

ANDREA Rowland Haag

Contact Info:

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SKILLS

- 8 years' managing day-to day operations of program
- 13 years' supervisory experience

EDUCATION

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| <i>Full Stack Coding Bootcamp</i> | UNIVERSITY OF UTAH | Salt Lake City, UT |
| <i>Management Essentials Certificate</i> | UNIVERSITY OF UTAH | Salt Lake City, UT |
| <i>B.S. in Psychology</i> | UNIVERSITY OF UTAH | Salt Lake City, UT |

ACHIEVEMENTS

- Managed BlockU Peer Advisor Program
- Expedited payroll processing to expand the capabilities of the Undergraduate Research Opportunities Program and increased the program by 140%
- Chaired two highly publicized, yearly University events (Undergraduate Research Symposium, Research Posters on the Hill)

PROFESSIONAL EXPERIENCE

Program Manager, *University of Utah*, Salt Lake City, UT 2013 - 2022

- Develop and manage budgets for BlockU, New University Scholars and General Education
- Oversee Peer Advisors including recruitment, hiring, training and professional development
- Design and create program information, advertising materials, and manage website
- Advise students and ensure they are meeting all program requirements

Administrative Assistant, *University of Utah*, Salt Lake City, UT 2007 - 2013

- Effectively managed Undergraduate Studies Internship program and supervised four interns
- Chaired Research Posters on the Hill at Utah's State Capitol
- Chaired the Undergraduate Research Symposium at the University of Utah where participation grew over 40%
- Managed Undergraduate Studies office

Instructor, *Songbird Music Studio*, South Jordan, UT 2016 - Present

- Created new music studio including the fee structure, policies, and brand
- Instructed students of all ages in their chosen musical field (singing, piano or harp)
- Promoted music studio through networking with local schools and engaging in advertising utilizing social media