

Objective

Looking to relocate to the Harrisburg, Lancaster, York, PA area. Interest in both education positions as well as nonprofit human services.

Skills

MS Excel, MS Word, MS Works, MS Power Point, WordPerfect, and MS Outlook.

Work Experience

Area Coordinator III

University Of Pittsburgh-Johnstown - 2013 – 2019

- Overall management of 5 residential buildings with a population of approximately 650 first year students.
- Train and supervise 5 Residence Directors and 12 Resident Assistants.
- Supervise community development and programming efforts within first year residence halls.
- Restructure and implement the recruitment process for new Resident Assistant staff.
- Create and facilitate the Hall Cup program, which is designed to connect students to the campus community during their first year.
- Participation in the department on-call structure including conflict mediation, crisis response, and policy enforcement.
- Advise 35 first year students as their Student Success Coach to facilitate stronger connections to campus support programs and services.

Area Coordinator

ABC Corporation - 2011 – 2012

- Managed all operational and fiscal operations of site location.
- Created and implemented site strategic plan for growth of student population and expansion of name recognition for offered online and in classroom academic programs.
- Responsible for oversight of recruitment activities targeted at prospective students by ensuring representative attendance at educational fairs, planning of information sessions, overseeing lead follow up procedure, and building relationships with local businesses and organizations.
- Managed sites yearly operating budget.
- Provided supervision and training to site location staff.
- Responsible for reserving appropriate classroom space at site location of in-class courses by working with community college partner (Harrisburg Area Community College) and Troy faculty.
- Developed and implemented orientation activities for new students.

Education

Master of Science in Human Services - (Capella University - Minneapolis, MN)