and Design <ul style="list-style-type: none">Facilitated student programs during summer orientationServed as the onsite resource and responder in residence halls during overnight programs for 400 students and 14 Orientation AssistantsCreated session materials such as letters to each new student and welcome packets and facilitated session preparation events for student Orientation AssistantsProduced benchmarking statistics for Summer Swarm assessmentAssisted in coordinating the Club Fair for Fall Fest 2009 for 2,000 participants	<i>July-Aug 2009</i>
	Retention Intervention Team, Clemson University <ul style="list-style-type: none">Aided in the counseling of more than 350 students who received two or more “below average” marks on their progress report as part of a comprehensive retention program for new students (freshmen and transfers)	<i>September 2008/2009</i>
	Orientation Leader (2005) & Team Leader (2006), Virginia Tech <ul style="list-style-type: none">Aided in the transition to college including an introduction to the campus, help with academic scheduling, facilitation of group discussions on both academic and residential life, and diversity trainingCollaborated with 5 other Team Leaders and the Dean of Students OfficeRecruited, interviewed, selected and managed 24 Orientation Leaders, and supervised and trained a team of four Orientation LeadersAided in the instruction of a 3 credit hour course	<i>September 2004-July 2006</i>
	Tulane/Virginia Tech Orientation <ul style="list-style-type: none">Affiliated transfer students from Tulane to Virginia Tech after Hurricane Katrina	<i>Spring 2005</i>
ORIENTATION PRESENTATIONS & AWARDS	NODAC, Anaheim, California <ul style="list-style-type: none">Selected to present about retention efforts at 2009 annual NODA conferenceSelected as a 2009 recipient of the Norman K. Russell Scholarship	<i>November 2009</i>
	Outstanding Graduate Student Award, SROW, NODA <ul style="list-style-type: none">Selected as the recipient at the 2009 SROW conference in Mississippi	<i>March 2009</i>
	Southern Regional Orientation Workshop, The University of Mississippi <ul style="list-style-type: none">Presented tips and skills for applying to Graduate School for Student Affairs to Colleges and Universities in the Southern RegionParticipated in a Graduate Student Case Study	<i>March 2009</i>

**GRADUATE
FIELD
EXPERIENCES**

- Alumni Relations, Internship, Clemson** *August 2009-present*
- Developed, planned and successfully executed first annual Young Alumni Graduation Breakfast for 20 Student Leaders, including booking venue, developing menu for catering, working with campus partners to create invitations and select student leaders, with over 100 in attendance including family and guests
 - Attend and entertain with Director of Clubs at various alumni club events and special interest groups
 - Interpret benchmarking statistics from Alumni survey with Alumni Relations professionals
- Office of Development, Internship, Clemson** *August 2009-present*
- Selected as one of three Student Leaders to highlight and create promotional videos for at Annual Student Affairs Gala Fundraising event
 - Develop relationships with donors, Student Affairs Advisory Board, Parent's Board, and members of Leadership Circle (\$10,000 annual gift givers) and ask to donate amenities for large fundraising event in April 2010
 - Researched local community involvement opportunities for Vice President to give to, connect with and advise, including business area chambers, hospital boards, not-for-profit organizations, and city leadership boards
 - Presented in President's Box as the graduate student representative for the College of Health, Education and Human Development about giving opportunities
- Greek Life, Internship, Clemson University** *August - December 2009*
- Panel member for the judicial review process for Greek on-campus housing
 - Created and maintained judicial and occupancy database for all greek chapters living on campus

**EVENT
PLANNING/
MARKETING**

- Planning Committee, Women's Leadership Conference, Clemson University** *January 2010-present*
- Chair of the Marketing Committee for the execution of Clemson's Women's Leadership Conference in April, 2010
 - Develop theme and branding scheme for conference, and produce marketing materials for campus and community
 - Serve as on-site manager for conference and assist with logistical planning
- Planning Committee, One World Diversity Project, Clemson University** *November 2008-present*
- Assist with the planning and execution of a week of campus activities that promote greater understanding and acceptance of all people, regardless of gender, race, age, religion, ethnic background or sexual orientation
 - Conceptualized and implemented the "Tunnel of Hope," an inspiring exhibit that showcased commitments others have made towards bringing an end to oppression, and created a pledge wall for students to take action
- Planning Committee, Student Affairs Graduate Selections, Clemson University** *January - March 2009/2010*
- Served as part of a seven person committee responsible for the reorganization and implementation of the Clemson University's three day process for 40 candidates
 - Individually planned the opening dinner for 120 individuals, including candidates, current graduate students and representatives from the Division of Student Affairs
- On-Site Coordinator, LeaderShape® Institute, Practicum, Clemson University** *January 2009 - present*
- Recruited 60 students and 5 Staff/Faculty Cluster Facilitators for the LeaderShape Institute
 - Served as the On-Site Coordinator/Logistics Manager for the 6 day 2009 LeaderShape Institute
 - Organized transportation and purchased food and drinks for week all participants
 - Interviewed LeaderShape® alumni for the Student Coordinator Position for 2010 LeaderShape® Institute
- Vice President Membership, Kappa Delta Sorority, Virginia Tech** *December 2005- January 2007*
- Planned and executed Formal Recruitment 2007 for Kappa Delta
 - Conceptualized and hosted Panhellenic Greek Interest Events during the Fall
 - Served on the Executive Council for over 100 women
- Homecoming Court, 2006 Homecoming, Virginia Tech** *October 2006*
- Created, planned and successfully executed a marketing campaign which consisted of selling 300 t-shirts & 600 buttons, constructing a float for the homecoming parade, creating a personal website, and designing a banner, slogan and branding logo
- Activity Coordinator, Greek Week, Virginia Tech** *Spring 2005*
- Arranged for recording artist Matt Nathanson to perform for the undergraduate student body
 - Responsibilities included booking the venue, contracting the artist working with the musician's agency and day-of coordination

ADVISING

- Advisor, Kappa Delta Sorority, Clemson University** *May 2009-present*
- Serve on the Alumnae Chapter Advisory Board for Kappa Delta Sorority
 - Presented at New Member Workshop about opportunities to maintain involvement as an Alumna of Kappa Delta
 - Advise 120 Kappa Delta Sorority women during formal recruitment and selection, including implementing a leadership component for senior members, and taught memorization techniques for potential new members whose family members are Kappa Delta Alumnae
 - Developed a recruitment conversation outline and presented technique at Rush Retreat in January 2009
- Advisor, National Society of Collegiate Scholars, Clemson University** *September 2008-present*
- Advise 6 council officers to execute the induction of 489 members during the Fall Semester, conduct an integrity week of activities, and hold monthly meetings and was awarded the silver star award as a chapter in 2009
 - Created and managed the program budget

ADDITIONAL EXPERIENCE

- Screening Committee, Director of Student Development Search, Clemson University** *January 2010- present*
- Serve as the graduate student representative on the screening and interviewing committee for the position of the Director of Development for the Gantt Center of Student Life
- Editorial Review Team, Palmetto Practitioner, SCCPA** *September 2009- present*
- Serve as a reviewer of articles submitted for publication in the Palmetto Practitioner, the online journal published by the South Carolina College Personnel Association
- Co-Lead, Interviewer for Leadership Position, Clemson University** *September - October 2009*
- Facilitated interviews for the Associate Director of Leadership Education and Development position in the Gantt Center for Student Life
- Senator, Graduate Student Government, Clemson University** *October 2008-present*
- Serve on the Professional Enrichment Grant committee to select those who apply for professional funding through Graduate Student Government, while representing and voicing the opinions of graduate students in the Counselor Education program in the College of Health, Education, and Human Development

ADDITIONAL UNDERGRAD INVOLVEMENT

- Campus Climate Check-up, Facilitator, Virginia Tech *Fall 2006*
- Junior Panhellenic Representative, Kappa Delta Sorority, Virginia Tech *2004-2005*
- Slusher Hall Representative, Residential Hall Federation, Virginia Tech *2003-2004*

PROFESSIONAL EXPERIENCE

- Project Coordinator, IT sector of Northrop Grumman** *October 2007-May 2008*
- Managed three Project Managers' Action Items, Risks and Issues, to aid in the completion of Virginia's \$2 billion contract to refurbish the commonwealth's information technology
- Counselor & Executive Staff Member, Chesterfield County Leadership Institute** *May-June 2004-2007*
- Researched and designed experiential learning activities for the development of leadership skills in students of Chesterfield County Public Schools, then Interviewed, selected, and trained 15 camp counselors
 - Developed and implemented a leadership institute for students of Chesterfield County Public Schools at the middle and high school level

PRESENTATIONS

- Student Personnel Association, Clemson University** *February 2010*
- Presented tips on how to effectively apply for graduate student government grants to members of SPA
- High School Leadership Conference, Clemson University** *February 2009*
- Presented interactive communication skills to high school students in the Upstate of South Carolina
- Board of Trustees, Clemson University** *August 2008*
- Presented new initiatives to the Board of Trustees for the 2008 Summer Orientation

MEMBERSHIP

- American College Personnel Association, *2010-present*
- Omicron Delta Kappa Leadership Society, *2009- present*
- Alpha Epsilon Lambda Graduate Honor Society, *2009- present*
- Phi Kappa Phi Honor Society, *2009- present*
- Ally, SafeZone, *April 2009- present*
- Chi Sigma Alpha, Student Affairs Honors Society, President, *April 2009- present*
- National Coalition Building Institute (NCBI), *Oct. 2008- present*
- National Orientation Director's Association (NODA), *Sept. 2008-present*
- Student Personnel Association (SPA), *Sept. 2008-present*
- South Carolina College Personnel Association (SCCPA), *Sept. 2008-present*

COMMUNITY SERVICE

- Habitat For Humanity, Clemson University *2009a*
- Midnight Madness, Serving Food in Dining Hall during Exam Week, *2008-2009*
- Special Olympics Basketball, *Spring 2006*
- Big Event Blacksburg Community Clean-up, Virginia Tech *2006*
- American Cancer Society's Relay For Life, *Team Captain 2005, 2007, 2009*
- Special Olympics Bowling, *Fall 2005*

COLLEGIATE HONORS/ AWARDS

- HEHD Outstanding Grad Student Award Nominee, *2010*
- Student Affairs Gala Featured Student, *2010*
- Norman K. Russell Scholarship, NODA, *2009*
- HEHD Student Leader, President's Box, *2009*
- Walter T. Cox Grad Student Achievement Award, *2009*
- Outstanding Graduate Student Award, SROW *2009*
- Outstanding "Work Ethic" Award, SPA, *2008-2009*
- Outstanding Group, SPA, *2008-2009*
- Homecoming Queen, Virginia Tech, *2006-2007*
- Greek Woman of the Year Nominee, *2007*
- Bowden Dedication Award, Kappa Delta, *2007*
- Dean's List, Fall *2006*, Spring *2007*
- Phi Sigma Theta National Honor Society, *03-07*
- Kappa Delta Outstanding Junior Member, *2006*
- American Legion Women Auxiliary Scholarship
- Granville P. Meade Scholarship, *2003-2006*
- Enon Elementary PTA Alumni Scholarship, *2003*
- US Army Reserve 2003 Scholar/Athlete Award, *2003*
- VFW Robert E Lee Post 2239 2003 Scholarship
- Virginia PTA/PTSA Scholarship, *2003*

REFERENCES

- Rebecca Atkinson
Assistantship Supervisor *May 2008-present*
Associate Director, New Student and Sophomore Programs
Clemson University, Clemson, SC
864-656-0515
rhowar2@clemson.edu
- David Blake
Internship Supervisor *July/August, 2009*
Director, Office of Student Involvement
Savannah College of Art and Design, Savannah, GA
912-257-2296
dblake@scad.edu

SALLY JARVIS

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EDUCATION

MASTER OF ARTS, THE UNIVERSITY OF MISSISSIPPI, University, Mississippi May 2010
Higher Education Administration

BACHELOR OF ARTS, UNIVERSITY OF SOUTH ALABAMA, Mobile, Alabama May 2008
History

GRADUATE EXPERIENCE

GRADUATE ASSISTANT August 2008 – May 2010
Office of Enrollment Services, The University of Mississippi, University, MS

- Assist with selection, supervision, and training of 25 diverse orientation leaders
- Facilitate nine, two day new student orientation sessions and three, one day transfer sessions to over 2,500 undergraduate students and 5,000 family members
- Serve as liaison between administration and the orientation leaders
- Design and edit a comprehensive orientation guide for incoming students and parents
- Coordinate Fall Family Weekend for 500 first year students and families
- Recruit students at high school college fairs informing them of enrollment requirements, facts and the advantages of choosing the institution
- Inform prospective students and their parents of academic programs and admissions requirements during on campus visits and special visit day programs

OFFICE OF GREEK LIFE INTERN December 2009 – January 2010
Springhill College, Mobile, AL

- Executed a three party invitation, deferred recruitment process for 75 potential new members, placing 62 women in the three sororities utilizing the Intercollegiate Software Program
- Coordinated transportation to and from off-campus party locations
- Ensured that all standing rules and bylaws were adhered to consistently

OFFICE OF GREEK LIFE – PRACTICUM August 2009 – December 2009
The University of Mississippi, University, MS

- Facilitated a four party invitation, delayed recruitment process for 900 potential new members
- Conducted recruitment ranking using the Intercollegiate Software (ICS) program
- Aided in officer selection and transition for the Panhellenic Council representing eight sororities
- Collaborated with volunteer services for a campus wide food drive providing Thanksgiving dinner to 200 families

OFFICE OF ALUMNI AFFAIRS – PRACTICUM January 2009 – May 2010
The University of Mississippi, University, MS

- Created a pictorial history depicting African Americans at the university for the Black Alumni and Family Reunion
- Aided the Student Alumni Council in preparation for hosting the annual conference
- Assembled the conference program for law school reunion
- Worked special events including: School of Law Weekend, Graduate Fair, and 1959 Class Reunion

PROFESSIONAL ORGANIZATIONS

- National Association of Student Personnel Administrators (NASPA) 2008 – Present
- National Orientation Directors Association (NODA) 2008 – Present

CONFERENCE PARTICIPATION

SROW CONFERENCE PLANNING COMMITTEE

January 2009- March 2009

Southern Regional Orientation Workshop, The University of Mississippi, University, MS

- Organized regional service project providing 40 low income schools with school supplies
- Assisted in logistical support reserving conference facilities and coordinating conference schedule
- Helped create and edited the conference booklet

RELATED UNDERGRADUATE EXPERIENCE

STUDENT GOVERNMENT ASSOCIATION - ATTORNEY GENERAL

May 2007- May 2008

University of South Alabama, Mobile, AL

- Served as primary contact on the student parking ticket appeals board
- Organized student forums for the Vice President of Student Affairs candidate search committee
- Handled release from liability forms for all official functions
- Official member of the Release from Athletic Appeals Committee
- Carried out student conduct code violations and enforced university policy

RESIDENT ADVISOR

August 2006 – May 2008

Department of Housing, University of South Alabama, Mobile, AL

- Provided leadership in buildings with total population of approximately 200 residents
- Participated in staff duty rotation responding to crisis situations for nine Greek houses
- Assessed, planned, executed, and evaluated programs to facilitate resident growth
- Confronted housing and student conduct code violations and enforced university policy
- Responded to student's academic, personal, and emotional concerns
- Collaborated with housing custodial and maintenance staff to provide quality services to residents

GREEK ORGANIZATION PRESIDENT

January 2007- December 2007

University of South Alabama, Mobile, AL

- Oversaw an annual budget of \$75,000 to provide educational and social programs in the areas of character, leadership, community responsibility, academic success, and self responsibility
- Supervised, guided, advised, trained, and evaluated a cabinet of twelve officers
- Served as a judicial hearing officer and provided educational conference to create individual plans focusing on improved chapter relations
- Influenced cabinet development through goal setting sessions focused on administrative skills, group facilitation, interpersonal skills, personal success, leadership and organizational skills
- Served as liaison to the university to develop a friendly atmosphere of within the Greek System

ORIENTATION LEADER

March 2005- May 2007

Office of New Student Orientation, University of South Alabama, Mobile, AL

- Guided incoming students through the six, two day freshman sessions, three, one day transfer sessions, and one adult student orientation program
- Facilitated small groups of 15-30 students during each orientation session
- Presented programs to groups of over 200 students
- Acted as liaison between the academic advisors and orientation staff during registration and advising

FIRST YEAR EXPERIENCE PEER ADVISOR

August 2005- May 2006

Department of Housing, University of South Alabama, Mobile, AL

- Served as a live-in staff member and resource for 30 freshman women in the residence hall
- Developed, implemented, and evaluated social and educational First Year Experience Activities
- Motivated students to become active and involved in campus activities and the community

Tricia L. Kennedy

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EDUCATION

Master of Education, Higher Education and Student Affairs
University of South Carolina – Columbia

May 2010

Bachelor of Arts, Journalism, Strategic Communication and Spanish
University of Wisconsin – Madison

May 2008

ORIENTATION, TRANSITION AND RETENTION EXPERIENCE

National Resource Center for The First-Year Experience® (FYE) and Students in Transition Columbia, SC
Graduate Assistant for Conferences August 2008 – Present

- Assist with the planning and implementation of five annual conferences and institutes.
- Chair the Undergraduate Fellowship Awards Committee responsible for selecting five undergraduate award winners to attend the Annual FYE Conferences.
- Initiate and manage the transfer of the Undergraduate Fellowship Award application from paper to an online process.
- Develop and facilitate conference mentor program for the 2010 Annual Conference on The First-Year Experience.
- Coordinate exhibitor programs for National Resource Center conferences, including pre-conference communication and collaboration with outside drayage vendors.
- Provide on-site management, including participant and exhibitor relations, for the Annual FYE Conferences.
- Review presentation proposals and assist in scheduling sessions for National Resource Center Conferences.
- Research current trends and issues to establish benchmarks for providing conference services.

University 101, University of South Carolina

Columbia, SC

Co-Instructor, Educational Leadership 520: The Teacher as Manager

Fall 2008, Fall 2009

- Taught three-credit course for 20 undergraduate peer leaders serving as mentors in University 101 classes.
- Planned and facilitated classroom activities to enhance peer leaders' teaching, communication, and leadership skills.
- Evaluated student performance in the classroom and on written work.

University 101, University of South Carolina

Columbia, SC

Co-Instructor, University 101: Student in University

Fall 2009

- Developed and taught three-credit college transition course for 24 first-year students.
- Assessed student performance during classroom activities and on written work.
- Served as mentor and resource for first-year students.

Office of New Student Orientation and Parent Programs, Northeastern University

Boston, MA

Orientation Coordinator (National Orientation Directors Association Intern)

May 2009 – August 2009

- Developed and implemented a four-week training program for 30 orientation leaders.
- Facilitated ongoing staff development activities, including an overnight teambuilding retreat.
- Supervised and evaluated 30 undergraduate students.
- Created self-assessment tool for orientation student staff.
- Managed early arrival program, including on-site registration and evening activities.
- Served in an on-duty overnight rotation during sessions for participants residing in the residence halls.

**Center for the First-Year Experience, University of Wisconsin
Orientation & New Student Programs, University of Wisconsin**

March 2008 – August 2008

November 2006 – September 2007

Undergraduate Intern

- Trained, supervised and evaluated 18 undergraduate orientation leaders.
- Collaborated with professional staff on program planning, development and implementation for 6,500 students and their parents and families.
- Assisted in the preparation and facilitation of 30 freshman, transfer, and parent orientation sessions.
- Coordinated and implemented welcome week events for over 6,500 new students.

Department of Counseling Psychology, University of Wisconsin

Madison, WI

Teaching Assistant, Counseling Psychology 115: Your First Year Experience

August 2007 – May 2008

- Developed, planned, and taught a one-credit seminar course curriculum for 15 first year students.
- Evaluated students on participation, papers, projects and exams.

ORIENTATION, TRANSITION AND RETENTION EXPERIENCE**Orientation & New Student Programs, University of Wisconsin****Madison, WI***Student Advisory Board Member, Wisconsin Welcome**February 2006 – January 2007*

- Planned and implemented three-week campus-wide welcome programming for 6,500 new students.
- Supervised 18 undergraduate orientation leaders during Welcome Week.

ADDITIONAL STUDENT AFFAIRS EXPERIENCE**Office of Multicultural Student Affairs, University of South Carolina****Columbia, SC***Practicum Student**January 2010 – Present*

- Create a diversity education training session for graduate students focused on identity exploration and inclusion.
- Produce a collaborative conversation series for faculty and staff interested in issues related to diversity.
- Assist in the development of the Diversity Lecture Series, including researching funding sources and potential speakers.

Office of Greek Life, University of South Carolina**Columbia, SC***Substitute House Director**August 2009 – Present*

- Serve as the primary crisis responder for the students residing in the chapter house.
- Oversee daily operation of the facility and staff, including housekeeper, caterer, cook, and maintenance staff.

Office of Student Engagement, University of South Carolina**Columbia, SC***Practicum Student**October 2008 – January 2009***Office of Resident Student Learning, University Housing, University of South Carolina****Columbia, SC***Practicum Student**August 2008 – October 2008***LEADERSHIP AND SERVICE ACTIVITIES****National Orientation Directors Association**

Graduate Student Network Regional Representative

January 2010 – Present

Southern Regional Orientation Workshop Educational Session Committee Member

October 2009 – Present

GOT SKILLS Undergraduate Program Mentor

November 2009

University 101, University of South Carolina

University 101 Scholarship Committee Member

January 2009 – Present

American College Personnel Association

Awards Reviewer, Commission for Admissions, Orientation, and First-Year Experience

November 2009 – Present

Scholarship Reviewer, Standing Committee for Graduate Students and New Professionals

November 2009 – Present

Office of Community Service Programs, University of South Carolina

Service Saturday Site Leader

September 2008 – Present

Women's Mentor Network, University of South Carolina

Mentor

September 2008 – Present

Student Personnel Association, University of South Carolina

Co-Chair, Graduate Assistant Recruitment Program Committee

November 2008 – November 2009

PRESENTATIONS AND RECOGNITION**Surviving the Tribal Council: Ethical Decision-Making as Student Leaders****February 2010**

Student Leadership and Diversity Conference

Columbia, SC

College of Education Campbell-Witten Fellowship**January 2010**

University of South Carolina

Columbia, SC

Inspiring Student Leaders to Balance Ethics, Supervision, and Leadership**November 2009**

National Orientation Directors Association (NODA) Annual Conference

Anaheim, CA

Outstanding Orientation Student Leadership Award**April 2008**

2008 NODA Region V Conference

Chicago, IL

Best Overall Case Study and Best Communication Skills Award**April 2007**

2007 NODA Region V Conference

Waterloo, IA

Chris Landry

2245 College Drive #203, Baton Rouge, LA 70808
225-288-7476 or 225-456-5875 chrislandry@alumni.lsu.edu

EDUCATION

Louisiana State University and Agricultural and Mechanical College

Baton Rouge, Louisiana

- Master of Arts in Higher Education
- Includes 24 hours of additional coursework in Community Counseling
- Bachelor of Arts in Sociology
- Bachelor of Science in Psychology

August 2007- December 2009

August 2002- May 2007

STUDENT AFFAIRS EXPERIENCE

Graduate Assistant for New Student Orientation

August 2007- December 2009

Office of Orientation, Louisiana State University

- Assist with the selection, training, advising and organization of more than 160 LSU Ambassadors annually
- Chair search process for the 2009 Orientation Team Leader and aid in selection of 2008 and 2010 Team Leaders
- Conduct research about state and regional best practices to be integrated into orientation programs
- Coordinate the annual revising and updating process for the *Experience LSU*, a publication for incoming students
- Design and compile successful bid submission for 2011 Southern Regional Orientation Workshop
- Develop, restructure and implement programs for more than 20 orientation sessions annually
- Guide and advise the 13-member Executive Council of the LSU Ambassadors including bi-weekly meetings
- Produce and compile assessment results for more than 20 student and family orientation sessions each year
- Redesign orientation agendas for students to be more user-friendly and include a broader range of information
- Research and present seminar informing commuter students and parents on resources and relationship changes
- Serve as Graduate Advisor for the LSU Ambassadors during Assistant Director's maternity leave
- Update and edit pamphlets and guidebooks to reflect departmental and campus-wide changes

Student Code of Conduct Hearing Panelist

January 2009- December 2009

Student Advocacy and Accountability, Louisiana State University

- Assess appeals made by students regarding sanctions and responsibility imposed by previous proceedings
- Consider applicable measures to best educate the student and safeguard the University while upholding policy

NODA Intern

February 2009- July 2009

Freshman Year Experience & Students in Transition, Auburn University

- Conducted midsummer and end-of-summer evaluations with counselors to highlight areas of strength and growth
- Co-presented "Tigers in a New Territory" session for out of state students and their parents
- Gathered information on trends and programming for out of state students beyond orientation
- Led educational session on overcoming stereotypes and implementing the Auburn Creed into students' daily lives
- Provided modifications and suggestions on survey used to develop www.orientationleader.com
- Served as an on-campus, live-in advisor over incoming students and student staff during Camp War Eagle sessions

Sigma Alpha Mu Social Fraternity Alumni Advisor

August 2007- August 2009

Epsilon Eta Chapter, Louisiana State University

- Guided the executive board and membership of more than 25 brothers
- Redesigned newsletter into a tool for recruiting, fundraising and contacting brothers and their families
- Served as an official representative with Greek Life as needed on the chapter's behalf

Orientation Team Leader

October 2006- August 2007

Office of Orientation, Louisiana State University

- Developed and adapted the training materials used by Orientation Leaders
- Integrated leadership and professional development programming for Orientation Leaders into training program
- Recruited, selected and managed 20 Orientation Leaders for a number of sessions from January-August
- Represented the Office of Orientation in residence hall during new freshman orientation programs
- Updated selection and training practices to be more efficient and relevant to the program

PROFESSIONAL AFFILIATIONS

- National Orientation Directors Association (NODA)** *November 2007-Present*
- Member of the Graduate Student and Region VI Networks
 - Member of the 2011 Southern Regional Orientation Workshop Conference Committee

AWARDS & DISTINCTIONS

- Chris Landry General Member of the Year Award Namesake** *December 2009*
LSU Ambassadors at Louisiana State University in Baton Rouge, Louisiana
- Best Problem Solving in the Graduate Case Study Competition** *March 2009*
Southern Regional Orientation Workshop at the University of Mississippi in Oxford, Mississippi
- Outstanding Graduate Student** *March 2008*
Southern Regional Orientation Workshop at Columbus State University in Columbus, Georgia
- Adren Wilson Award for Outstanding Service by a General Member** *April 2007*
LSU Ambassadors at Louisiana State University in Baton Rouge, Louisiana

PRESENTATIONS & PUBLICATIONS

- “GRADPASS: Your All-Access Guide to the Ups and Downs of Graduate School”**
National Orientation Directors Association Conference in Anaheim, California *November 2009*
Provides personal insight and experiences regarding the graduate school experience as well as outlines major concerns of graduate students and aims to better prepare current graduate students for the job search process.
- *Co-presented with Ryann R. Denham, Louisiana State University*
- “Students Advising Students: Challenges Graduate Students Face Working with Undergraduates”**
National Orientation Directors Association Conference in Anaheim, California *November 2009*
Introduces advising in field of orientation and discusses some obstacles associated with advising undergraduates as graduate students while providing realistic and attainable solutions for presented obstacles. Additionally, it allows participants to reflect upon and share personal advising experience to enhance the presentation’s applicability.
- “Ten Simple Rules (We Wish We Had Known...) for Succeeding in Orientation”**
Orientation Review Summer 2009. National Orientation Directors Association *July 2009*
Highlights important aspects of working as a graduate student in orientation such as becoming involved in professional organizations, networking with other student affairs practitioners and finding an appropriate balance between personal and professional responsibilities.
- *Co-authored with Ryann R. Denham, Louisiana State University*
- “Avoiding a Family Feud: How to Win with Family Orientation”**
Southern Regional Orientation Workshop, Florida State University in Tallahassee, Florida *March 2007*
Details some of the major pitfalls and best practices when providing orientation programs for parents and family members by focusing on including university administrations, openly communicating with the family before, during and after orientation, actively engaging family members and creating a sense of pride in the institution.
- “Do You Know Who’s Poking You?”**
Southern Regional Orientation Workshop, University of Alabama in Tuscaloosa, Alabama *March 2006*
Explains issues that have arisen with social networking websites such as MySpace and the Facebook, why and how university officials are utilizing these sites, as well as how orientation leaders can use these sites to connect with incoming students and promote safer techniques for navigating the Internet.
- “...But Teach a Man to Fish”**
Southern Regional Orientation Workshop, Clemson University in Clemson, South Carolina *March 2005*
Offers an innovative look at retention and transition issues that orientation leaders can help incoming students overcome by integrating into their program a successful business model that stresses self-responsibility, values, and growth on various levels as employed by the world famous Pike Place Fish Market in Seattle, Washington.

Chris Landry

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REFERENCES

Mrs. Kelli Webber

Assistant Director, Office of Orientation
Advisor, LSU Ambassadors
Louisiana State University
140 Johnston Hall, Baton Rouge, LA 70803
ksteve7@lsu.edu
225-578-2927

Mrs. Bonnie C. Alford

Director, Office of Orientation
Louisiana State University
135 Johnston Hall, Baton Rouge, LA 70803
balford@lsu.edu
225-578-2616

Mr. Mark Armstrong

Director, Freshman Year Experience and Students in Transition
Auburn University
189 Foy Hall, Auburn University, Auburn, AL 36849
armstm2@auburn.edu
334-844-4501

Dr. Brian Bourke

Assistant Professor, College of Education
Louisiana State University
121B Peabody Hall, Baton Rouge, LA 70803
bbourke@lsu.edu
225-578-4759

Dr. Darrell C. Ray

Assistant Vice Chancellor for Student Life
Adjunct Professor, College of Education
Louisiana State University
128 Johnston Hall, Baton Rouge, LA 70803
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ALISON LEACH

Current: 800 Energy Center Blvd. | Apt. 4819 | Northport, AL 35473 | 334.300.4004 | amleach@crimson.ua.edu

Permanent: 40 St. Andrews Court | Wetumpka, AL 36092 | 334.567.2064 | leacham@gmail.com

EDUCATION

University of Alabama; Tuscaloosa, AL

Master of Arts, Higher Education Administration; May 2010

- Department: Educational Leadership, Policy, and Technology Studies
- Related Coursework: The Student in Higher Education, Financing for Higher Education, Academic Culture and Learning, Career Development, Developing the Leader Within, Student Affairs, Organization and Governance, Student Development Theory

Auburn University; Auburn, AL

Bachelor of Arts, English; December 2008

- Minor: Political Science
- Related Coursework: Nature of Adult Education, Counseling and Human Services, Orientation to Education and Business Writing

EXPERIENCE

Office of Parent Programs; Tuscaloosa, AL

Graduate Assistant, 2009- Present

- Assisted parents with various questions about the University of Alabama and programs via e-mails, telephone calls, office visits and office presentations
- Advised orientation staff, otherwise known as Parent Ambassadors
- Aided in planning and implementation of orientation programming for 23 Summer Orientation Sessions
- Coordinated the recruitment process for Parent Ambassadors, including creating application materials, organizing group and individual interviews, advertising and marketing, information sessions and organizational meetings
- Scheduled, planned and advertised meetings, events and lectures for 10-3,000 participants, including the first annual A-(family) DAY event, Family Weekend and Week of Welcome events
- Maintained, edited and updated the Office of Parent Programs web site, parents.ua.edu
- Edit and design publication material used for orientation and other office sponsored events

Community Service Center; Tuscaloosa, AL

Intern, 2010- Present

- Reorganized office structure for student staff positions
- Created new application materials including Student Director application, Assistant Student Director application, interview rubric, interview questions and e-mail flyers
- Served on planning committee for a summer leadership development series
- Designed Profiles in Service publication for end of the year banquet
- Developed training materials for student staff
- Coordinated student staff retreat for 30 new Student Directors and Assistant Student Directors

Office of Undergraduate Recruitment and Admissions; Auburn, AL

Front Desk Assistant; 2007 - 2008

- Provided assistance to prospective students and their families in planning their University visit
- Scheduled daily tours, admission and academic advising appointments
- Answered questions concerning Auburn University, campus and student life
- Designed and assembled recruitment material for college fairs, tours and office events

Student Recruiter, Office Manager, Student Panelist; 2006 - 2008

- Educated prospective students and families about Auburn services, programs, admissions information through bi-weekly tours
- Built rapport with families to encourage attendance to Auburn University
- Planned and set-up office-sponsored events for recruits as well as scholarship candidates
- Supervised bi-weekly office hours of first year recruiters
- Answered parent and student questions as panelist
- Served as a key note speaker for a number of events across the state of Alabama with over 300 people in attendance

Glomerata (Yearbook); Auburn, AL*Student Life Editor, 2007-2008*

- Planned the Student Life section of 60 pages
- Assisted with miscellaneous pages throughout the book
- Designed layouts, wrote copy, implemented design ideas and managed photography for the section
- Organized and managed general staff members
- Coordinated fundraiser, Miss Glomerata Pageant, raising a total of \$5,000.00
- Advertised and managed distribution week festivities, passing out 12,000 yearbooks

REACH: Community Connection; Auburn, AL*Member, Assistant Director, Director, 2005-2008*

- Organized meetings for 200 freshmen members to build leadership skills through service
- Collaborated with advisers and assistant directors to maintain and expand project budget
- Lead various community service projects throughout the year including the annual Sweetheart Dance and Big Event
- Served as a Cabinet member of Student Government Association
- Identified a mission for the organization and developed a new strategic plan and timeline
- Implemented new programming that focused on the mission and goals of the group

Office of Student Publications; Auburn, AL*Student Assistant, 2006-2007*

- Developed and implemented payment systems for organizations section
- Wrote and typed documents and letters to outside companies
- Assisted with bi-weekly payroll for student staff
- Analyzed previous years' marketing plans and implemented a new publicity program including targeted audience, goals strategic plan and publications
- Ran office errands and represented the office at involvement and career fairs

HONORS / AWARDS

Baptist Foundation Scholarship
 Auburn University Opportunity Scholarship
 Best Buy Service Scholarship
 REACHer of the Year Award
 Student Recruiter Officer Award
 LeaderShape Institute

Joe Sewell Academic Award Winner
 Al Bigger Award
 Golden Key International Honor Society
 Chi Sigma Alpha, Higher Education Honor Society
 Kappa Delta Pi Education Honor Society

KEY SKILLS

Computer: Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher), GroupWise, PageMaker, Contribute, Photoshop and InDesign

Personal: Strong communication (verbal and written), interpersonal, organizational and leadership skills with a strong work ethic and interest in working with students

PROFESSIONAL MEMBERSHIPS

National Orientation Directors Association
 National Association of Student Personnel Administrators

CONFERENCES/WORKSHOPS ATTENDED

National Orientation Directors Association Conference (NODAC) 2009
 LeaderShape Institute
 Southern Regional Orientation Workshop 2010

PRESENTATIONS

DeMonbrun, R.M. & Hartley, S.A. & Leach, A.M. 2009, November. *Developing Parent Orientation Leaders*. Presented at the National Orientation Directors Association Conference (NODAC), Anaheim, CA.

Criswell, J.L., Hartley, S.A. & Leach, A.M. 2010, March. *Don't Stop Belivin': Parents Are Partners*. Presented at the Southern Regional Orientation Workshop (SROW), Louisville, KY.

Joshua Noah McKenzie

1309 Blossom St. • Columbia, SC 29208 • (256) 318-2219 • joshmck@sc.edu

Education	University of South Carolina Master of Education, Higher Education and Student Affairs	Columbia, SC Anticipated, May 2010
	Middle Tennessee State University Bachelor of Science, Electronic Media Journalism	Murfreesboro, TN May 2008, Cum Laude

Orientation, First-Year Students & Retention Experience

Assistant Residence Life Coordinator, University Housing July 2009- Present
University of South Carolina, Columbia, SC

- Manage the daily operations of Columbia Hall, a 480 bed, co-ed, first-year student building during the absence of a professional staff member
- Supervise, mentor, and counsel 20 Resident Mentors in developing administrative, interpersonal, group facilitation, personal success, leadership and organization skills
- Serve as judicial hearing officer to facilitate educational outcomes in student conduct matters
- Advise executive officers and floor representatives of the Columbia Hall Government
- Manage all aspects of front desk and Wellness Center desk operations including the supervision of desk assistants
- Collaborate with faculty and staff to advise two new living-learning communities: Journalism and Healthy Carolina
- Respond to crisis situations by serving on weekly duty rotation for all campus housing

National Orientation Directors Association Intern, Office of Admissions, Orientation and Parent Programs May 2009- July 2009
Georgia Southern University, Statesboro, GA

- Supervised 21 Southern's Orientation, Advisement, and Registration (SOAR) Leaders and 2 student coordinators
- Executed all office operations and communicated with campus partners during the vacancy of the coordinator position
- Conducted parent orientation sessions and assisted with freshmen, transfer and special population programs
- Created and organized a one-day orientation session for mature students
- Planned the mid-summer retreat for SOAR leaders with related educational components

ACE Coach, Academic Centers for Excellence July 2008- Present
University of South Carolina, Columbia, SC

- Conduct one-on-one academic success sessions with academically challenged first-year students
- Present to university seminar courses concerning general student skills, time management and learning strategies
- Create student e-newsletter "ACE It!" and faculty e-newsletter, and implement distribution to appropriate populations

Blue Elite: Student Recruiter, Office of Admissions May 2007- April 2008
Middle Tennessee State University, Murfreesboro, TN

- Attended and actively recruited prospective students at university events and college fairs
- Facilitated university tours for prospective high school students
- Managed office tasks and mailings for the Office of Admissions

Family Weekend Graduate Volunteer, Office of Admissions, Orientation and Parent Programs October 2010
Georgia Southern University, Statesboro, GA

- Assisted in the supervision, coordination and implementation of the office's Fall Family Weekend events

Educational Programs Intern, Louisville, KY March 2010
2010 Southern Region Orientation Workshop

- Review and select educational programs for the regional orientation conference
- Assist in the success of the conference through onsite communication and logistics

Student Orientation Assistant, Office of New Student & Parent Programs Jan 2007- July 2008
Middle Tennessee State University, Murfreesboro, TN

- Mentored first-year Student Orientation Assistants and counseled first-year students in the first-year transition

Student Affairs Experience

University of South Carolina, Columbia SC
Graduate Assistant for Leadership, Resident Student Learning July 2008- May 2009

- Advised Residence Hall Association and executive officers while aiding in the management of a \$100,000 budget
- Served as liaison for the Music Living-Learning Community, aiding in programming development and budgeting
- Managed two Resident Mentor interview processes and hired a staff of 220 undergraduate and graduate students
- Coordinated research projects as chairman for Housing's Living-Learning Communities Committee
- Created the schedule and content for University Housing Graduate Assistant and Resident Mentor trainings
- Responded to crisis management situations by serving on University Housing duty rotation

Graduate Volunteer, Office of Leadership Programs and Women Student Services January 2010- Present

- Assist in coordination and implementation of the 380 participant Student Leadership and Diversity Conference
- Develop curriculum and co-instruct Emerging Leaders Program course with 11 undergraduate students
- Establish initiatives and generate proposals after researching national leadership development programs

Graduate Volunteer, Office of Greek Life August 2008- Present

- Facilitate Sigma Series, a leadership retreat for newly elected chapter officers, and New Member Institute
- Generate materials and programs to promote anti-hazing initiatives for 3,800 member community
- Research junior and senior member transition trends and organize programming based from research findings

Teaching & Practicum Experience

University of South Carolina, Columbia, SC

Instructor, National Resource Center for the First-Year Experience® & Students in Transition Aug. 2009-Dec. 2009

- Co-instructed one Capstone honors section of the nationally recognized three-credit course for first-year students
- Developed instruction for class sessions of 23 first-year students to assist in their transition to the university

Instructor, EDHE 600: Residence Life Staff Class Aug. 2008- Oct. 2008

- Co-instructed the Resident Mentor extended training course while serving as a mentor to ten student leaders
- Facilitated discussion based on Emotionally Intelligent Leadership

Practicum Graduate Assistant, Office of Student Judicial Programs Oct. 2008- Dec. 2008

- Observed academic integrity and judicial conduct hearings and benchmarked Behavior Intervention Team processes

Practicum Graduate Assistant, Office of Campus Wellness Aug. 2008- Oct. 2008

- Produced assorted materials on Celiac Disease and eating disorders
- Assisted in launching a personal trainer program by benchmarking various universities

Relevant Undergraduate Experience

Up 'Til Dawn Associate Director of Marketing, Office of Leadership & Service May 2007-April 2008

All Greek Council President, Office of Greek Affairs April 2007- April 2008

University Student Ambassador, Office of Alumni Relations Aug 2006- April 2008

Intern and Newsletter Editor, Office of Greek Affairs Jan 2007- May 2007

Executive Vice President and Speaker of the Senate, Student Government Association May 2006- May 2007

Presentations

Rock and ROLE: Navigating Your Experience as a Graduate Student Staff Member Southeastern Region Orientation Workshop, Louisville, KY March 2010

Inspiring Student Leaders to Balance Ethics, Supervision, and Leadership National Orientation Directors Association Conference, Anaheim, CA November 2009

Going Back to Your Roots: Organization, Mission & Values Georgia Southern University Leadership Boot Camp, Statesboro, GA September 2009

Student Development Theory & Your Greek Students University of South Carolina Greek House Director Training, Columbia, SC August 2009

How to Aid in the Transition of First-year Students Through the Student Success Initiative University of South Carolina Resident Mentor Training, Columbia, SC August 2009

Be Our Guest: Customer Service for Resident Mentors University of South Carolina Resident Mentor Training, Columbia, SC August 2009

WE soar, WE Fly: Diversity & Inclusiveness during SOAR Georgia Southern University SOAR Leader Training, Statesboro, GA May 2009

Evolving Yourself Through Emotionally Intelligent Leadership Student Leadership & Diversity Conference, Columbia, SC February 2009

Honors and Professional Associations

- 2009 NODA Intern of the Year, National Orientation Directors Association, Anaheim, CA
- Graduate Case Study Competition Winner, Best Communication, 2009 Southern Region Orientation Workshop
- 2009 AFA Annual Meeting Graduate Staff, Jacksonville, FL.
- 2009 Intern, Western Region Greek Association and National Black Greek Leadership Conference, San Francisco, CA
- 2008 Victor Felts Interfraternity Council Greek Man of the Year
- 2007 MTSU Homecoming King
- National Orientation Directors Association (NODA)
- University of South Carolina Student Personnel Association (SPA): Secretary, Newsletter Editor, Orientation and Graduate Assistant Recruiting Program (GARP) Committees

Sarah Louise Schupp

1555-3A New Garden Road • Greensboro, NC 27410 • Phone: (440) 570-5087

EDUCATION

Master of Education – Student Personnel Administration in Higher Education, Anticipated May 2010
The University of North Carolina at Greensboro, Greensboro, NC

Bachelor of Arts – Political Science and International Studies, May 2008
Elon University, Elon, NC

Study Abroad – Italy, Winter 2006, Ghana, West Africa, Winter 2008

STUDENT AFFAIRS EXPERIENCE

Graduate Assistant, Office of Orientation and Family Programs, May 2008 – Present

The University of North Carolina at Greensboro

- Assist in the planning and implementation of summer, fall, and spring orientation program components for families of new adult, transfer, and first year students
- Respond to parent and family member questions, concerns, and complaints during orientation and throughout the year via email and phone
- Design, edit, and solicit articles for a monthly electronic newsletter reaching 2,700+ members of the Parent and Family Association
- Provide presentations about degree requirements, academic advising, and transitions associated with first-year students during parent and family orientation
- Design publications, logos, and marketing materials for office and campus events
- Compile assessment results and develop reports for various department events including orientation programs and Family Weekend
- Co-instruct first-year experience course for over 25 students
- Co-instruct university studies course for 20 students on academic probation
- Coordinate office fundraising program for Spartan Orientation Staff
- Advise and manage chapter funds in excess of \$5,000 for UNCG chapter of Alpha Lambda Delta, the National Honor Society for first year students
- Aid in the planning and implementation of Family Weekend and Parent and Family Advisory Council meetings
- Conduct research and write literature reviews regarding specific campus populations and family member services
- Supervise, select, and train 25 Spartan Orientation Staff members
- Review applications for departmental scholarships and interview candidates for National Orientation Directors Association internship
- Help maintain bookkeeping records, deposits, and Access reports for summer orientation sessions, fundraisers, and Family Weekend

INTERNSHIP EXPERIENCE

Transfer Credit Advisor, International Programs Center, July 2009 – Present

The University of North Carolina at Greensboro

- Manage the process of obtaining transfer credit for international university academic credit for over 120 students
- Communicate with academic department heads, academic advisors, and the registrar about host university credit
- Translate, evaluate, and catalogue foreign host university transcripts
- Conduct group advising sessions to inform students of pre-departure information and university protocol
- Guide students through study abroad interviews and host university applications
- Assign appropriate amounts of UNCG elective academic credit
- Advise students on how to obtain transfer credit and how to appropriately approach academic department heads
- Prepare memos to obtain course equivalencies from academic department heads
- Organize transcripts and memos for UNCG alumni applying to postgraduate institutions
- Work one on one with students in distress and refer them to appropriate UNCG student resources
- Communicate with host university officials concerning missing transcripts and grade changes
- Guide students in reflecting on their time abroad and counsel them about reverse culture shock

- Create materials for re-entry workshops
- Present in a variety of classes about study abroad opportunities

RELEVANT EXPERIENCE

Facilitator, International Programs Center, University of North Carolina at Greensboro, November 2009

- Assisted in the facilitation of an ACIREMA activity relating to cultural differences and the immigration process for international students

Member, Student Affairs Graduate Assistant Committee, Fall 2008

- Evaluated the graduate assistantship experience and aided in the creation of a division proposal

Member, Student Personnel Recruitment Kickoff Committee, September - May, 2008

- Created academic department publications and manual for prospective students

Certificate, Safe Zone Training (GLBTQ advocates), University of North Carolina at Greensboro, Fall 2008

- Trained to provide support, information, and a safe place within the community for GLBTQ students

Administrative Aid, Office of Financial Planning, Elon University, May 2007 - May 2008

- Processed financial aid forms and answered parent & family concerns via phone
- Organized federal employment paperwork

Intern, Isabella Cannon International Centre, Elon University, January 2007 - May 2007

- Updated promotional materials and coordinated logistics for campus presentations
- Cataloged passport and flight information for more than 40 semester abroad students
- Presented study abroad information at admissions events for prospective students
- Created visa information website for international students and scholars
- Updated Centre's winter abroad blog for participants' parents & family members

Intern, National Campaign for Political and Civic Engagement, Elon University, August 2006 - May 2008

- Organized the absentee voting process and aided in the creation of campus election debates

Executive Secretary, Student Government Association, Elon University, March 2006 - March 2007

- Managed the legislative record and internal communication for 50 member Senate

Committee Chair, Elon University, March 2006 - March 2007

- Managed \$10,000 budget, delegated tasks to committee, and planned homecoming week for students

Student Body Representative, Sanction Panel, Elon University, March 2006 - March 2007

- Served on grade appeal and judicial appeal panels as student representative

PUBLICATIONS AND PRESENTATIONS

Presenter, Southern Regional Orientation Workshop, March 2008

- Using Parents and Family Members as Advocates

Presenter, North Carolina College Personnel Association Conference, November 2008

- Sustaining our Relationships with Parents: Positive Approaches

Co-Contributor, National Orientation Directors Association, Fall 2008

- A Point of Connection

Contributor, National Campaign for Political and Civic Engagement, Harvard Institute of Politics, Spring 2006

- Navigating the Vote

REFERENCES

Ms. Megan Moore, *The University of North Carolina at Greensboro, (Direct Supervisor)*
Assistant Director of the Office of Orientation and Family Programs
245 EUC, PO Box 26170
Greensboro, North Carolina, 27402
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mpmoore@uncg.edu

Mr. Tom Martinek, *The University of North Carolina at Greensboro, (Internship Supervisor)*
Assistant Director of Study Abroad and Exchange, International Programs Center
127 McIver Street
Greensboro, North Carolina 27402
(336) 334-5404
tjmarti2@uncg.edu

Dr. Kim Sousa-Peoples, *The University of North Carolina at Greensboro, (Indirect Supervisor)*
Director of the Office of Orientation and Family Programs
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Greensboro, North Carolina, 27402
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Dr. Vickie Suggs, *The University of North Carolina at Greensboro, (Former Professor)*
Assistant Professor of Higher Education
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Greensboro, North Carolina 27402
(336) 334-9875
vlsuggs@uncg.edu

Keith Wilson

13705 Florida Cove, Ocean Springs, Mississippi 39565 (228) 219-2238 keith.wilson81@gmail.com

SUMMARY

A reliable, trusting, customer-focused, and sociable professional adept at working with diverse, holistic student populations at community colleges and universities and the general public. Background includes utilization of student development theories for student activities and first year programming, public relations management for community civic organizations, and a media internship/assistance in a broadcast news setting.

Programming & Development

- Collaborated with university and college entities to host transfer day for 200 attendees on \$4500 budget
- Chartered a 28 member student-lead community service-learning organization
- Fundraised approximately \$5,000 for March of Dimes (2002-2009) and \$2000 for Red Cross (2007-2008)
- Coordinated a multi-campus student leadership workshop for 80 attendees

Leadership & Supervision

- Co-supervised two entry-level employees and six work-study students in financial aid
- Managed television media & 10 volunteers in 147 person American Red Cross emergency shelter for 72 hours
- Recruited, selected, trained, motivated and evaluated a 22-member transfer leadership board
- Appointed Student Council President (2001-2002) to plan 15 major activities for nearly 3,000 commuter students

Marketing & Communications

- Edited press releases, newsletters & promo items for publication/distribution using Microsoft Office, Primo PDF
- Chaired annual awareness month campaign for local civic organization (2007-2010)
- Addressed short/long term strategies and processes to create membership increases and active participation
- Traveled to area-wide recruitment events sharing personal testimony as an undergraduate student recruiter

Specialties & Interests

group activities, service-learning projects, document design, public relations, database management, sheltering, case management, social networking

EXPERIENCE

Student Services Manager (Temporary full-time) Mississippi Gulf Coast Community College; Perkinston, MS
06/2009 – 11/2009

- Utilized office technology and Banner PROD to package, verify, authorize, and disburse Federal, State, scholarship aid
- Monitored NSLDS, satisfactory academic progress, and return Title IV funds using EditExpress, EdConnect, ElmNet

Client Recovery Specialist (Temporary full-time) American National Red Cross; Biloxi, MS
04/2008 – 11/2008

- Managed 40 family hurricane recovery plans and obtained \$6,000+ grants/volunteer labor on four major cases
- Provided multi-agency referrals regarding unmet needs (i.e. transportation, food, appliances, education, clothing)

Graduate Administrative Assistant The University of Mississippi; Oxford, MS
03/2006 – 05/2007

News Contents Assistant and Front Office Clerk WLOX-TV 13; Biloxi, MS
09/2005 – 01/2006

EDUCATION

Master of Arts Higher Education Student Personnel, The University of Mississippi; Oxford, MS

Bachelor of Arts Broadcast Journalism & Spanish Minor, The University of Southern Mississippi; Hattiesburg, MS

Associate of Arts Bachelors Prep (Honors Program), Mississippi Gulf Coast Community College; Gautier, MS

Keith Wilson

VOLUNTEERISM

Club President Biloxi-Edgewater Civitan Club, Civitan International; Biloxi, MS
10/2008 – 10/2009

- Lead a group of 32 volunteers to accomplish 30 club and 12 board meetings, 15 community service projects to include those who are developmentally disabled or disadvantaged, 4 membership drives, 4 fundraisers, and 2 socials
- Increased club public relations (served as PR director since 2007 maintaining 90% publication rate on media releases)
- Honored as Outstanding Club Honor Key Recipient and Outstanding Magnolia District Club President of the Year

Campus Activities Practicum The University of Mississippi; Oxford, MS
01/2007 – 05/2007

Course Instructor Dept. of Leadership and Counselor Education, The University of Mississippi; Oxford, MS
01/2007 – 05/2007

Summer Orientation Academic Lab Advisor The University of Mississippi; Oxford, MS
05/2006 – 08/2006

Founder, Transfer Leadership Board The University of Southern Mississippi; Hattiesburg, MS
08/2004 – 01/2005

ADDITIONAL CREDENTIALS

Professional Memberships

- National Orientation Directors Association
- Southern Association of College Student Affairs
- Mississippi Association of Financial Aid Administrators
- Mississippi Association of Educational Office Professionals

Affiliated Leadership

- Biloxi-Edgewater Civitan Club of Civitan International; Member, District/Club Public Relations Director since 2007
- Gulf Coast Metro Chapter of Southern Miss Alumni Association; Board Member since 2007
- Omicron Delta Kappa National Leadership Honor Society; Member since 2003
 - Graduate 2008 Campus Leaders Today, Community Leaders Tomorrow (non profit training); Washington, DC
 - 2004 Province XI (Louisiana, Mississippi, Alabama) Leader of the Year

Certifications

- .55 CEUs in Higher Education Mental Health, Mississippi Gulf Coast Community College, 2009
- Coordinated Assistance Network (CAN), 2008
- CPR and First Aid, 2008

Conference Presentations

- Extreme Student Leadership Conference, Mississippi Gulf Coast Community College; 10/2009
- Student Leadership Conference, Southeastern Louisiana University; 03/2007, 03/2008, 03/2009
- Southern Regional Orientation Workshop, Florida State University; 03/2007

Recognition

- Student Hall of Fame, The University of Southern Mississippi 2005
- Outstanding Student Organization President of the Year, The University of Southern Mississippi 2004
- Student Hall of Fame, Mississippi Gulf Coast Community College 2002