

ALBERT YALLEY
Williamsburg, Virginia ayalley@wm.edu + 1 7575858680

Education

- **College of William & Mary**, Williamsburg, Virginia
M.Ed. in Higher Education Administration
GPA: 3.95/4.0
August 2023 – May 2025
- **University of Cape Coast**, Central Region, Ghana
M.Ed. in Science Education
May 2023-Uncompleted
- **University of Cape Coast**, Central Region, Ghana
Bachelor of Psychology and Foundations of Education
GPA: 3.3/4.0
August 2014 – September 2016
- **University of Cape Coast**, Central Region, Ghana
Diploma in Psychology and Foundations of Education
GPA: 3.3/4.0
August 2010 – September 2013
- **Pentecost University**
Certificate in Theology and Pastoral Studies

EXPERIENCE

Conduct Case Administrator, Community Values and Restorative Practices

College of William and Mary, Williamsburg, Virginia

August 2023 – Present

- Ensure students involved in disciplinary cases receive due process, including the opportunity to present their side and appeal decisions if necessary.
- Meet with students involved in disciplinary cases to discuss allegations or violations, gather their perspectives, and explain the consequences of their actions.
- Collaborate with faculty, counselors, administrators, and law enforcement to address disciplinary issues and ensure a coordinated response to student behavior.
- Maintain detailed records of disciplinary cases, including incident reports, interviews, and case outcomes.
- Process police reports and create incidents in the Advocate system.
- Shadow student conduct council members during the adjudication process.
- Serve as co-advisor to the Undergraduate Honor Council members.
- Review and process appeal cases.

Proctor, Student Accessibility Services

College of William and Mary, Williamsburg, Virginia

November 2023 – December 2023

- Supervised the proctoring of exams for hundreds of students at the Watson Testing Center.
- Reviewed incoming and outgoing testing requests through Accommodate, determining appropriate approvals.
- Communicated daily with faculty via phone and email to ensure exams were uploaded at least one day prior to scheduled student examinations, and that exam instructions were provided for proctors.

- Compiled daily binders with printed exams, organized by examination period for each student.
- Supported academically or socially isolated students by providing resources in collaboration with Care Support Services.

Graduate Orientation, Transition, and Retention (OTR) Intern

Office of Student Transition Engagement Programs (STEP), William & Mary

May 2024 – August 2024

- Assisted with the preparation and coordination of welcome events for incoming students, including managing event logistics and volunteer coordination.
- Developed and coordinated the schedule for the My First W&M Weekend, ensuring smooth execution of programming for new students.
- Contributed to the preparation and implementation of the Services, Opportunities, and Supports (SOS) Fair, promoting campus resources and student support services.
- Assisted in the creation and maintenance of the Student Resource Guide, providing essential information to students transitioning into university life.
- Participated in the Campus Living Center (CLC) Welcome Desk rotation, offering support and guidance to students and visitors.

Mathematics and Science Teacher

Ghana Education Service, Tarkwa, Western Region

March 2018 – July 2023

- Designed and implemented high-quality lesson plans and curricula in alignment with national and school standards, effectively engaging students in learning.
- Evaluated student performance through inspections and performance-based assessments, resulting in measurable academic progress and adherence to national assessment guidelines.
- Provided constructive feedback to students, fostering a growth mindset, and regularly communicated progress reports to parents and fellow educators to ensure a holistic support system.
- Delivered tailored resources, interventions, and individual tutoring for students with academic challenges, improving overall class performance.
- Facilitated dynamic and interactive classroom activities in integrated science and mathematics, enhancing critical thinking and problem-solving skills.

Extracurricular activities:

Honor Council Member

William & Mary Graduate School of Education

August 2023 – Present

- Investigate allegations of academic misconduct by gathering evidence, interviewing involved parties, and assessing the validity of accusations.
- Educate peers on academic integrity policies, ethical behavior, and the consequences of misconduct to promote a culture of honesty.
- Collaborate with faculty, administrators, and students to ensure that academic integrity policies are clear, fair, and effectively communicated across the academic community.

Student Ambassador

William & Mary Graduate School of Education

August 2023 – Present

- Conduct campus tours for prospective students and their families, highlighting key facilities, academic buildings, and other significant areas.

- Assist with new student orientations, providing valuable information on resources, policies, and campus life to help incoming students acclimate.
- Organize and participate in various campus events, including open houses, information sessions, and recruitment activities, to promote the graduate program.
- Offer support and guidance to new and prospective students, helping them navigate academic and social challenges and fostering a welcoming campus environment.

Awards and Honors

- **Graduate Assistantship Package**
Awarded a \$16,000 stipend and coverage of most tuition costs, 2023 – Present.
- **Student Scholarship Package**
Received a \$6,000 scholarship from Gold Fields Ghana Limited, covering tuition and fees, 2014 – 2016.
- **Best Performing Semester Award**
Honored by the Educational Foundations Department, University of Cape Coast, July 2016.
- **Workshops, Conferences, and Webinars**
 - **Virginia Student Services Conference (VSSC)**
November 2023
 - Gained insights into innovative student services strategies and best practices for enhancing student support.
 - Networked with professionals from various institutions to exchange ideas and collaborate on improving student success initiatives.
 - **Association of Student Conduct Administration (ASCA): Student Conduct 101: Pathways to Resolution**
April 2024
 - Learned various conduct resolution pathways and strategies for effective conflict management.
 - Gained insights into trauma-informed approaches to handling student conduct cases.
 - **Ghana National Teaching Council and Institute of Research and Educational Development**
Sensitization of Educational Policies
February 2022
 - **Tarkwa Municipal Education Directorate**
 - Mathematics and Science Towards Implementation of the Common Core Program for Junior High School
January 2022
 - Capacity Building on Effective Handling of BECE Mathematics Scripts
September 2021
 - **Ghana Association of Science Teachers**
 - Innovation and Practical Ways of Teaching and Learning Science and Technology
August 2018

SKILLS

- **Language Skills:** Fluent in English (written and spoken).
- **Computer Skills:** Proficient in Microsoft Office Suite (Excel, Word, PowerPoint) and Google Workspace (Docs, Sheets).
- **Teaching Skills:** Curriculum Development, Classroom Management, Student Assessment, Educational Technology Integration.

- **Hard Skills:** Group Collaboration, Critical Thinking, Public Speaking, Excellent Verbal and Written Communication, Task-Oriented, Interpersonal Skills, Problem Solving.