MARY E. COOKE

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Education

The University of Akron, Akron, Ohio

**Master of Educational Foundations – Instructional Technology December 2019**

**Bachelor of Arts in Business and Organizational Communication – Public Relations August 2012**

Summa Cum Laude

**Associate of Applied Business May 1983**

Professional Experience

**Coordinator, Career Services August 2018 – Present**

The University of Akron Career Services, Akron, Ohio

* Advise students on all facets of career skills and strategies, including major and career exploration, resume preparation, interviewing skills, internship and job searches, and strategies to accomplish career goals
* Lead Technology Tools Team to propose, design, develop, implement, and evaluate the integration of technology in class presentations and for student self-learning
* Develop learning modules and a self-enrollment course to teach career skills in a self-paces asynchronous online or blended learning environment
* Serve as team member of the Assessment Team of Career Services to develop assessments on student engagement and learning and to collect data on the effectiveness of our class presentations and individual student appointments
* Teach career topics in classes as guest speaker in undergraduate and graduate classes

**College Program Specialist March 2013 – August 2018**

The University of Akron School of Law, Akron, Ohio

* Assisted the Assistant Dean of Law Student Affairs with two other team members to manage all aspects of student affairs for law students, including managing student records and admission transcripts, facilitating disciplinary processes and academic standards, and verifying bar admissions information for every state
* Organized events and collaborated with other campus departments to manage Law Commencement, Fall Orientation Check In and Dinner (over 350 guests), Bar Admissions Workshop, Substance Abuse Lecture, Law Thanksgiving Dinner, Law Graduate Fairs, Spring Orientation Dinner, and the Client Counseling Competition
* Analyzed the needs, designed, developed, implemented, and evaluated the online component of our law Orientation in the university’s learning management system
* Designed and developed learning modules, instructional videos, online checklists, and written instructions to teach students in how to use tools available through My Akron
* Supervised student assistants: post positions, interview, hire, and review weekly time sheets in Emp Center
* Assisted the Director of Admissions and Financial Aid in the recruitment of law students, facilitating admissions processes and organizing admissions events and materials
* Handled confidential files, prepared correspondence, reports, evaluations, and learned an outside database used by all law schools for admissions processes

**Administrative Secretary May 2008 – March 2013**

The University of Akron Schools of Dance, Theatre, and Arts Administration and Communications, Akron, Ohio

* Performed administrative duties for undergraduate and graduate programs including serving as hiring manager, processing graduate assistantships, maintaining student records, assisting students with admissions and course scheduling, and assessing student progress towards degree
* Assisted school directors with operations of the schools, giving input and ideas for more efficient processes
* Managed purchasing, reimbursements, travel expense reports, and reviewed budget expenditures for Dance, Theatre, and Arts Administration using PeopleSoft Financials, Cashnet, and the VISA procurement card for outside purchases
* Communicated as needed on behalf of the school, often being the first person to receive and respond to inquiries, concerns, and complaints
* Hired and managed student assistants by hiring, scheduling, training, and assigning and reviewing their work

**Assistant to President May 2005 – December 2007**

**Assistant to Vice President January 2004 – May 2005**

Executive Properties, Inc., Akron, Ohio

* Managed projects and communicated with partners, clients, and business associates
* Developed and managed marketing plans with apartment managers
* Gave presentations to businesses and community members, building professional relationships and educating others on our buildings and the services we offered

Skills

* Proficient in University software applications including: Brightspace Learning Management System, PeopleSoft and PeopleSoft Financials, Nolij, Qualtrics, Cashnet, ZIPReports, Listserv and SharePoint
* Advanced in Microsoft Word, PowerPoint, and Outlook
* Proficient in Microsoft Excel

Volunteer Experience

**Volunteer, Zacapa, Honduras August 1990 – January 1991**

* Lived in the village for six months as part of a team assisting the pastor of several parishes in the region
* Adapted to the culture of the village and people in food, simplicity of dress and possessions, and home life
* Organized small group learning activities for the children who wanted to attend

**Volunteer, Mother Teresa’s Orphanage in Calcutta, India May 1980**

* Traveled to Calcutta, India, and worked with members of Mother Teresa’s order for two weeks
* Experienced a completely different culture, walking with a local guide to and from the orphanage each day
* Stayed at a youth hostel and ate local food with other residents at the hostel