



INDIANA UNIVERSITY
HIGHER EDUCATION AND STUDENT AFFAIRS

**CLASS OF 2017
RESUME BOOK**

Indiana University
 Higher Education and Student Affairs
 Class of 2017 Job Preferences

| Name | Interested Functional Area(s) | Preferred Location(s) | Email Address | E-portfolio Release Date |
|-----------------------|--|--|--------------------------|--------------------------|
| Stacey Abshire | Academic Advising, Career Advising, Institutional Research | Indiana | sabshire@iupui.edu | April 17, 2017 |
| Berenice Andaluz Ruiz | First Year Experience, Student Activities, Academic Advising | East Coast, Mid-Atlantic | bereandaluz@gmail.com | April 19, 2017 |
| Kai-Wei Cheng | Student Conduct, International Programs and Services, Residence Life | East coast and West coast | chengkai@indiana.edu | April 29, 2017 |
| Hannah Cotton | Fraternity & Sorority Life | Nationwide (preferred in/near metropolitan areas) | hrcotton627@gmail.com | April 25, 2017 |
| Kelly Freiberger | Student Conduct, Risk Management, Academic Advising | Midwest | kfreiber@butler.edu | April 25, 2017 |
| Megan Giordano | Academic Advising, Career Services, Student Success | Metropolitan areas Nationwide | giordanom305@gmail.com | April 19, 2017 |
| Gabriella Graziano | Housing, Student Conduct, Academic Advising | Indiana | gmgrazia@indiana.edu | April 29, 2017 |
| Courtney Hill | Student Activities & Organizations, Student Government, Residence Life, Academic & Career Advising, Study Abroad Programs, Student Leadership, Admissions | San Diego | courtneyhill02@gmail.com | April 18, 2017 |
| Emily Hunnicutt | Orientation & First-Year Experience, Scholar Support Programs, Housing and Residence Life, Academic Advising, Service Learning | Midwest, Urban Midwest, Mid-Atlantic, Nation Wide | eahunnicutt@gmail.com | April 28, 2017 |

| Name | Interested Functional Area(s) | Preferred Location(s) | Email Address | E-portfolio Release Date |
|---------------------|--|--|------------------------------|--------------------------|
| Keilah Johnson | Fraternity & Sorority Life, Student Conduct | Anywhere, I am prioritizing working within a specific functional area! | keilahmariejohnson@gmail.com | April 22, 2017 |
| Lauren Kolkmeier | Career Development, Academic Advising | Indianapolis, Akron, Cleveland | lmkolkme@umail.iu.edu | April 21, 2017 |
| Michelle Leao | Leadership Development, Student Activities, Diversity, Equity, & Inclusion, and Fraternity & Sorority Life | Primarily Mid-Atlantic (but as far north as Boston) | mleao@indiana.edu | April 24, 2017 |
| Kevin Lewis | Multicultural Affairs; Diversity & Inclusion; Leadership Programs; Intercultural Programs; Admissions | Louisiana, Georgia, North Carolina, Texas, D.C., or Maryland | kevilewi@indiana.edu | April 18, 2017 |
| Maxwell Mattern | Multicultural Education, Orientation, Leadership and Inclusion | California, West coast | maxmatte@indiana.edu | April 25, 2017 |
| Meredithe Mimlitz | Student Unions, Student Activities, New Student Orientation | Urban Midwest | meredith.mimlitz@gmail.com | April 20, 2017 |
| Emily Reynolds | College Unions, Student Activities | Northeast, Mid Atlantic, Midwest | ekreynol@iu.edu | April 20, 2017 |
| Sean Riordan | Enrollment Management, Assessment, Institutional Research | Illinois, Wisconsin, Michigan | seariord@indiana.edu | April 21, 2017 |
| Antonio D. Robinson | Residence Life, Communications & Marketing, Athletics | D.M.V., NYC Metro Area, West Coast | antorobi@Indiana.edu | April 18, 2017 |
| Tyler Rodibaugh | Student Conduct, Sexual Assault Prevention, Residential Life | Bloomington, Indiana | terodiba@indiana.edu | April 28, 2017 |
| Rachel Sarachman | Orientation and First Year Experience Programs, Admissions, Career Services, Women's Centers | Indiana | Rsarachm@iu.edu | April 20, 2017 |

| Name | Interested Functional Area(s) | Preferred Location(s) | Email Address | E-portfolio Release Date |
|-------------------|--|--|-----------------------|--------------------------|
| Kathleen Sullivan | Student Activities, Student Conduct, Residence Life, Admissions, Fundraising & Development | Chicago | Kes9@indiana.edu | April 28, 2017 |
| Bailie Whittaker | Residence Life, Student Conduct | Pacific Northwest, Colorado, Northeast | whittb94@gmail.com | April 21, 2017 |
| Anthony Wright | Admissions, Advising, Residence Life, Pre-college Programs | D.C, Maryland, Virginia | amwright444@gmail.com | April 29, 2017 |

Stacey Abshire

staceyabshire2@gmail.com

EDUCATION

Indiana University School of Education
Master's of Education in Higher Education and Student Affairs
Graduate Certificate in Institutional Research

Expected Graduation: May 2017

Indiana University - Purdue University, Indianapolis (IUPUI)
Bachelor of Science in Applied Mathematics with Distinction
Minor in Economics

May 2015

WORK EXPERIENCE

IUPUI Academic and Career Development (Graduate Assistantship)
Student Success Advisor

May 2015 – Present

- ◆ Provide integrated academic and career advising in the areas of Education, Liberal Arts, Social Work, General Studies, and Herron School of Art and Design
- ◆ Advise students in 1-3 first year seminars per semester
- ◆ Conduct group advising workshops for new student orientation
- ◆ Develop creative educational programs for advisees
- ◆ Participate in professional development and training at least twice per month
- ◆ Refer students to relevant campus support services and resources
- ◆ Monitor student progress through SIS, AdRx, EAB Student Success Collaborative, and Canvas

STAR for Reinstated Students Coordinator

- ◆ Coordinate the STAR (Students Taking Academic Responsibility) Mentoring Program for reinstated students
- ◆ Mentor 2-4 reinstated and probation students each semester
- ◆ Collaborate with campus partners, such as the Bepko Learning Center and the Degree Completion Office, to provide mentors for students
- ◆ Serve on the University College Retention Committee
- ◆ Manage a Canvas site to support reinstated students
- ◆ Research information about the reinstated student population and best practices

Marian University Center for Academic Success and Engagement

January 2016 – August 2016

Knightro's Closet Practicum Student

- ◆ Revitalized Knightro's Closet, the campus food and clothing pantry
- ◆ Applied for grant funding for the pantry
- ◆ Researched food insecurity in the U.S. and college student population
- ◆ Hosted a yard sale to raise money for food
- ◆ Met with students to spread awareness of opportunities for involvement with the pantry

FIRST Day of Service and Leadership Practicum Student

- ◆ Created and distributed a survey to assess the 2015 event
- ◆ Served on the planning team for the 2016 FIRST Day of Service and Leadership
- ◆ Recruited and trained service site leaders for the day
- ◆ Helped site leaders identify and develop service projects
- ◆ Participated in the 2016 FIRST Day of Service and Leadership with Keep Indianapolis Beautiful

IUPUI Mathematics Assistance Center

January 2013 – May 2015

Calculus Tutor

- ◆ Assisted students with their calculus homework
- ◆ Facilitated learning outside of the classroom

WORK EXPERIENCE

IUPUI Summer Bridge Program

August 2014

Supervising Mentor

- ◆ Ensured 20 mentors had the necessary materials for their sessions
- ◆ Led review sessions on mathematics for incoming freshman

IUPUI Online Mathematics Academy

May 2014

Mentor

- ◆ Assisted 11 conditionally-admitted students with mathematics
- ◆ Communicated with students about the goals and deadlines of the program

IUPUI Office of Housing and Residence Life

August 2013 – May 2014

Resident Assistant

- ◆ Collaborated with other staff members to plan programs
- ◆ Mediated conflicts between students
- ◆ Worked at the community office to provide customer service
- ◆ Organized mail and packages for approximately 560 students
- ◆ Wrote weekly and on-call reports for supervisory review
- ◆ Served as a primary responder for the building

PUBLICATIONS AND PRESENTATIONS

- ◆ Berkopes, K., & Abshire, S. (2016). Quantitative measures for assessing learning centers: An agenda and exploration. *The Learning Assistance Review (TLAR)*, 21(2), 109-126.
- ◆ Abshire, S. & Spain, L. (2015, October). *Understanding First Generation College Students*. Poster Presentation Indiana Student Affairs Association Annual Conference, Muncie, Indiana.

LEADERSHIP

- ◆ Treasurer, Student Personnel Association at IUPUI January 2016 – December 2016
- ◆ President, Math Club at IUPUI July 2013 – May 2015
- ◆ Peer Mentor, IUPUI Honors College July 2012 – May 2015
- ◆ Vice President, Honors Adventure Club at IUPUI October 2012 – August 2013

HONORS AND AWARDS

- ◆ Top 100 Student, IUPUI April 2015
- ◆ Scholar's List, Purdue School of Science at IUPUI April 2012 – May 2015
- ◆ Women in Science House Scholar, Purdue School of Science at IUPUI August 2014 – May 2015
- ◆ Bepko Scholars & Fellows Program, IUPUI Honors College August 2011 – Present

BERENICE ANDALUZ RUIZ

bereanda@iu.edu

EDUCATION

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|---|--|
| Indiana University , Bloomington, IN | Baylor University , Waco, TX |
| Master of Science in Education, Expected May 2017 Higher Education & Student Affairs | Bachelor of Business Administration, May 2015 Business Fellows-French, Honors Program |

WORK EXPERIENCE

Hutton Honors College (HHC), Indiana University - Bloomington, IN June 2015 - Present

Graduate Academic Advisor

- Manage caseload of over 700 students by maintaining communication concerning enrollment as well as academic success and trajectory.
- Provide individualized advising to students concerning academic trajectory, academic interests, co-curricular opportunities, and enrollment planning to ensure degree progression.
- Perform walk-in appointments to provide students immediate answers to administrative questions related to enrollment and information on honors membership requirements.
- Host group advising sessions to educate honors students on membership requirements, course enrollment planning, and general education requirements.
- Attend University Division staff meetings as HHC representative to remain abreast of degree changes and updates on advising procedures for University Division students.
- Work with HHC probation students to make academic plans, discuss academic difficulties and progress, and communicate academic expectations and requirements of the honors college.
- Maintain clear and consistent documentation of all academic advising appointments, topics covered during appointment, and resources provided to student.

New Student Programs, University at Albany - Albany, NY May 2016 - August 2016

NODA Intern

- Created and facilitated training sessions on communication, listening skills, and team work to create a cohesive, open working environment among student leaders.
- Facilitated 16 Inclusive Danes session for groups of 20-30 incoming students that focused on identity exploration and understanding campus diversity at New Student Orientation.
- Supervised 22 student leaders in their tasks to set up conference rooms, guide student leaders through sessions, and accomplish daily programming for New Student and Transfer Orientation.
- Responded to, critically assessed, and used crisis management skills in emergency situations as the graduate assistant on call during orientation session days.

LEADERSHIP EXPERIENCE

Latin@ Graduate Student Organization, Indiana University - Bloomington, IN September 2015 - Present

Public Relations, Executive Board Member

- Manage email communications to the organization and to the members relating to co-curricular events and opportunities available on campus and in the surrounding area.
- Distribute weekly newsletter through MailChimp internet service and track campaign and subscriber reports.
- Maintain social media accounts to distribute important news updates, LGSA executive board statements, and promote specific events on campus.
- Support event and initiative planning and logistical execution of LGSA sponsored events.
- Create flyers, graphics, and marketing material for LGSA events.

Student Personnel Association, Indiana University - Bloomington, IN

January 2016-December 2016

Webmaster, Executive Board Member

- Managed design, implementation, and maintenance of the SPA at IU Website through Web CMS.
- Collaborated with other Executive Board members to coordinate registration and resume and cover letter submission for the IU HESA master's program interview weekend.
- Delivered information on current events and important announcements relevant to HESA and SPA at IU through social media accounts and website.
- Designed IU HESA apparel, SPA at IU Journal postcards, graduate hooding invitations and tickets, and other marketing content as requested by the executive board.

PROFESSIONAL DEVELOPMENT

Center for P-16 Research and Collaboration, Indiana University - Bloomington, IN January 2016 - Present

Practicum Student

- Coordinate faculty internationalization workshops with the aim of providing resources and instruction to faculty looking to infuse global perspectives in their course syllabi and instruction.
- Conduct classroom observations for faculty who completed internationalization workshops in order to collect data used in assessing and improving for future workshops.
- Serve as liaison between participating Indiana schools and the center in preparation for a one-day professional development conference as well as to a three-day summer institute designed to create long-term sustainability for programs.

Hutton Honors College (HHC), Indiana University - Bloomington, IN January 2016 - December 2016

Autism Mentoring Program Advisor, HONORVOL Advisor, Diversity in Action Advisor

- Provided programmatic and planning support to 3 distinct student groups charged with honors college on autism mentoring, volunteer coordination, and diversity and inclusion programs.
- Advised each student groups through annual executive board member selection processes to maintain professionalism and continuity in transition.

Residential Programs and Services, Indiana University - Bloomington, IN January 2016 - March 2016

Co-Instructor, U450-Foundations of Residential Leadership Education (3 cr.)

- Prepared lesson plans for 8 class sessions lasting 2.5 hours from curriculum provided to co-facilitators to instruct students on areas of student development, residential hall dynamics, community development and engagement, conflict resolution, and problem-solving skills.
- Completed student evaluations for each member of the course to supplement their application in the review and selection process for residential hall staff.

RESEARCH PRESENTATIONS

- Andaluz Ruiz, B., Cheng, K., Copeland, C., Lewis, K., Mattern, M., & Wright, A. (December 2016). "For Us, By Us": Exploring Constructions of Student Activism and University Support. Group Assessment Project Symposium - Indiana University.
- Andaluz Ruiz, B. (October 2016). Supporting Dual Language Immersion Programs as a Step towards Inclusive Learning. Diversity Challenge - Boston College.
- Andaluz Ruiz, B., & Mattern, M. (October, 2015). Barriers for Undocumented Students to Success in Higher Education. Indiana Student Affairs Association Conference - Ball State University.

SKILLS

English, native speaker • French, fluent • Spanish, conversational • Adobe InDesign • Adobe Photoshop
Adobe Dreamweaver • Adobe Premier Pro • Adobe Illustrator • Web CMS • Photography • Video Editing
Facebook • Instagram • Twitter • Snapchat • Microsoft Suite • Canvas Learning Management System

Education

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|--|------------------------|
| Indiana University Bloomington – Bloomington, IN M.S. Ed. in Higher Education and Student Affairs | August 2015 – May 2017 |
| North Carolina State University – Raleigh, NC B.S. in Biological Sciences with a concentration in Ecology, Evolution, and Conservation Biology, Bachelor's Degree Honors – Magna Cum Laude | August 2012 – May 2015 |
| Oakland Community College – Bloomfield Hills, MI | August 2011 – May 2012 |

Languages

- ◆ Mandarin Chinese: native or bilingual proficiency
- ◆ American English: native or bilingual proficiency

Para-Professional Work

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|--|-------------------------|
| Graduate Supervisor – Residential Programs and Services, Indiana University (IU) | July 2015 – Present |
| ◆ Supervise a Resident Assistant (RA) staff of five undergraduates in a residence center | |
| ◆ Respond actively to crisis situations through a student-centered, problem-solving approach | |
| ◆ Facilitate educational conversations and learning processes with students involved in misconduct | |
| ◆ Lead programming initiatives for RA staff and organize the planning process | |
| ◆ Develop leadership skills in undergraduate student leaders through a challenge-support system | |
| Graduate Practicum Student – Office of Student Ethics, IU | January 2017 – Present |
| ◆ Create informative resources for international students to orient to the University conduct system | |
| ◆ Adjudicate personal and academic misconduct cases independently | |
| ◆ Manage and process conduct cases in the Advocate system pre- and post-hearing | |
| ◆ Apply counseling skills to provide a restoring space for students involved in misconduct | |
| Summer Graduate Supervisor – Residential Programs and Services, IU | May 2016 – August 2016 |
| ◆ Supervised a RA staff of 6 undergraduates in a traditional, single-occupancy residence center | |
| ◆ Participated and observed in the departmental, professional-staff meetings weekly | |
| ◆ Processed and organized administrative tasks turned in by RA's | |
| ◆ Attended "hand-off" meetings with IU conference staff in preparation for summer conferences | |
| ◆ Respond to crises and incidents by supporting the RA staff and residents involved | |
| Graduate Practicum Student – Office of Admissions, IU | January 2016 – May 2016 |
| ◆ Assisted with continuous updating of the Alumni Student Recruiter (ASR) database | |
| ◆ Processed college fair invitations on a needed basis | |
| ◆ Provided customer service at the front desk to welcome perspective students and visitors | |
| ◆ Supported program initiatives and events on Red Carpet Days in March that are designed to give admitted students a taste of the Hoosier college experience at IU | |

Advisory & Scholarship

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|---|------------------------|
| Graduate Advisor of Conduct Board – Read Residence Center, IU | August 2016 – Present |
| ◆ Advise a team of seven undergraduate students composing the Read Conduct Board | |
| ◆ Organize training and development session for Conduct Board members | |
| ◆ Coordinate and organize weekly meeting materials and reports | |
| ◆ Facilitate reflective dialogues post-case hearings with a focus on student development | |
| ◆ Educate and emphasize the restorative aspect of the conduct process through professional development activities | |
| Instructor – EDUC-U450 Foundations for Residential Leadership, IU | January 2016 – Present |
| ◆ Co-instruct a section of 20 undergraduate students on principles of residential leadership | |
| ◆ Organize and delivered course content through lecture, hands-on activities and multimedia platforms | |
| ◆ Challenge students to think critically and learn actively through course assignments and discussions | |
| ◆ Provide constructive feedback to students on the assigned projects | |

Kai-Wei (Victoria) Cheng

1-248-909-8563 | chengkai@indiana.edu

Welcome Week Committee Advisor – Residential Programs and Services, IU January 2016 – August 2016

- ◆ Recruited and selected 11 undergraduate volunteers to serve as Welcome Week Assistants (WWA's) in planning for the Welcome Week events tailored to residents at Read Residence Center
- ◆ Maintained communication with WWA's over summer break to track progress of program planning
- ◆ Empowered WWA's to voice and execute innovative programmatic ideas, while directing the focus of the programs to be community-building
- ◆ Attended campus-wide, bi-weekly Welcome Week Advisor meetings to communicate Welcome Week preparation with campus partners (i.e. First-Year Experience)
- ◆ Oversaw the logistics of program planning by supporting the WWA's in their preparation

Graduate Advisor of Student Government – Read Residence Center, IU August 2015 – May 2016

- ◆ Advised a team of 15 undergraduate students composing the Read Student Government
- ◆ Provided a student affairs professional perspective at weekly general assembly meetings
- ◆ Guided students in effective and fair program planning processes
- ◆ Presented training session on time management and prioritization of academics in spring training
- ◆ Enhanced students' understanding of the concept and action embedded in community building

Graduate Advisor of Performing Arts Community (PAC) – IU August 2015 – May 2016

- ◆ Advised a group of 12 undergraduates in the PAC Leadership Council (LC)
- ◆ Coordinated a three-day educational trip to New York City with members of the LC
- ◆ Assisted members of LC in the process of budget allocating and learning outcome-focused program planning
- ◆ Oversaw an academic-year budget of approximately \$10,000 for the PAC

Leadership & Membership

Selection Committee – Residential Programs and Services, IU September 2015 – Present

- ◆ Assist with recruitment of candidates for Resident Assistant (RA)/CommUNITY Educator (CUE) positions
- ◆ Coordinate marketing events with campus partners through flyers and postcards
- ◆ Attend weekly committee meeting for refining preparation for the interview procedure
- ◆ Review application files from applicants in the first round of selection
- ◆ Co-present an information session on the RA and CUE positions for students interested
- ◆ Conduct interviews with RA and CUE candidates

Residential Curriculum Committee – Residential Programs and Services, IU May 2016 – Present

- ◆ Assist in developing a Residential Curriculum for Residential Programs and Services
- ◆ Participate in discussion of the effectiveness of Residential Curriculum implementation
- ◆ Author Student Engagement Plans (SEPs) that guide undergraduate staff in delivering educational content to students in a residential setting

Student Personnel Association (SPA) at Indiana University Journal Review Board January 2016 – Present

- ◆ Engage in editorial dialogues at SPA at IU Journal Review Board monthly meetings
- ◆ Peer-review unpublished research articles in higher education and student affairs
- ◆ Collaborate with fellow board members in providing feedback on research articles
- ◆ Preference research articles to be published in the SPA IU Journal

Activities and Achievements

Research Poster Presentation at Indiana Student Affairs Association (ISAA) October 2015

University Housing at NC State, West Campus – Administrative Coordinator of the Year May 2015

Delegate at NCHO RA Drive-In Conference 2014 October 2014

Delegate at NCHO RA Drive-In Conference 2013 October 2013

National Residence Hall Honorary – Resident Advisor of the Month October 2013

Hannah R. Cotton

900 E. 7th Street, IMU 371, Bloomington, IN 47405 | (781) 975-1088 | hrcotton627@gmail.com

EDUCATION

Master of Science in Education, Higher Education and Student Affairs
Indiana University, Bloomington, IN

May 2017

Bachelor of Arts, Sociology and Communication
University of Connecticut, Storrs, CT

May 2013

WORK EXPERIENCE

Fraternity and Sorority Life Advisor, Student Life and Learning

August 2015 – Present

Indiana University, Bloomington, IN

- Coach 16 fraternities and sororities, of up to 250 members, from across 4 councils (IFC, MCGC, NPHC, and PHA), through regular officer meetings and communication with advisors and headquarters staff
- Supervise 3 undergraduate interns, including regular meetings, project management, and performance evaluations.
- Collaborate with professional and graduate staff to create and implement community wide educational programs, including facilitating over 30 new member workshops and monthly presidents' programs
- Advise specific council officers responsible for communication and chapter development on the Interfraternity Council and Panhellenic Association, through a shared advising model
- Assess and redevelop Greek Awards and Assessment Program to align with office and campus strategic plans
- Track and coordinate organizational sanction process through communication with 18 chapter presidents
- Organize and execute logistics for Indiana Greek Emerging Leaders Retreat, including editing participant and facilitator guides and serving as on-site staff support
- Instruct and co-instruct 2 leadership seminar courses on topics of fraternal relevance and Greek emerging leaders through the School of Education, including revision of curriculum

Traveling Educational Consultant

May 2013 – June 2015

Alpha Epsilon Phi Sorority, Danbury, CT

- Presented and facilitated workshops on leadership, scholarship, and goal setting to over 4,000 undergraduates at over 40 college campuses
- Evaluated and supported organization operations in the areas of recruitment, retention, leadership development, and community involvement in collaboration with campus administrators and organization volunteers
- Developed relationships with campus-based fraternity/sorority advisors in order to guide chapters towards positive programming, risk management, and National policy implementation
- Facilitated training for first year consultants with Director of Chapter Services (2014-2015)

INTERNSHIP & VOLUNTEER EXPERIENCE

Graduate Intern, Office of Student Ethics

January 2017 – Present

Indiana University, Bloomington, IN

- Hear personal misconduct cases to hold students accountable to the ethical standards of the Indiana University Code of Student Rights, Responsibilities and Conduct.
- Instruct Digital Millennium Copyright Act (DMCA) Seminar for students who violate the file-sharing law

Operations Specialist, Alpha Epsilon Phi Sorority

June 2015 – Present

- Provide remote assistance and feedback on day-to-day chapter operations, officer development, leadership training, risk management, goal setting, elections, bylaws, officer transitions, and standards board for 5 chapters
- Travel to chapters, as needed, to host workshops and facilitate officer transitions
- Facilitate small group sessions at Presidents' Academies and Summer Leadership programs

Hannah R. Cotton

LeaderShape Program Coordinator

March 2016 – August 2016

Association of Fraternal Leadership and Values (AFLV), Fort Collins, CO

- Executed and managed all on-site logistics associated with 3 LeaderShape Institute sessions, for 150 undergraduates and 15 facilitators, including troubleshooting student issues and concerns, space accommodations, and emergency response, as needed, in conjunction with remote AFLV and LeaderShape staff
- Supervised 2 graduate student On-Site Coordinators for each session, including pre-institute training and guidance to meet each institute's needs
- Managed a budget of \$1,500 per session for ground transportation, challenge course, and on-site supplies
- Served as the AFLV representative to all on-site partners, including house corporations, university officials, and service providers during the 6 day institutes in Orlando, FL; Austin, TX; and Los Angeles, CA

Graduate Intern, Office of the President

January 2016 – May 2016

Indiana University, Bloomington, IN

- Assist with interview and selection process for new members from a highly qualified pool of staff nominations
- Advised the Board of Aeons, student advisory board to the university system's president, through the creation and implementation of new and innovative training modules for 12 newly selected Aeons

AFLV Central Graduate Conference Intern, Association of Fraternal Leadership and Values

February 2016

- Assisted in conference execution through technology support; greeting 3,200 attendees and guests; announcing award winners; and serving as a resource and referral agent during annual conference in Indianapolis, IN
- Provided exemplary customer service to all conference attendees, including students, professionals, exhibitors, presenters, and inter/national fraternity/sorority representatives
- Served on Conference Standards Team, responsible for enforcing ethical conduct and confronting on-site conflict

FACILITATION & TEACHING EXPERIENCE

Alcohol Skills Training Program (ASTP)

August 2016 – Present

- Facilitate program on alcohol-related behavior, utilizing motivational interviewing to teach risk reduction skills

EDUC-U495: Seminar in Leadership Training, Indiana University

October 2015 – Present

- Co-instruct Greek Emerging Leaders Retreat follow up course on aligning leadership skills and values
- Instruct Fraternal Relevance course on history and current climate of Greek organizations and higher education

Sigma Kappa Midwest Regional Leadership Conference

January 2017

- Served as Track Facilitator for vice presidents of philanthropic service and Chapter Mentor for Elmhurst College

Undergraduate Interfraternity Institute (UIFI)

June 2016

- Served as Chapter Facilitator at 5 day institute for fraternity and sorority leaders from across North America

Indiana Greek Emerging Leaders Retreat

October 2015

- Served as Small Group Facilitator at weekend retreat for emerging Greek leaders from all four councils

CONFERENCE PRESENTATIONS

- Cohen, S. K., Cotton, H. R., Kish, M., & McLendon, J. (2016, June). *The More the Merrier: Benefits of a Shared Advising Model*. Presentation at Association of Fraternity/Sorority Advisors Region 3 Drive-In, Greencastle, IN.
- Cotton, H. R. & Robinson, A. (2015, October). *Lived Experiences of Student Athletes*. Poster presentation at the Indiana Student Affairs Association Annual Conference, Muncie, IN.
- Cotton, H. R., Johnson, J., & Leon, G. (2013, February). *Supporting Your Community Through NPC Extension*. Presentation at the Northeast Greek Leadership Association Annual Conference, Hartford, CT.

Kelly Freiberger

kfreiber@butler.edu

EDUCATION

Master of Science in Education, Higher Education & Student Affairs
Indiana University

Expected May 2017
Bloomington, IN

Bachelor of Science in Middle/Secondary Education – Social Studies
Butler University

May 2015
Indianapolis, IN

STUDENT AFFAIRS EXPERIENCE

Graduate Hearing Officer, Office of Student Conduct

Indiana University – Purdue University Indianapolis (IUPUI)

August 2015-Present

- Conduct investigations, adjudicate cases, and provide educational outcomes as appropriate for tier 1 cases, which are not likely to result in separation from the institution
- Assist with the educational outreach efforts of the Office of Student Conduct, including presentations on the Code in First Year Seminars and developing relationships with the offices of Housing and Residence Life and Health and Wellness Promotion
- Update the conduct database and related records as assigned
- Manage special projects pursuant to the interests and needs of myself and the Office, including the creation of new organizational misconduct procedures and assisting with assessment efforts
- Assist the hearing coordinator in the procedural implementation of university conduct hearings and provide logistical support to the University Hearing Commission when appropriate
- Certified in Question, Persuade, Refer (QPR) to help people considering suicide find resources and hope.

Graduate Assistant, University Division

Indiana University Bloomington

May 2016-July 2016

- Advised new students regarding their academic schedule during orientation based on the students' interests, values, and academic skills, and potential participation in time-consuming activities
- Provided accurate information about major requirements and general education requirements
- Evaluated students' test scores, including SAT and ACT scores as well as entrance exams, and recommended appropriate courses based upon that evaluation in consultation with the students
- Taught students to navigate various university online systems, such as the class mapping tool iGPS, and how and where to utilize academic resources available on campus

Graduate Intern, Association of College Unions International (ACUI)

Bloomington, IN

January 2016-May 2016

- Aided in the coordination of hotel reservations and conference registrations prior to the ACUI annual conference located in New Orleans, LA
- Managed registration of conference attendees as a member of the Conference Management Team on-site at the New Orleans Marriott
- Oversaw the Marketplace for the duration of the conference, which includes a bookstore area and opportunities for dialogue between attendees about professional experiences and practices

Apartment Community Assistant, University Terrace

Butler University

June 2014-July 2015

- Developed community among 90 upperclassmen residents within University Terrace apartments
- Implemented a comprehensive offering of both academic and co-curricular programs
- Ensured the safety and well-being of apartment residents by serving as a peer counselor, campus security authority, and safe space for LGBTQ students
- Maintained up-to-date records of all maintenance requests entered and completed
- Enforced and supported all rules and regulations of the University and Residence Life as a paraprofessional
- Participated in the apartment community on-call duty rotation and helped with crisis intervention

Intern, Office of the Vice President for Student Affairs

Butler University

- Assisted with daily operations under the Associate Director of Student Affairs, which includes running errands, providing feedback on proposed initiatives, and development of campaigns
- Aided in planning spring commencement, including tickets, signage, and attending meetings
- Participated in committee meetings and think tanks as a student representative on a range of issues from student interest in Indianapolis Museum of Art membership to app development

Intern, College of Education

January 2015-May 2015

Butler University

- Initiated the creation of a new track within the College of Education for non-licensure candidates
- Researched course offerings that might replace current requirements for non-licensure candidates
- Developed alternative curriculum for current courses that better supports candidates' learning and development as educators in a non-traditional classroom environment

Resident Assistant, Schwitzer Hall

August 2012-May 2014

Butler University

- Created a welcoming and supportive community for a unit of 37-42 first-year female students
- Coordinated programs for the unit following the Butler University Wellness Model
- Served on the Meaning & Purpose residence life committee tasked with creating campus-wide programs designed to help students develop in the areas of life meaning and purpose
- Provided peer counseling and mediation, and a trained ally for LGBTQ students and those suffering from depression, self-harm, and/or suicidal thoughts
- Remained available for emergencies and other situations, and completed rounds of the building

LEADERSHIP EXPERIENCE**Vice President**

December 2015-December 2016

Student Personnel Association (SPA) at IUPUI

- Created professional development opportunities for candidates in the Indiana University Higher Education & Student Affairs master's program located at IUPUI
- Planned social activities for master's candidates in the Higher Education & Student Affairs program throughout the Indianapolis area
- Served as an aid and resource for the President of Student Personnel Association at IUPUI, and lead meetings and other events when the President is unavailable

AFFILIATIONS

Association of Student Conduct Administration (ASCA)

September 2015-Present

Association of College Unions International (ACUI)

January 2016-Present

Student Affairs Administrators in Higher Education (NASPA)

October 2014-Present

College Student Educators International (ACPA)

September 2015-Present

Kappa Delta Pi, International Honor Society in Education

November 2013-October 2015

Delta Delta Delta

January 2012-Present

Risk Management Advisor, Delta Omicron Chapter

January 2017-Present

PRESENTATIONS

Freiberger, K., Abshire, S., Deese, J., Hunnicutt, E., & Spain, L. (2016, December). *Mission accomplished?: An analysis of institutional missions within virtual campus tours*. Higher Education and Student Affairs Group Assessment Project Symposium, Indiana University Bloomington.

Freiberger, K., Hinton, M., & Coleman, T. (2016, October) *Forecasting success: Preparing GAs for full-time student affairs work*. Presented at the meeting of Indiana Student Affairs Association, Indianapolis, IN.

Freiberger, K. & Leao, M. (2015, October). *Depression and anxiety in undergraduate students*. Poster session presented at the meeting of Indiana Student Affairs Association, Muncie, IN.

MEGAN GIORDANO

1451 Central Ave, Apt. 112, Indianapolis, IN 46202 · giordanm@indiana.edu · (219) 616-2089

EDUCATION

Master of Science in Education, Higher Education and Student Affairs

Indiana University, Bloomington, IN

May 2017 (expected)

Bachelor of Science, Mathematics Education

Purdue University, West Lafayette, IN

May 2011

WORK EXPERIENCE

Graduate Assistant – Campus Career and Advising Services

Indiana University-Purdue University, Indianapolis, IN

August 2015 – Present

- Advise 20-25 21st Century Scholar students each year in major and career planning, course enrollment, engagement, and involvement opportunities
- Co-teach eight-day 21st Century Scholar Summer Bridge section
- Co-teach 21st Century Scholar First Year Seminar section (UCOL-U110)
- Coordinate 20 professional development opportunities for academic advisors and career service professionals each year (workshops, trainings, and an annual mini-conference)
- Facilitate approximately 10 on-demand technology trainings and professional development discussions each year with academic advisors and career service professionals
- Develop and maintain 14 student-, advisor-, and employer-facing video tutorials of best practice in academic and career advising technology incorporation for use in training and professional development
- Mentor students on academic probation through the Students Taking Academic Responsibility program
- Administer the campus' Symplicity career services system, including review and affiliation of approximately 10,000 job postings each year and responding to employer questions
- Support communications to campus advising and career services community
- Supervise and guide development of Student Office Support Associate

Intern – The Exchange

Marian University, Indianapolis, IN

June 2016 – July 2016

- Determined goals, program, and learning objectives for 8 Exchange sponsored programs
- Recommended and designed assessment methods to track learning outcomes for 8 Exchange programs
- Researched and compiled crucial information for successful Service Learning grant application

Curriculum Policy Management Coordinator – School of Medicine

Indiana University-Purdue University, Indianapolis, IN

January 2016 – May 2016

- Created and reviewed curriculum and student affairs policies
- Researched and recommended best practices of curriculum governance processes
- Collaborated with medical and education specialists, including the Senior Associate Dean, Assistant Deans, and Directors of Medical Student Education

Mathematics Teacher

South Newton Middle/High School, Kentland, IN

August 2011 – May 2015

- Taught Geometry, Algebra, Algebra Enrichment, and Pre-Algebra to 7th – 12th graders
- Strengthened Basic Algebra Curriculum by designing an extended summer school course to increase Indiana End of Course Assessment pass rate
- Engaged students in dynamic lessons designed to meet standards and cultivate creativity
- Launched ‘flipped classroom’ to implement student-centered classroom model
- Created video lecture series for full-year Algebra and Geometry course
- Collaborated with colleagues to create standards-based curriculum and improve problem-solving skills
- Creatively problem-solved to meet the needs of each student on a day-to-day basis
- Participated in bi-weekly professional development seminars
- Led professional development seminars on flipped classroom model

PROFESSIONAL INVOLVEMENT

Career Services Council (Professional Development Committee), *IUPUI, 2015-2017*

Jaguar Academic Advising Association (Professional Development Committee), *IUPUI, 2015-2017*

All-IU EDGE Conference (Conference Planning Committee), *IUPUI, 2015-2017*

IUPUI Alternative Spring Break Advisor, *IUPUI, 2016*

JAGUAR Supervisor Training Program, *IUPUI, 2016*

School Improvement Committee, *South Newton High School, 2011-2015*

One:One Student Device Initiative Committee, *South Newton High School, 2013-2015*

Teacher Evaluation Selection Committee, *South Newton High School, 2011-2012*

PRESENTATIONS

Giordano, M., Alcaraz, J., Kolkmeier, L., McNeill, K., & Mimlitz, M. (2016, December). *Exploring perceptions of IUPUI: Institutional identification of Kelley School of Business Indianapolis and Purdue School of Engineering and Technology students.* Research presentation at 2016 GAP Symposium, Bloomington, IN.

Giordano, M. M. & O'Brien, T. (2017, March). *Advisors: Put YOUR oxygen mask on first.* Concurrent session accepted for presentation at the NACADA Region Five Conference.

Giordano, M. M., Eltzroth, S., O'Brien, T. (2016, May). *Wiser advisor: Orientation for new advisors.*

Concurrent session presented at Getting an EDGE: Academic Advising and Career Planning at Indiana University, Indiana University-Purdue University Indianapolis.

Giordano, M. M. & Mimlitz, M. R. (2015, October). *Up close and personal with first year students.* Poster session presented at Indiana Student Affairs Association, Ball State University.

PROFESSIONAL AFFILIATIONS

American College Personnel Association

Indiana Student Affairs Association

National Academic Advising Association

Jaguar Academic Advising Association

GABRIELLA M. GRAZIANO

541 N. Woodlawn Ave. | Bloomington, IN 47046
gmgrazia@indiana.edu

EDUCATION

| | |
|---|--|
| Indiana University <i>M.S.Ed. in Higher Education & Student Affairs</i> | Bloomington, IN Expected Graduation May 2017 |
| University of Arizona <i>B.S. in Marketing, Magna Cum Laude</i> | Tucson, AZ Graduated May 2015 |

RELEVANT WORK EXPERIENCE

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|--|---|
| Indiana University Residential Programs and Services (RPS) <i>Graduate Supervisor, Collins Living-Learning Center (LLC)</i> | Bloomington, IN July 2015-Present |
| ▪ Supervising five Resident Assistants (RAs) while facilitating their professional and personal development through structured weekly one-on-one and staff meetings | |
| ▪ Serving as an on-call emergency respondent for 3,000 undergraduate students throughout four residence centers | |
| ▪ Facilitating the recruitment and hiring of Resident Assistants and Community Educators (CuEs) through conducting individual interviews and file review as part of the departmental hiring process | |
| ▪ Developing training sessions and printed materials for the onboarding and continued development of staff members | |
| ▪ Administering individual conduct hearings for students charged with violating RPS and/or University policy; developing action plans grounded in restorative justice to promote learning and community responsibility | |
| ▪ Supporting the departmental transition from a decentralized emergency on-call system to a centralized model | |
| ▪ Facilitating the implementation of a learning outcomes-based Residential Curriculum model | |
| ▪ Collaborating with LLC staff and student leaders to design and execute academic and community building programming | |
| ▪ Acting as the only returning member of the Collins Leadership Team; onboarding a new Residence Manager, Graduate Supervisor, and Community Manager | |

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| Willamette University Housing & Community Life (HCL) <i>Summer Intern, Association of College and University Housing Officers-International</i> | Salem, OR May 2016-July 2016 |
| ▪ Manually coordinated housing assignments for over 500 incoming students; reviewed mailed-in student housing applications and evaluated community and roommate preferences as well as accommodations needed | |
| ▪ Developed learning outcomes and daily assessment tools for Fall RA training | |
| ▪ Reformatted the Willamette HCL website after completing Cascade Content Management training | |
| ▪ Researched and presented on best practices for topics including: living-learning communities, programming models, and early arrival processes | |

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|--|---|
| Indiana University Kelley School of Business <i>Practicum Intern, Undergraduate Academic Advising Office</i> | Bloomington, IN Jan 2016-May 2016 |
| ▪ Developed assessment tools to measure student satisfaction with advising experience; created a mixed qualitative/quantitative 14-question survey to be electronically distributed to students after visiting the advising office | |
| ▪ Shadowed undergraduate academic advisors during student meetings to gain exposure to diverse advising techniques, such as appreciative and intrusive advising | |
| ▪ Presented synthesized research of advising practices used by comparable academic advising offices to improve the efficiency and quality of advising services offered to students | |

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|---|---|
| University of Arizona Residence Life <i>Assistant Community Director, Villa Del Puente Residence Hall</i> | Tucson, AZ July 2014 – May 2015 |
| ▪ Supervised four Resident Assistants through weekly staff and individual meetings | |
| ▪ Served as an emergency respondent for over 300 residents | |
| ▪ Administered individual conduct hearings with students who violated building and university policies | |
| ▪ Developed and executed a campus-wide “Autumn Acoustics” concert for over 150 student attendees | |

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| University of Arizona Conference Services <i>Summer Orientation Resident Assistant</i> | Tucson, AZ May 2014 – Aug 2014 |
| ▪ Orchestrated programming to introduce students to the University of Arizona campus | |
| ▪ Oversaw check-ins and check-outs for over 500 incoming students; performed daily key audits | |
| ▪ Familiarized incoming students with Wildcat traditions, answered questions, and facilitated community building | |

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|---|--|
| University of Arizona Residence Life <i>Resident Assistant, Yavapai Residence Hall</i> | Tucson, AZ Aug 2012 – May 2014 |
| ▪ Supervised and motivated 22 residents to challenge themselves through academics and exploring new opportunities | |
| ▪ Organized hall-wide programming surrounding safety, inclusion, and academic success | |
| ▪ Served on a duty rotation to promote safety, uphold policies, and build community | |

TEACHING EXPERIENCE

EDUC-U450: Foundations for Residential Leadership**Bloomington, IN***Co-Instructor*

Spring 2017, Spring 2016

- Presented course material and facilitated discussion for RA and CuE candidates within RPS
 - Coursework included teambuilding and leadership activities, transferable skill development, and basic student development theory
-

OTHER LEADERSHIP EXPERIENCE

Delta Sigma Pi Professional Business Fraternity**Tucson, AZ***Risk Management Chair*

Sep 2012 – May 2015

- Upheld and communicated Risk Management policies for a chapter of over 100 students
- Developed professional skills and leadership through regional and national conferences
- Built brotherhood through community involvement and promoting safe and inclusive chapter traditions

Scarsdale Media LLC**Austin, TX***Administrative Coordinator Intern*

June 2013 – Aug 2013

- Recruited team of journalists to produce consistent, quality articles for clients
 - Managed email communication with clients to cultivate positive relationships assess satisfaction with services
 - Developed efficient methods of organizing company information and the progress of client projects
-

COMMITTEE & ADVISING WORK

Collins LLC Conduct Board: Advisor

July 2016-Present

- Recruiting, selecting and training of chair and conduct board members; advising board in hearing student misconduct cases on behalf of the Dean of Students, ensuring educational standards are upheld

Collins LLC Philanthropy Board: Advisor

July 2016-Present

- Working alongside the chair to support programming efforts and coordinate RA involvement in philanthropic initiatives

Collins LLC Community Council: Advisor

July 2016-Present

- Acting as a representative of RPS during Collins Community Council meetings where students, staff and the College of Arts & Sciences faculty gather to discuss programming and address student concerns

Collins LLC RA Student Programming Fund: Treasurer

July 2015-Present

- Managing the Collins RA programming budget and acting as the liaison between the residence hall and Student Organization Accounts (SOA)

Indiana University Residential Programs & Services Training Committee: Member

July 2015-May 2016

- Contributing to the department-wide committee responsible for the execution of undergraduate staff Fall and Winter training

Indiana University Student Personnel Association Journal: Peer Review Member

Jan 2016-May 2016

- Edited scholarly works and determined which pieces should be showcased in the nationally published journal

Villa Del Puente Hall Council: Advisor

July 2014-May 2015

- Recruited, selected and trained undergraduate Hall Council members to further their personal development and support the departmental mission with programming initiatives
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PROFESSIONAL DEVELOPMENT

ACUHO-I Annual Conference, Attendee—Seattle, WA

July 2016

NASPA Annual Conference, Attendee—Indianapolis, IN

March 2016

The Placement Exchange, Volunteer—Indianapolis, IN

March 2016

Bloomington Academic Advising Council (BAAC) Spring Conference, Attendee—Bloomington, IN

Feb 2016

Indiana Student Affairs Association (ISAA) Annual Conference, Presenter—Muncie, IN

Oct 2015

Delta Sigma Pi Brotherhood Day, Attendee—Flagstaff, AZ

Jan 2014

Leadership and Excellence Academies for Deltasigs (LEAD) Conference, Attendee—Denver, CO

Oct 2012

COMMUNITY INVOLVEMENT & CERTIFICATIONS

Big Brothers Big Sisters of South Central Indiana, Volunteer

Aug 2016-Present

Bloomington Community Justice and Mediation Center, Mediator Certification

Feb 2017

Monroe Community Kitchen, Volunteer

Oct 2015

Arizona Small Dog Rescue, Volunteer

May 2014-May 2015

Courtney Hill

(831) 320-2306 • www.linkedin.com/in/courtneychill • courtneyhill02@gmail.com

Education:

Indiana University, Bloomington

Master of Science in Education: Higher Education and Student Affairs; GPA 4.0

Anticipated May 2017

University of California, San Diego

Bachelor of Arts: Political Science; Minor: Psychology; GPA 3.07

- Study Abroad: Semester at Sea, Fall Semester 2013

December 2013

Advising and Counseling Experience:

Career Development Center, Indiana University

Graduate Assistant

August 2015-Present

- Advise individual and groups of students using the Career Development Process and exploratory techniques to optimize their career development and expand understanding of career resources
- Conduct resume, cover letter, and interview critiques to help students obtain career related opportunities
- Design and conduct outreach presentations related to professional development and success
- Maintain specialized knowledge on the campus resources for exploratory students
- Create and administer independent assessment projects to provide recommendations on services offered

Indiana University Student Association

October 2015-Present

Advisor

- Provide feedback and suggestions to student leaders in executive, legislative, and judicial branches to ensure productivity, development, and efficiency throughout the organization
- Serve as primary liaison between undergraduate student government and university administration
- Coordinate opportunities for leadership development amongst multiple areas of student government
- Support student efforts on projects that align with organizational goals and mission to ensure consistency

Eleanor Roosevelt College, UC San Diego

February 2014-August 2015

Assistant Academic Counselor

- Provided academic advising to undergraduate students in person, over phone, and an online advising portal
- Triage incoming student traffic and referred students to campus resources when appropriate
- Assessed student needs to best advise on potential educational opportunities and courses of study
- Oversaw petition processes for Academic Senate and General Education course exceptions
- Managed all front office operations including staff schedules, departmental email, and digital resources

Admissions Experience:

Office of Admissions, UC San Diego

November 2015-January 2016

External Reader

- Evaluated over 850 freshman applications to provide admission recommendations for the class of 2020
- Assessed academic record, involvement in activities, and individual situations to ensure a holistic approach
- Referred students with extraordinary circumstances to the supplemental review process when appropriate
- Consulted with team leader on consistency ratings to ensure a fair and thorough approach to evaluations

Curriculum Development and Teaching Experience:

LEAD IU, Student Life and Learning, Indiana University

September 2016-December 2016

Instructor, U-495: Seminar in Leadership Training: College Student Governance

- Taught 8-week course for cohort of 15 Freshman Interns selected by student government leaders
- Designed curriculum to ensure that students were introduced to history, current issues, and common areas of impact within student government and gained a broad understanding of university structure
- Introduced students to leadership opportunities in student government and other organizations

Courtney Hill

Residence Life Experience:

Center for Talent Development at Northwestern University

Assistant Residential Director

June 2016-August 2016

- Supervised 30 residential staff members to ensure smooth operations for over 300 adolescents in an academic residential summer program for gifted youth
- Coordinated and executed afternoon and evening activities to promote social and emotional development
- Trained residential staff on daily program operations, standard of supervision, and community building
- Collaborated with residential leadership team to ensure health and safety of residents in crisis situations

Gamma Phi Beta, Beta Phi Chapter

January 2016-April 2016

Interim House Director

- Collaborated with House Corporation Board (HCB), Chapter Executive Board, and chapter membership to promote community building in the house environment as the sole live-in advisor for 90 women
- Oversaw daily operations and respond to emergencies as needed in order to maintain safety and comfort
- Enforced chapter policies and HCB contract regulations to ensure compliance and promote accountability

Fraternity and Sorority Life Experience:

Gamma Phi Beta, Beta Phi Chapter

February 2016-Present

Chapter Advisor

- Mentor chapter officers and members to promote cohesiveness and community within the organization
- Represent chapter perspectives and concerns while collaborating with university and alumnae partners
- Promote individual and group accountability within the chapter to set and maintain high standards in accordance with international organization and university policies
- Coordinate efforts with 7 advisory board members to ensure consistency and efficiency in chapter advising

Student Life and Learning, Indiana University

January 2016-May 2016

Curriculum Development Intern, Fraternity and Sorority Life

- Developed values-based educational programs for each year of the Greek Life experience, incorporating student development theory and unique student needs based on chapter and council membership
- Created guidelines for staff and students to facilitate programs in an engaging and developmental way
- Trained over 30 facilitators and piloted curriculum with over 65 individual organizations in 4 Greek councils

Professional Development Experience:

Student Personnel Association at Indiana University

October 2015-December 2016

Director of Professional Development

- Coordinated and executed monthly professional development events based on specific needs of the first- and second-year cohorts; collaborated with campus partners to gain information and arrange for guest speakers
- Solicited over 100 alumni volunteers to offer feedback on graduate student resumes and provide mentorship
- Promoted attendance and funding opportunities for regional and national conference experiences
- Initiated and executed opportunity for current and prospective students to receive professional headshots

Indiana University First Year Experience Conference

March 2016

Co-Presenter: "Focus on the Future: What University Division Students Want from Career Services"

Indiana Student Affairs Association Conference

October 2015

Poster Presentation: "Transgender Students in Higher Education"

Emily A. Hunnicutt

eahunnicutt@gmail.com • (765) 238-8843

4405 Lakeway Drive, Apt. E • Indianapolis, IN 46205

EDUCATION

Indiana University

Bloomington, IN

School of Education – Anticipated May 2017

Masters of Science in Higher Education and Student Affairs

Indiana University

Bloomington, IN

School of Public and Environmental Affairs – May 2015

Bachelor of Science in Public Affairs – Graduated with Distinction Honors

Major: Public Management Minor: Law and Public Policy

HIGHER EDUCATION EXPERIENCE

21st Century Scholars Peer Mentoring Program Graduate Coordinator

Indiana University – Purdue University Indianapolis (IUPUI)

University College – Division of Undergraduate Education

July 2015 – Present

- Responsible for the day to day management for the 21st Century Scholars Peer Mentoring Program focusing on the first-year student cohort of 21st Century Scholars.
- Create new training materials including a Mentoring Handbook and reporting procedures for Peer Mentors.
- Communicate campus support services and community resources to over 2,200 Scholars at IUPUI.
- Recruit, train, and supervise mentoring staff of 20 upper-class Peer Mentors and facilitate bi-weekly mentor development staff meetings.
- Plan workshops related to student success skills, career planning, financial literacy and diversity to assist 21st Century Scholars in their transition to college.
- Maintain student and program records needed for program evaluations, reports, and track success rates and trends to make recommendations for program improvements.
- Provide 21st Century Scholars with scholarship eligibility follow-up and financial aid acquisition guidance.

Alternative Break Advisor

Indiana University – Purdue University Indianapolis

Division of Student Affairs – Office of Campus Center & Student Experiences

October 2015 – Present

- Assist in the planning of an Alternative Break Trip by supervising and mentoring two undergraduate Trip Leaders and nine undergraduate trip participants.
- Facilitate conversations on issues of social justice and civic engagement with trip participants in pre-trip meetings and during trip to assist in student learning.
- Responsible for finances of budgeting meals and transportation associated with trip and coordinating reimbursement and record keeping.
- Act as an official representative of Indiana University and uphold all policies and procedures, facilitated conversations with students about personal accountability and accountability to the group.
- Manage crisis situations, maintain emergency forms and use proper reporting techniques during the trip.

Practicum Student

Indiana University – Purdue University Indianapolis

Division of Diversity, Equity & Inclusion – Multicultural Center

January 2017 – Present

- Review and process student application for the Norman Brown Diversity and Leadership Scholars Program.
- Develop a cohort model for Norman Brown Scholars that incorporates transfer and continuing students into the program and places an emphasis on leadership development, team building and social justice.

(continued)

- Create an academic intervention program for Norman Brown Scholars that fall below a 3.0 semester GPA.
- Plan an end of year banquet including space reservation, catering, booking of speakers, Alumni and Board member invitations and facilitating awards and recognitions.

First-Year Experience and Orientation NODA Intern

Ithaca College

Office of Student Engagement and Multicultural Affairs

May 2016 – August 2016

- Facilitated execution of a 2-day transfer session and six, 3-day orientation for new students and their families.
- Co-supervised 20 Orientation Leaders with a strong focus on motivation building, maintaining the team, engaging in reflection activities, and assisting Orientation Leaders to develop individual goals for the summer.
- Assisted in the creation and facilitation of a 2-week comprehensive training program for Orientation Leaders that included workshops on diversity, class registration, small group discussion facilitation, and public speaking.
- Managed all housing and key assignments for 20 Orientation Leaders and 1,725 orientation students in collaboration with Summer Housing and served as a liaison with students requesting housing accommodations.
- Coordinated residential logistics during each orientation session, which included serving as a liaison with housekeeping and maintenance, overseeing Orientation Office staff, and serving on the professional duty rotation.
- Presented to new students during orientation sessions on the housing process including emergency procedures, and the Ithaca Integrative Core Curriculum.
- Prioritized issues and concerns that arose to best serve and welcome the parents and families to Ithaca College.

Community Manager

Indiana University – Bloomington

Residential Programs and Services

August 2014 – May 2015

- Supervised 95 ethnically diverse, first-year transfer students and implement programming based on students' educational and social needs.
- Monitored a residence center of 800+ students during week long duty rotations and responded to crisis situations including sexual assault, suicide prevention and drug, alcohol abuse.
- Served on an advisory council that met bi-weekly with Director of Residential Life to make suggestions on how to improve on-campus living for staff and students.

Resident Assistant

Indiana University – Bloomington

Residential Programs and Services

August 2012 – May 2014

- Analyzed the educational and social needs of 50 first-year residents to help them transition to college life.
- Advised a Leadership Council of nine first-year students in event planning and helped members to develop personal skills like delegation, budget management and time management.
- Served on a duty rotation for a building of 1,100+ students and community walks throughout the semester.
- Managed a \$5,000 programming budget to be spent on community development, exploring beliefs, personal development and academic themed programs.
- Collaborated with the Associate Dean of Students as a Floor Fellow on ways to have an active and inclusive community and engage the residents in dialogues of social justice.

PROFESSIONAL DEVELOPMENT PRESENTATIONS

Hunnicutt, E. A. & Whitmer, S. P. (2015, October). *Enhancing First-Year Retention and Success through Peer Mentoring: The 21st Century Scholars Success Program at IUPUI*. Program Presented at Indiana Student Affairs Association Conference, Muncie, IN.

Hunnicutt, E. A. & Alcaraz, J. H. (2015, October). *Special Student Populations Poster Session: Students with Learning Diagnoses*. Poster Presented at Indiana Student Affairs Association Conference, Muncie, IN.

Keilah Johnson

keilahmariejohnson@gmail.com

EDUCATION

Indiana University, Bloomington, IN May 2017
Master of Science in Education in **Higher Education and Student Affairs**

Saint Louis University, St. Louis, MO May 2014
Bachelor of Arts in **Communication and Political Science**

RELEVANT WORK EXPERIENCE

Fraternity and Sorority Life Intern

Indiana University, Student Life and Learning, Bloomington, IN August 2016 to present

- Train students, professional staff, and volunteers to facilitate programs about inclusion, leadership and values
- Advise 11 chapters within the Interfraternity, National-Panhellenic, Multicultural Greek, & Panhellenic Councils
- Advise and assist fraternity and sorority chapters that are currently under university or headquarters required sanctions to ensure the chapter undergoes necessary and sustainable cultural changes and improvements
- Present to chapters and facilitate programs multiple times a month on topics such as the Alcohol Skills Training Program, accountability, brotherhood/sisterhood, inclusion, leadership development, and risk management
- Served as a small group facilitator for the Indiana Greek Emerging Leaders (iGEL) leadership retreat

Academic and Personal Misconduct Hearing Officer

Indiana University, Office of Student Ethics, Bloomington, IN August 2015 to present

- Hear and adjudicate over 350 cases of academic and personal misconduct
- Collaborate with the office of Student Life and Learning to uphold the conduct process for any of the 750 student organizations that violate the Student Code of Rights, Responsibilities and Conduct
- Lead 8 hour Academic Integrity and 1 hour Digital Millennium Copyright Seminars for graduate and undergraduate students have committed academic misconduct or violated the Digital Millennium Copyright Act

ACUHO-I Fraternity and Sorority Life Summer Intern

Texas Christian University, Office of Fraternity and Sorority Life, Fort Worth, TX May 2016 to August 2016

- Created Panhellenic a recruitment counselor training guide addressing inclusion, event logistics, introductory counseling skills and values based recruitment for over 80 undergraduate women
- Facilitated Texas Christian University's session of the Undergraduate Interfraternity Institute (UIFI)
- Assessed and benchmarked the Panhellenic recruitment counselor training processes of campuses across the country

Practicum Student for the Office of the President

Indiana University, Office of the President, Bloomington, IN November 2015 to May 2016

- Advised the Board of Aeons, a group of 11 undergraduate students who consult Indiana University President, Michael McRobbie, on campus affairs
- Coordinated the selection process for the 2016-2017 Board of Aeons from an applicant pool of 95 students

Collegiate Development Consultant

Delta Gamma Fraternity, Columbus, OH June 2014 to May 2015

- Coached chapters in conversation skills, networking, values based conversations, and cultivating positive chapter dynamics
- Created customized action plans to maximize individual chapter success for 25 chapters

Keilah Johnson

keilahmariejohnson@gmail.com

- Assisted in the establishment and support of the Christopher Newport University: Eta Tau chapter
- Created and presented a successful expansion presentation for the University of North Carolina at Wilmington

RELEVANT UNDERGRADUATE LEADERSHIP EXPERIENCE

- | | |
|---|--------------|
| Panhellenic Council: <i>Vice President of Recruitment</i> | 2013-2014 |
| • Coordinated sorority recruitment for over 400 potential new members | |
| • Introduced the concept of values based recruitment to the 2,000 members of the sorority community | |
| • Created and led a recruitment counselor training curriculum for 32 students | |
| • Aided in the extension process for Kappa Alpha Theta: Eta Omega chapter | |
| North American Interfraternity Conference, <i>Futures Quest 2014 Mentor</i> | January 2014 |
| • Led new fraternity members on a 4 day retreat about fraternal values, leadership, and social responsibility | |
| • Mentored students in ethical decision-making, problem solving, conflict management, values integration, and effectively taking risks. | |

RELEVANT GRADUATE EXTRACURRICULAR INVOLVEMENT

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| Delta Gamma Fraternity | |
| • Serve on national incident response teams for risk management | 2015 to present |
| • Indiana University, <i>Member Education Advisor</i> | August 2016 to present |
| • DePauw University, <i>Membership Advisor</i> | 2015 to 2016 |
| Kent State University | |
| • Founders Arch Awards Judge | 2015 & 2016 |
| o Risk Management Programming & Policies and Ritual and Values & Self-Governance | |
| Delta Delta Delta Sorority | 2016 to present |
| • Body Image 3D Facilitator | |
| • Chapter Success Consultant for the Indiana University: Delta Omicron Chapter | 2016 to present |

CONFERENCE PRESENTATIONS

- Johnson, K. (2017). Clapbacks, Formation, & Kylie Jenner Lip Kits: Pop Culture As Social Justice Education. Presenting at American College Personnel Association Convention in Columbus, OH.
- Johnson, K. (2017). In Defense of Hufflepuffs: Using Empathy While Doing the Difficult Work. Presenting at RESx Indiana University Residential Programs and Services in Bloomington, IN.
- Johnson, K., & Kline, L. (2016). Creating A Culture of Connection: An Inside Look at TCU's Coaching Model. Presented at the Association of Fraternity/Sorority Advisors Lone Star Drive-In at the University of Texas in Austin, TX.
- Johnson, K., & Sexton, K. (2016). Who Owns Fleek: The Crossroads of Intersectionality and Cultural Appropriation. Presented at the Midwest Bisexual Lesbian Gay Transgender Ally College Conference at Purdue University in West Lafayette, IN.
- Johnson, K., & LeClere, A. (2015). Native Americans in Higher Education. Presented at the Indiana Student Affairs Association Conference at Ball State University in Muncie, IN.

LAUREN KOLKMEIER

859.640.7639 | lauren.m.kolkmeier@gmail.com | <https://www.linkedin.com/in/laurenkolkmeier>

EDUCATION

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|---|--|
| Indiana University <i>Master of Science in Education, Higher Education and Student Affairs</i> | Bloomington, IN <i>Expected May 2017</i> |
| Northern Kentucky University <i>Bachelor of Science in Psychology, Concentration in Human Resource Management</i> | Highland Heights, KY <i>May 2013</i> |

HIGHER EDUCATION EXPERIENCE

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| Marian University: The Exchange <i>Career Development Graduate Assistant</i> | Indianapolis, IN <i>August 2015 – Present</i> |
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- Provide walk-in, scheduled and online career development support to an average of 90 to 100 students per month, including résumé and cover letter reviews, mock interviews, internship searches, career assessments, personal statement development, and graduate school searches/application assistance
- Administer tailored career development presentations to classes and student groups and represent The Exchange during career development, orientation, and outreach events
- Research federal work study processes at peer institutions and collaborate with Financial Aid and Human Resources to develop a more efficient process
- Assist the Director with events, projects and meeting preparation for the department and for the College Career Center Consortium of Indiana (CCCC)
- Co-instructed a semester-long career exploration course for undecided students in Fall 2015

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| Ivy Tech Community College of Indiana: Academic Advising <i>Practicum Student</i> | Indianapolis, IN <i>January 2017 – Present</i> |
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- Shadow the Lead Assistant Director of Academic Advising to learn about academic requirements, processes and practices at Ivy Tech
- Rotate around the department to shadow advisors in various disciplines in order to witness different advising approaches and to interact with multiple student populations
- Develop knowledge of programs and resources available to students by meeting with Vice Chancellors and Directors across the institution

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| Northern Kentucky University: University Connect and Persist (UCAP) <i>Summer Graduate Intern</i> | Highland Heights, KY <i>June 2016 – August 2016</i> |
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- Served as an intern for UCAP, which aims to guide students in developing and implementing proactive strategies to promote persistence towards graduation
- Connected with various offices to gather information on available campus resources and to educate other departments on UCAP's resources in order to develop reciprocal cross-departmental relationships
- Managed information table during summer registration days and informed incoming students and families about UCAP's services
- Collaborated with the UCAP team to create marketing and information materials
- Observed student meetings that addressed financial, academic, and personal concerns/issues

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| Marian University: Office of International Programs <i>Practicum Student</i> | Indianapolis, IN <i>January 2016 – May 2016</i> |
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- Assisted the International Student Support Specialist in designing an international student orientation focusing on cultural differences, community building, and resources transitioning into higher education in the U.S.
- Contributed to planning events through the Office of International Programs (OIP) including *Islam and Christianity: More Alike Than You May Think*

HUMAN RESOURCES EXPERIENCE

TriMedx (formerly Medxcel)

Indianapolis, IN

HR Associate

December 2014 – July 2015

- Assisted with the onboarding of all new hospital sites, including associate set-up and benefits entry into the HR Information System (HRIS)
 - Processed all hires, transfers, promotions, payroll, and job changes in Ultipro
 - Advised associates on questions concerning benefit plans and troubleshooted all issues and concerns
 - Conversed on a daily basis with nationwide associates at all levels of the organization
 - Identified opportunities for improvement and efficiency within the onboarding process and presented ideas to the Manager and the Director

Axcess Financial

Kenwood, OH

HR Shared Services/Payroll Representative

August 2013 – October 2014

- Maintained and advised on various HRISs, such as Taleo, Success Factors, ADP, and Payforce
 - Cleared or denied employment following outlined screening criteria and regulations
 - Served as a direct point of contact for all associates pertaining to questions and concerns involving benefits, paychecks, background checks, new hire packets, and system issues

CO-CURRICULAR EXPERIENCE

Marian University: Office of International Programs

Indianapolis, IN

Advisory Council

August 2016 – Present

- Interface with the International Student Support Specialist, the Director of Academic Advising, the Student Body President, and international students to develop and discuss ideas to foster an inclusive and supportive environment for international students
 - Brainstorm and implement ways to support international students including career development opportunities and meal option improvements

The Placement Exchange (TPE)

Indianapolis, IN

Ambassador

October 2015 – March 2016

- Served as the main communication conduit for IUPUI HESA students regarding TPE and relayed information obtained during multiple conference calls with other TPE ambassadors
 - Marketed TPE on IU/IUPUI's campuses by distributing materials to peers

MEMBERSHIPS

- National Association of Colleges and Employers August 2015 – Present
 - Student Personnel Association at IUPUI August 2015 – Present
 - American College Personnel Association September 2015 – September 2016

PRESENTATIONS

Kolkmeier, L., Giordano, M., McNeill, K., Mimplitz, M., & Alcaraz, J. (2016, December).

Exploring Perceptions of IUPUI: Institutional Identification of Kelley School of Business

Indianapolis and Purdue School of Engineering and Technology Students. Paper presented at the GAP Symposium, Bloomington, IN.

Kolkmeier, L., Henslee, C., & McNeill, K. (2015, October). *The challenges and needs of Saudi Arabian students in American higher education*. Poster session presented at Indiana Student Affairs Association Conference, Muncie, IN.

Michelle Leao

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Education

| | |
|---|------------------------|
| Indiana University Bloomington, Bloomington, IN Master's of Science – Higher Education and Student Affairs (HESA) | August 2015 – May 2017 |
| The College of New Jersey (TCNJ), Ewing, NJ Bachelor of Arts – Psychology, Counseling and Clinical Specialization, Minor – Public Health | August 2011 – May 2015 |

Higher Education Experience

Graduate Assistant, Leadership Development

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|--|-----------------------|
| Office of the Campus Center and Student Experiences, Indiana University, Purdue University-Indianapolis | August 2016 – Present |
| <ul style="list-style-type: none">• Serve in an advising, programmatic, and administrative role to support the learning, development, and administrative needs of a diverse population of Leadership Consultants (LCs), especially the 6 Executive Board members.• Oversee the Leadership Consultants \$14,000 budget and authorizing student organization expenditures• Plan, organize, and promote experiential learning trip for 2 staff, 6 graduate student facilitators and 20 undergraduate student participants around Freedom Rides, themed around gentrification in the Midwest• Recruit, select, and train a diverse group of 4 graduate student facilitators and 30 undergraduate student participants• Develop and facilitate tailored presentations and workshops for University departments, student organizations, affiliated conferences and workshops as appropriate on topics of experiential/immersion trips, time management, networking, etc.• Assess and adjust program curriculum, marketing, program scheduling, and evaluation for leadership initiatives to best meet the desired student learning outcomes and overall strategic priorities of the Division of Student Affairs• Collaborate with Housing and Residence Life staff to coordinate a first-year housing community centered on leadership development and community involvement• Promote IUPUI's Catalyst leadership program to over 500 students through social media, email invitations, and newsletters• Create and develop Instagram, Twitter, and Facebook page for Leadership Development and Civic Engagement to highlight brand identity and utilize Hootsuite platform for management and analysis• Design and execute a social media engagement plan, including content and engagement with other accounts to engage and enhance the area's brand identity | |

Graduate Intern for Leadership & Inclusion

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|--|------------------------|
| Student Life and Learning, Indiana University | January 2016 – Present |
| <ul style="list-style-type: none">• Design and launch a co-constructed cohort program for 10 undergraduate student interns to provide professional development, foster a sense of community, and enrich overall internship experience• Co-Instruct an 8-week LEAD IU course for 26 undergraduate students addressing leadership topics including: identity development, social justice, team dynamics, values and ethics• Construct curriculum, learning outcomes, and assess overall satisfaction of 8-week, leadership courses known as LEAD IU• Collaborate with presidents of Greek organizations under sanctions to develop and facilitate a leadership workshop for the entire membership and specialize workshops for executive boards• Advertise and promote retreats and events for the office by connecting with campus partners• Develop curriculum for and facilitate one-day leadership programs to engage 50 first and second-year students or 50 third and fourth-year students while challenging them to understand their leadership styles• Coordinate the logistics for Hoosier Emerging Leaders Retreat and Hoosier Student Leader Retreat, including but not limited to booking available space, designing a budget, and creating a minute-to-minute schedule• Select and train group 6 undergraduate and graduate facilitators for the leadership programs for 3 leadership retreats | |

Academic Success Specialist

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| Office of Academic Enrichment, Indiana University, Purdue University-Indianapolis | August 2015 – Present |
| <ul style="list-style-type: none">• Coordinate, supervise, and train 30 student success coaches on facilitating study skill workshops• Generate content and co-teach undergraduate, for-credit, mentoring class on topics of leadership development, problem solving, diversity, campus resources, mentoring programs, service and philosophy, campus populations, etc.• Utilizing Qualtrics and NVivo programs for data collection on best practices for academic success coaching and analysis• Design, develop, and dispatch weekly newsletter covering campus services, academic study skills tips, and campus events for students ranging from traditional age to adult learners• Update and collect feedback from students who participate in academic success coaching and workshops• Develop surveys to capture feedback data on academic success coaches and academic success program | |

Leadership Initiatives Intern

Department of Housing and Residential Education, California State University, San Bernardino

June 2016 – August 2016

- Revitalized desk attendant training manual and training process to account for the redesigning of the desk attendant position
- Interviewed and selected 10 desk attendants for the academic year commencing Fall 2016
- Co-coordinated summer bridge (transition) program for first year students through the summer
- Supervised and trained summer 35 resident assistants with pre-session training and on-going weekly training
- Opened and closed 11 residence halls with professional staff and students for the end of the spring and summer semester

College Enhancement Intern

Office of Fraternity & Sorority Life, The College of New Jersey

August 2014 – May 2015

- Maintained, analyzed, and performed outreach for data collection (including membership rosters, academic performance, organizational records)
- Assessed and analyzed data collected through TCNJ's Fraternity & Sorority Values Based Assessment Program
- Executed and planned events for the Greek Life Community

LeaderShape On-Site Coordinator

Office of Leadership, The College of New Jersey

October 2014 – March 2015

- Prepared, organized, and planned logistics of 60 person nationally recognized, six day, off campus retreat
- Responded to emergency situations and enacted crisis management protocol as needed
- Coordinated program and database management of all attendees, supplies and events for the conference

Research and Presentation Experience

Leao, M., & Caputo, C. (2016, March). *Academic success coaching: Empowering coaches with the right tools*. Topic Session at NASPA: Student Affairs Administrators in Higher Education, Indianapolis, Indiana.

Leao, M., & Freiberger, K. (2015, October). *Depression and anxiety in undergraduate students*. Poster presentation at Indiana Student Affairs Association Annual Conference, Muncie, Indiana.

Bireta, T., Schwering, S., Leao, M., et al. (2015, March). *Aging and the isolation effect: The type of test matters*. Poster Presentation at Annual Meeting of Eastern Psychological Association, Philadelphia, Pennsylvania.

Independent Research, Memory & Aging Lab, TCNJ

August 2014 – May 2015

- Developed and executed independent research project on specific memory tasks for older adults
- Acquired working knowledge of the SPSS (statistical analysis program), designing experiments, and research skills
- Presented research to campus community and psychology department faculty
- Developed training programs for future research assistants to the Memory and Aging Lab

Campus Professional Development Experience**Committee Work**

- Student Development Funding Committee (October 2016 – Present)
- Revitalization Committee (August 2016 – Present)
- Social Media and Communications Committee (August 2016 – Present)

Related Campus Experience

Journal Review Board (SPA at IU Journal, Indiana University)

October 2015 – Present

President (Student Personnel Association at IUPUI, Indiana University – Purdue University, Indianapolis)

October 2015 – Present

Desk Assistant (Office of Residential Education and Housing, The College of New Jersey)

January 2014 – May 2015

Vice President of the Leadership Institute (Leadership Development Program, The College of New Jersey)

March 2014 – May 2015

Summer Recreation Counselor (Bonnie Brae, Bridgewater, NJ)

June 2014 – August 2014

Mentor (Lions Leadership Institute, Office of Leadership, The College of New Jersey)

January 2014 – May 2015

Student Ambassador (Office of Undergraduate Admissions, The College of New Jersey)

Spring 2012 – Fall 2012

Honors and Awards

Blue and Gold Hall of Fame Award, The College of New Jersey

April 2015

Elizabeth A. Greenleaf Scholarship, Indiana University

May 2016

Community Engagement

Tau Alumni Advisory Board, Vice-President of Scholarship Advisor

August 2016 – Present

Sigma Kappa, Tau, Bloomington, IN

Emergency Medical Technician-Basic, Volunteer EMT

January 2009 – August 2015

Westwood Volunteer Ambulance Corps, Westwood, NJ

Kevin Lewis

kevilewi@indiana.edu

EDUCATION

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|---|----------|
| M.S.Ed. in Higher Education & Student Affairs Indiana University Bloomington (IU) – Bloomington, IN | May 2017 |
| B.S in Human Development & Family Studies Bowling Green State University (BGSU) - Bowling Green, OH | May 2015 |

PROFESSIONAL EXPERIENCE

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|---|---------------------|
| Graduate Supervisor for Diversity Education, Residential Programs & Services Indiana University Bloomington – Bloomington, IN | August 2015-Present |
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- Hire, train, and supervise a staff of seven CommUNITY Educators (CUE), a program dedicated to promoting social justice education and inclusion in residence centers on campus.
- Effectively communicates with students, student staff members, colleagues, and campus stakeholders in difficult conversations related to social justice, diversity, and identity.
- Evaluate and assess student programs based on the RPS Residential Curriculum.
- Serve and develop new strategic plans to recruit diverse students and staff as a part of RPS Selection Committee and Diversity Committee.
- Identify needs, outcomes, and implementation of training related to diversity and social justice.
- Planned, implemented, and work collaboratively on a Civil Rights Immersion Trip for 51 participants in Selma and Montgomery, Alabama.
- Fundraise and create a trip budget outlining all travel and program expenses during the Civil Rights Immersion Trip.
- Plan and implement a RPS-wide Conversations on Race overnight Retreat for 35 participants.

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| Practicum Graduate Student, Center for P-16 Research & Collaboration Indiana University Bloomington – Bloomington, IN | January 2016-May 2016 |
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- Developed lesson plans and curriculum on identity development, career development, leadership theory, and other college preparation areas for the Balfour Scholars Program Pre-College Academy, a program designed to help facilitate student success for underrepresented student entering college.
- Assisted the Balfour Scholars Program Director in compiling research and developing a research presentation on White identity development.
- Presented research on White identity development through the Pre-College Academy at national student affairs conference, NASPA and NCORE.
- Assisted with research contributing to the development of a new Global Cultural Competency curriculum for the Balfour Scholars Program Pre-College Academy.

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| Graduate Research Intern, Diversity & Inclusion Blue Cross Blue Shield of Michigan (BCBSM) - Detroit, MI | May 2016-August 2016 |
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- Assisted the Senior Director for Diversity & Inclusion with major tasks and responsibilities.
- Conducted research on health disparities affecting the Detroit and Metro Detroit areas to contribute to enterprise-wide health disparities research project.
- Examined best practices for diversity and inclusion to assist with 2017-2019 BCBSM Diversity and Inclusion strategic plan.
- Selected to present intern project on Capuchin Soup Kitchen to the BCBSM enterprise.

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| Student Intern, Access, Diversity & Inclusion Programs Bowling Green State University – Bowling Green, OH | January 2015-May 2015 |
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- Assisted the department in operations supporting their mission of fostering an inclusive environment for underrepresented students on campus.
- Developed and coordinated series of workshops related to diversity and identity for students on campus.
- Served as a student liaison between the department and student body by serving on various committees and task forces.

Student Leadership Assistant, Center for Leadership

August 2014-May 2015

Bowling Green State University – Bowling Green, OH

- Researched, developed, administered and assessed student leadership development and educational programs.
- Prepared, presented, and evaluated workshops centered on leadership and organizational culture.
- Articulated leadership competence and theories in workshop development and presentations.
- Utilized the Social Change Model of Leadership to develop lesson plans for student organizations.
- Implemented a senior Student Leadership Assistant capstone project focusing on leadership and student success for inner city youth in Toledo, OH.

LEADERSHIP AND UNIVERSITY SERVICE EXPERIENCE**Scholar, Ronald E. McNair Post-Baccalaureate Achievement Scholar**

January 2014-Present

Bowling Green State University – Bowling Green, OH

- Gained undergraduate summer research experience with a faculty mentor, examining parental support and involvement as predictors for college student adjustment.
- Presented research and participated in 2014 Annual Ronald E. McNair Scholars Program Research Symposium.
- Participated in a number of graduate school preparation and research experience workshops through the McNair Program.

Community Service Chair, Black Graduate Student Association

May 2016-Present

Indiana University Bloomington – Bloomington, IN

- Plan and execute various community service initiatives and programs for members of the organization.
- Participate in professional development workshops and community building initiatives through the organization.
- Work collaboratively with members of the Bloomington community to strengthen community partnerships with Black Graduate Student Association.
- Previously served as co-chair of the Education Committee.

Scholar, President's Leadership Academy

August 2011-May 2015

Bowling Green State University – Bowling Green, OH

- One of 25 student leaders selected from all over the country to serve in the 2011 cohort.
- Awarded the Outstanding Student Leader Award out of all members of the program.
- Collaborated with cohort of scholars to plan and execute community service projects and an overnight leadership retreat for all members of the program.
- Demonstrated an understanding of leadership theory and the Social Change Model of Leadership.

President, Black Student Union

May 2013-May 2014

Bowling Green State University – Bowling Green, OH

- Supervised executive board of 7 student positions.
- Attended several meetings for the advancement of student life and environment on campus.
- Served on committees dedicated to diversity and inclusion for BGSU student life.
- Planned, developed, and worked collaboratively to implement student programs and general body meetings.

COMMITTEE INVOLVEMENT

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|---|---------------|--------------------------------|
| Community Service Committee (Chair) | 2016-Present | Indiana University |
| Education Committee (Co-Chair) | 2015-2016 | Indiana University |
| RPS Staff Selection Committee | 2016- Present | Indiana University |
| RPS Diversity Committee | 2015-2016 | Indiana University |
| Dean of Students Diversity & Inclusion Task Force | 2015-2016 | Indiana University |
| VP of Student Affairs Inclusion Group | 2013-2015 | Bowling Green State University |
| Not In Our Town Core Planning Committee | 2013-2015 | Bowling Green State University |
| Black Issues Conference Planning Committee | 2013-2015 | Bowling Green State University |

HONOR SOCIETIES

Phi Kappa Phi National Honor Society
 Phi Upsilon Omicron National Honor Society
 Omicron Delta Kappa National Honor Society
 Mortar Board Senior Honor Society

Maxwell Mattern

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EDUCATION

Master of Science in Education in Higher Education and Student Affairs
Indiana University, Bloomington, IN

expected May 2017

Bachelor of Science in Journalism
Minor: Leadership Development
University of Florida, Gainesville, FL

May 2015

ORIENTATION EXPERIENCE

NODA Intern for Cal Student Orientation (CalSO), New Student Services

University of California—Berkeley, CA

May 2016-July 2016

- Supervised 39 undergraduate orientation leaders (CalSO leaders) through 10 two-day, first-year orientation sessions and 4 one-day transfer orientation sessions
- Served as point person for early arrival, check-in, and late night activities for up to 560 students and 170 parents and guests at a time
- Held on-call duty responsibilities during 10 overnight programs, managing crisis situations that included medical emergencies, psychiatric care, and police involvement
- Facilitated 14 session debriefs and professional development workshops for 39 CalSO leaders to reflect on their current experiences in orientation
- Analyzed program assessment data to create mid-summer feedback for campus partners and CalSO Leaders along with creating a mid-summer self-assessment for CalSO Leaders
- Created and designed assessment handouts based on survey data for the first-year, transfer, and parent and guest program to be given to campus partners
- Formatted individual academic advising handouts for each college based on the first-year and transfer students' experiences

Graduate Assistant for Orientation, New Student and Family Programs

University of Florida—Gainesville, FL

April 2015-July 2015

- Connected over 100 family members to the campus experience in each of the 23 summer programs by facilitating a session addressing their fears about their student attending college
- Supported and advised 42 orientation leaders through welcoming upwards of 7,000 first-year students and 13,000 family members to the university
- Facilitated dialogue and created workshops to address dissonance within the team, promote group harmony, and encourage team-building efforts
- Developed assessment strategies and learning outcomes to measure how the orientation leaders interacted with students, family members, and fellow orientation leaders

MULTICULTURAL EDUCATION EXPERIENCE

Graduate Supervisor for Diversity Education, Residential Programs and Services

Indiana University—Bloomington, IN

July 2015-Present

- Select, train, supervise, and evaluate a team of 7 CommUNITY Educators (CUEs) through the planning and implementation of over 100 diversity programs inside 7 of the 13 residence halls
- Utilize a residential curriculum model to outline learning outcomes for active and passive programs, covering topics like international status, ability, race, gender, and socioeconomic status
- Facilitate biweekly meetings for my individual staff and the 14-person CUE staff, covering current topics regarding social justice and creating dialogue about success within social justice work
- Collaborate with CUE Liaisons over 7 residence halls to formulate programs to address bias-related incidents within each individual residence hall
- Organize and coordinate the 2017 Dr. Martin Luther King, Jr., Civil Rights Immersion Trip, entailing fundraising efforts and writing proposals to cover the \$15,000 cost of the trip
- Allocate and manage a \$10,000 budget for CUE programming throughout the year

- Oversee the interview and selection process for the CUE position, which includes selecting a staff out of 120 applicants
- Design assessment plans to evaluate the CUE learning outcomes

Diversity Committee Member, Residential Programs and Services

Indiana University—Bloomington, IN

September 2016-Present

- Construct a Standard Operating Procedure for housing in case of a major crisis or event, both locally and nationally, for all 13 residence halls
- Implement and facilitate community dialogues held at varying residence halls surrounding current national topics, including police brutality and immigration bans
- Incorporate intentional diversity-oriented delivery strategies to enhance the residential life curriculum through social issues and values-based facilitation guides

LEADERSHIP EXPERIENCE

Graduate Intern for Leadership and Inclusion, Student Life and Learning

Indiana University—Bloomington, IN

December 2015-Present

- Design and launch a co-constructed cohort program for 10 student interns to provide professional development, foster a sense of community, and enrich overall internship experience
- Advertise and promote retreats and events for the office by connecting with campus partners
- Develop curriculum for and facilitate one-day leadership programs to engage 50 underclassmen or 50 upperclassmen while challenging them to understand their leadership styles
- Select and train small group facilitators for the leadership programs
- Coordinate the logistics for Hoosier Emerging Leaders/Student Leaders Retreats, including booking available space, designing a budget, and creating a minute-to-minute schedule
- Assess and enhance the curriculum, learning outcomes, and overall satisfaction students have from taking 8-week, leadership courses known as LEAD IU
- Instruct and co-teach a 3-credit LEAD IU course over 8 weeks for 26 students addressing the similarities and differences of leadership and social justice in their current lives
- Collaborate with executive boards of Greek organizations who have been sanctioned to develop and facilitate a leadership workshop for the entire membership

Graduate Practicum Intern, Office of the Campus Center and Student Experiences

Indiana University, Purdue University—Indianapolis

August 2016-Present

- Plan, organize, and promote a 5-day experiential learning trip for 4 staff, 4 graduate facilitators, and 24 undergraduate participants for Freedom Rides, focusing on gentrification in the Midwest
- Develop curriculum for the pre-trip meetings for Freedom Rides participants, centered on social identities, power, privilege, and marginalization
- Facilitate and lead the pre-trip meetings and the Freedom Rides trip in dialogue and discussion

Treasurer, Student Personnel Association at Indiana University

Indiana University—Bloomington, IN

January 2016-December 2016

- Managed a \$10,000 budget and created a funding request system to keep records of proposals
- Presented biweekly financial reports of the budget to the executive board and membership
- Formulated and organized a zero-profit, yearly budget for the organization, including individual budgets for the 17 executive board positions
- Drafted, proposed, and approved a \$500 emergency fund and process to aid potential applicants with a low socioeconomic status or financial need for the master's program's interview days
- Communicated with alumni in order to bring in additional funding for the emergency fund

AFFILIATIONS/ORGANIZATIONS

- ALS Association—Indiana Chapter, Member (August 2015-Present)
- American College Personnel Association (ACPA), Member (November 2015-Present)
- Association for Orientation, Transition, and Retention in Higher Education (NODA), Member (December 2015-Present)
- Mixed Heritage Student Association, Advisor (March 2016-Present)

MEREDITHE MIMLITZ

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Education

Master of Science in Education, Higher Education and Student Affairs

Indiana University, Bloomington, IN, May 2017

Bachelor of Arts, Communication Studies and Religion & Service

Elmhurst College, Elmhurst, IL, May 2015

Professional Experiences

Graduate Assistant, Campus Center and Student Experiences

Indiana University-Purdue University Indianapolis, August 2016-May 2017

- Work as a Graduate Building Manager managing the day-to-day operations of IUPUI's Campus Center by implementing building procedures, supervising 25-30 student staff members, collaborate with campus partners to ensure the building operates successfully.
- Co-Advise the Traditions Board comprised of five executive board members and 15 committee members, which plans Homecoming and Jagapalooza utilizing a combined budget of \$78,000.
- Supervise the year-long Registered Student Organization Contest consisting of 14 student organizations, by creating the contest, communicating with participating student organizations, and execution of the contest.
- Oversee the recruitment, selection, and competition of Homecoming Court, a scholarship competition for IUPUI students, comprised of 12 Court Candidates.
- Advise the planning and facilitation of the Student Activities Programming Board Retreat for 75 members including cultural competency, leadership development, and officer transition workshops.
- Create and implement Homecoming assessment efforts to gauge student participation and satisfaction with the events.
- Assess and evaluate the Building Manager Training Program to create learning outcomes based on IUPUI's Principles of Co-Curricular Learning, which create a framework for students' education both in and outside of the classroom.

Graduate Intern, New Student Orientation, Office of First Year Experience Programs

Indiana University, January-August 2016

- Assisted with recruitment, selection, training, and evaluation of 55 orientation leaders and seven student coordinators, as well as coordinated the planning of the Spring Retreat and Closing Banquet for student staff.
- Advised the planning and implementation of 23 Late Night Programs during New Student Orientation (NSO) for 7,000+ incoming students.
- Designed and implemented two Summer Session Orientation Programs for 75 incoming students and guests to help students successfully transition as a student at Indiana University.
- Coordinated the assessment of the NSO student program to measure participation, satisfaction, and learning of the NSO program.
- Oversaw, presented, and troubleshooted day-to-day elements of New Student Orientation.

Student Employee Coordinator Graduate Assistant, Campus Center and Student Experiences

Indiana University-Purdue University Indianapolis, August 2015-May 2016

- Assisted with the selection, training, supervision, and evaluation of approximately 70 campus center student employees including the creation of new staff member orientation, corrective action meetings, and workshops about leadership development, diversity training, and team building.
- Planned and facilitated all-staff trainings twice a year, all-staff meeting meetings twice a semester, monthly meetings for student managers, and coordinated staff recognition and appreciation programs
- Provided oversight and support to six student managers by advising the selection, training, supervision, and evaluation of the student employees they manage.
- Contributed to the research and development of a comprehensive training modules for student managers covering topics of time management, peer leadership, team development, cultural competency, and conflict management.

Volunteer Experiences

Conference Intern, Annual Conference

Association of College Unions International, Philadelphia, Pennsylvania, January- May 2016

- Assist in the on-site management of the conference including oversight of meals, general sessions, and 90+ education sessions.
- Assist in the management of the day-to-day operations of running a professional conference including audio-visual, signage, traffic flow, set-up, and tear-down to ensure that all conference participants have an exceptional experience.
- Coordinate and partner with ACUI's corporate sponsors and assist in managing the corporate events including the ACUI Expo, Architecture and Design Showcase, corporate receptions, and corporate showcase educational sessions.

Co-Registration Chair, Region VI Conference

Association of College Unions International, Bloomington, Indiana, January- October 2016

- Coordinated the participant registration process for Region VI of 144 participants and assisted in recruitment efforts for 23 institutions.
 - Organized the onsite registration for the conference using ACUI's registration database.
 - Created the Guidebook App used at the conference and collaborated with communication with the ACUI Central Office.
 - Coordinated the Newcomers Programming for 60 participants and facilitated the Newcomers Session for Graduate Students to introduce graduate students to both ACUI and the conference.
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Professional Presentations

Mimlitz, M., Copeland, C., Sarachman, R. (2016 February). *How every team wins their race*. NODA Regional Conference. Indianapolis, Indiana.

Mimlitz, M., Copeland, C., Sarachman, R. (2016 February). *How to be a leader on a team of leaders: Introverts vs. Extroverts*. NODA Regional Conference. Indianapolis, Indiana.

Mimlitz, M and Giordano, M. (2015 October). *First-year students*. Indiana Student Affairs Association Conference. Muncie, Indiana.

Mimlitz, M. (2016 October). *Graduate student newcomer session*. Association of College Unions International Region VI Conference. Bloomington, Indiana.

Mimlitz, M., Starkel, B., Henslee, C., Miller, K.. (2016 October). *Seize the summer: A guide towards finding success in a summer internship*. Indiana Student Affairs Association Conference. Indianapolis, Indiana.

Committee and Community Leadership

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|---|------------|
| Graduate Member, Student Development Funding Committee, <i>IUPUI</i> | 2016- 2017 |
| Freedom Rides Alternative Spring Break, Graduate Advisor, <i>IUPUI</i> | 2016- 2017 |
| Member, Search Committee for Assistant Director for Leadership Civic Engagement, <i>IUPUI</i> | Fall 2016 |
| Advisor for Vice President of Programming, Sigma Kappa Tau Chapter, <i>Indiana University</i> | 2016- 2017 |
| General Member, Indiana University Student Personnel Association, <i>Indiana University</i> | 2015- 2017 |

Undergraduate Student Affairs Experiences

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|---|-----------|
| Student Government President, Elmhurst College | 2014-2015 |
| Sigma Kappa Sorority Executive Vice President, Elmhurst College | 2014-2015 |
| Student Affairs Intern, Elmhurst College | 2014-2015 |
| Orientation Student Leader Coordinator, Elmhurst College | 2014 |

Awards and Honors

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|--|-------------------------|
| Senior of the Year Recipient, Elmhurst College | <i>Awarded May 2015</i> |
| Founder's Award Recipient, Elmhurst College | <i>Awarded May 2015</i> |

Emily Reynolds

900 E. 7th Street, L052C | Bloomington, IN 47405 | (203) 505-4590 | emilykreyolds8@gmail.com

EDUCATION

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|--|-------------------|
| Indiana University, Bloomington, IN M.S.Ed. in Higher Education and Student Affairs | Expected May 2017 |
| Fordham University, Bronx, NY B.A. in Economics, Business Administration Minor | May 2015 |

COLLEGE UNION OPERATIONS & STUDENT LIFE EXPERIENCE

Indiana University

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|--|---------------------|
| <i>Building Manager, Indiana Memorial Union, Bloomington, IN</i> | August 2015-Present |
| <ul style="list-style-type: none">Manage 8 Assistant Building Manager and 2 Night Security staff, including a unionized staff member, who oversee the 24 hour operations of the 500,000 square foot Indiana Memorial Union during evening, overnight, weekend, and holiday shiftsTrain, supervise, hire, schedule, and manage payroll for the Building Management TeamChair the Emergency Control Committee, an 11-person committee that determines emergency procedures of the buildingCoordinate annual emergency preparedness and CPR certification training for staff membersCreate and lead custom tours of the building for various Indiana Memorial Union stakeholders and guestsCoordinate assessment of space usage within the building which led to increased seating and power sources in the three main lounges and study areasObtain a certification in Emergency Preparedness through Indiana University's Office of Emergency Management and Continuity, indicating a completion of 100 hours of emergency training | |

Alpha Sigma Alpha Sorority, Epsilon Phi Chapter

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|--|------------------------|
| <i>Advisor, Bloomington, IN</i> | December 2015- Present |
| <ul style="list-style-type: none">Serve on a three person advising team for a chapter of 160+ sorority members on matters of conduct, programming, and member recruitment and engagementAid the chapter in their transition from being unhoused to having an off-campus chapter space, specifically regarding usage policies and guidelinesEnsure that the chapter is abiding by university policies and assist with implementation and navigation of new policies | |

Indiana University

| | |
|--|----------------------|
| <i>Graduate Intern for Student Organizations, Bloomington, IN</i> | January 2016-Present |
| <ul style="list-style-type: none">Oversee the annual registration process for 750+ student organizations including reviewing constitutions for adherence to university policies and implementing risk management plansUtilize the administrative side of Collegiate Link and facilitate trainings regarding Collegiate Link for new organizationsIdentify and mitigate risk within student organization activity and ensure that a risk management plan is in placeReview constitutions with new organizations to ensure that University policies are followedFacilitate new organization trainings regarding campus resources and university policies | |

Indiana University

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|---|---------------------|
| <i>Graduate Advisor, Indiana Memorial Union Activities and Events, Bloomington, IN</i> | August 2016-Present |
| <ul style="list-style-type: none">Serve on the advising team for the Indiana Memorial Union Board, a 16-student programming board, that plans approximately 100 educational, cultural, and social events annually through a \$350,000+ operating budgetDirectly advise the Canvas Creative Arts Committee, a committee focused on building awareness of art and writing on IU's campus through programming, gallery displays, and an annual magazine publicationAdvise students on the management of a public art gallery, showcasing local and student artists with an average of 10 gallery displays annuallyTransition the annual-award winning literary magazine publication process from physical publications to an online platformCoordinate a one-time collaborative mural within a dining location where students contributed to a collective art projects in the building | |

ORIENTATION & TRANSITION YEAR PROGRAMMING EXPERIENCE

Northeastern University

NODA Orientation Coordinator, Boston, MA

May 2016-July 2016

- Trained 31 Orientation Leaders in line with leadership competencies set by the university, specifically in sessions regarding cultural competency, motivating new students, and self-awareness
- Assisted with the daily management and logistics of 6 two-day summer orientation programs for first-year and transfer students
- Directly supervised 10 Orientation Leaders, regularly meeting over the summer to discuss the ways in which their skills are transferrable to their future career aspirations
- Developed an Orientation Leader takeover Instagram timeline and ensured implementation of this social media strategy
- Oversaw key components of the student and the guest programs, including on-site registrations and evening activities for an average of 600 students and guests per session
- Served in an on-duty rotation for emergency situations within the residence halls during orientation sessions

New York Institute of Technology

NODA Graduate Intern, Old Westbury, NY

May 2015- July 2015

- Structured and implemented a two-week training program for 15 Orientation Leaders, including off-campus retreat
- Assisted with preparation, management, and logistical support of four summer orientation programs with an to ensure transformative and memorable experiences for all new and transfer students
- Corresponded with new students and their families about Orientation, including maintenance of the Guidebook app, email account, and social media outlets
- Evaluated each orientation using surveys and made improvements based on feedback and guest evaluations to enhance the orientation experience

Fordham University

New Student Orientation Coordinator of Staff Training and Development, Bronx, NY

December 2013-December 2014

- Designed and implemented a comprehensive three-day orientation program that assisted new students in a successful adjustment to Fordham's academic, extracurricular/co-curricular, spiritual and social life
- Coordinated three one-day Summer Orientation Programs, one three-day Fall Orientation Program for approximately 1800 incoming students and one Spring Orientation for approximately 70 transfer students and new freshmen
- Developed and implemented comprehensive trainings and references for 211 Orientation Leaders utilizing assessment from prior years to make data-driven decisions to enhance this year's training and orientation

Fordham University

Senior Week Committee Chair, Bronx, NY

May 2014-May 2015

- Co-chaired a committee of 10 students to plan all aspects of Senior Year Experience programming, including Senior Transitions and Senior Week
- Instituted a comprehensive application and recruitment process for the selection of committee members via OrgSync
- Overhauled table reservation and seating process for events with attendance ranging from 1200-2000 people to increase efficiency
- Established streamlined marketing initiatives to ensure consistent and clear communication with the senior class

Senior Week Volunteer Coordinator, Bronx, NY

May 2013-May 2014

- Selected, and trained 25 volunteers and served as a point person for the volunteer team for all Senior Week events
- Restructured volunteer duty rosters for large-scale Senior Week events, where attendance ranged from 800-2200 people.

PROFESSIONAL ASSOCIATION EXPERIENCE

Association of College Unions International

Member

August 2015-Present

Student Member of the Board of Trustees

March 2016-Present

- Serve as the sole student member of a board of 11 college union and student activities professionals to represent nearly 1900 students who are members of ACUI in conversations regarding association business and leadership
- Act as a voting member of the Board of Trustees when making decisions regarding association management, finances, and policies
- Support association business by serving on various committees and task forces
- Serve on a committee focused on updating the Association's brand to be more inclusive of various institutions and their student centers

Sean J. Riordan

seanriordan8@gmail.com

EDUCATION

Indiana University – Bloomington, IN

- ❖ **Master of Science in Education Candidate, Higher Education and Student Affairs**
- ❖ **Master of Science Candidate, Applied Statistics**
 - *Member, National Association of Student Personnel Administrators*
 - *Member, Indiana University Student Personnel Association*
 - *Co-Presenter, 2015 Indiana Student Affairs Association Conference (Transfer Students)*

Illinois State University – Normal, IL

- ❖ **Bachelor of Science, Politics and Government**
- ❖ **Bachelor of Arts, English**
 - *Graduated Summa Cum Laude, May 2013*
 - *Presidential Scholar, 8 semesters*

WORK EXPERIENCE

Residential Programs and Services, Indiana University – Bloomington, IN

Graduate Supervisor

July 2015 – Present

- Assisting Residential Operations professional staff with the development of a successful academic and residential life experience for diverse populations in a residence hall of ~1,000 students.
- Supervising and facilitating the personal and professional growth of six Resident Assistants.
- Presenting university procedures, services, and policies to individual students and groups as part of weekly staff and conduct meetings.
- Providing support to center management in implementation of lesson plans and assessment as part of the Residential Curriculum Committee.
- Responding to duty calls approximately thirty nights per semester in the residence hall, including emergency and crisis situations.
- Arranging topics and presenters for monthly Graduate Supervisor In-Service training sessions.

Conduct Board Advisor

- Served as a Judicial Hearing Officer, delegate of the Dean of Students, for conduct cases in the residence hall whose staff I supervised.
- Recruited, selected, and trained twelve students as members of the Student Conduct Board.
- Advised the Student Conduct Board on the adjudication of three low-level conduct cases per week.

Honors Community Advisor

- Designed and executed an assessment gauging student satisfaction with the Honors Community.
- Advised the Honors Community Leadership Council in the planning of monthly events and programs, including a weekend retreat to St. Louis, MO.

Office of Admissions, Indiana University – Bloomington, IN

Executive Team Practicum Student

May 2016 – December 2016

- Completed various institutional benchmarking and enrollment management research projects at the request of the Executive Director of Admissions. Topics included GPA recalculation, enrollment and tuition deposits, and affirmative action in selection.
- Collaborated with Regional Admissions Representatives to compile and interpret institutional data.
- Composed information sheets summarizing pertinent application and enrollment data for key regional markets, including Chicago, New York City, and various counties in Indiana.
- Refined the departmental assessment tools used to gather feedback from students and parents during their visits to campus.
- Utilizing Qualtrics, Survey Monkey, and other assessment tools, developed an assessment strategy for Campus Visit Representatives.

Residential Programs and Services, Indiana University - Bloomington, IN*Graduate Supervisor for Conference Services**May 2016 – August 2016*

- Supervised a staff of twenty summer Housing Assistants for summer camps and conferences.
- Oversaw staffing operations of the front desks of three residence halls.
- Enhanced the campus community for guests and prospective students by providing “Plus One” customer service to over 3,000 conference attendees, counselors, and facilitators.

School of Informatics and Computing, Indiana University - Bloomington, IN*Academic Advising Practicum Student**January 2016 – May 2016*

- Facilitated academic advising and counseling sessions for both individual students and groups.
- Advised students on their long-term academic plans and course requirements.
- Taught an introductory course for prospective Informatics and Computer Science majors.
- Utilized the CAS standards to assess the effectiveness of advising tools within the School of Informatics and Computing.

Fidelity National Title Group – Carol Stream, IL*Data Entry Specialist/Cataloger**August 2014 – July 2015*

- Collaborated with supervisors to meet deadlines for and achieve completion of long-term projects.
- Transcribed legal file information onto spreadsheets with particular attention to detail.
- Verified the accuracy of all details before entering them into the computer database.
- Identified and resolved systematic issues or errors in a timely manner.

School District 45 – Villa Park, IL*Substitute Teacher**March 2014 – August 2014*

- Managed up to thirty students of diverse backgrounds on their daily assignments.
- Fostered an academically stimulating environment for varied educational levels and contexts.
- Enforced classroom rules and agendas in absence of the regular instructor.
- Composed and submitted reports detailing the class accomplishments for the day.

Owens & Minor – Carol Stream, IL and Barrington, IL*Project Coordinator**August 2013 – December 2013*

- Worked closely with hospital staff while filling orders and consolidating storeroom inventory.
- Organized and stocked medical equipment at Advocate Good Shepherd Hospital.
- Completed orders for shipments to Advocate hospitals in the Chicago area.

Illinois State University Housing Services – Normal, IL*Resident Assistant**February 2011 – May 2013*

- Addressed the basic and social needs of approximately forty-five male and female residents.
- Wrote detailed reports documenting policy violations occurring within residence halls while on duty, for follow-up by professional staff.
- Promoted education by planning and implementing monthly social events and programs that encouraged reflection on topics such as diversity, relationships, and decision-making.

President, Illinois State University Presidential Scholars' Club*January – December 2012*

- Directed the executive board in drafting the club's yearly agenda.
- Planned and coordinated multiple social, fundraising, and service events each semester.
- Negotiated with the members of the executive board to ensure that the club's goals were met.
- Established collaboration with other student organizations to facilitate monthly social events.

Obama for America - Northeast DuPage County – Lombard, IL*Field Organizing Intern**May – July 2012*

- Trained new volunteers on conducting recruitment phone calls and collecting related data.
- Recruited volunteers via telephone for out-of-state campaigning efforts and phone banking.
- Utilized the VoteBuilder database to organize information about potential campaign supporters.

Antonio D. Robinson, M.S.Ed.

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PROFILE

A passionate and innovative student affairs professional excited about the opportunity to serve as a source of knowledge within a collegiate community by empowering, inspiring, informing, and collaborating with members of the college or university environment. I maintain reputable skills and experiences in the following areas:

Training/Development

- Staff Development Exercises
- Synergistic Supervision Training
- Presentation Design/Management
- Curriculum Development
- Student Identity Development
- Budget Creation & Management

Community-Building

- Conflict Mediation/Resolution
- Student Engagement Plans
- Public Relations Experience
- Strategic Communicator
- High Emotional Intelligence
- Community Outreach

Leadership

- Classroom Lead/Instruction
- Staff & Student Supervision
- Focus Group Facilitation
- Student Group Leadership
- Leadership Module Facilitation
- Navigating Effective Change

EDUCATION & CREDENTIALS

Masters of Education

Higher Education and Student Affairs

Emphasis: Development of Higher Education Scholar-Practitioners
Indiana University, Bloomington – Expected: May 2017

Bachelor of Arts

Mass Media Communication

Minors: Spanish and Legal Studies
University of Delaware, Newark – May 2015

PROFESSIONAL EXPERIENCE

Graduate Supervisor at Indiana University, Bloomington, IN

July 2015 – Present

Division of Residential Programs & Services (RPS)

- Collaborates with Residential Life professional staff to develop successful academic and residential life experiences for over 750 first year residents in Briscoe Quadrangle
- Supervise, train, & evaluate a team of 7 Resident Assistants (including three Living-Learning Communities)
- Utilize crisis management techniques and emergency response training to mitigate risk as the On-Call Supervisor responsible for an area servicing over 4,000 students
- Serve as a member of the center leadership team through management of a residence center (including communication with housing, assignments, custodial & maintenance staff, dining, as well as other campus partners)
- Engage with departmental committees and RPS initiatives that involve staff selection, Winter and Fall trainings, the Residential Curriculum, diversity and inclusion programming, and social justice initiatives

Graduate Conference Services Coordinator at Indiana University, Bloomington, IN

May 2016 – August 2016

Office of Conference & Event Registration Services

- Served as a central point of contact for all summer conference attendees in order to ensure their safety and security
- Communicated with camp directors and coaches seeking housing, meal plans, and functional space in the IU Bloomington residential facilities during the summer months
- Supervised 20 undergraduate students according to the shared vision outlined by both the Department of Residential Programs and Services (RPS) and the Conference & Event Registration Services teams
- Created weekly agenda and task schedule for meetings that modeled the “+1 Service” mantra of RPS
- Conducted accountability conversations with student staff who failed to meet staff expectations

Resident Assistant at University of Delaware, Newark, DE

August 2012 – May 2015

Office of Residence Life & Housing

- Created a community of support for 35 first year residents by building a positive living-learning environment within Rodney Residence Hall
- Constructed programs and complex-wide events that focus on civic engagement, sustainability, and social responsibility
- Encouraged student leadership in Complex Community Councils (CCC), university sponsored programs, student organizations, and other activities that support the mission of the institution
- Fostered inclusive communities where all individuals could pursue the development of the whole person, including physical, psychological, emotional, and financial well-being.
- Enforced policy in order to help residents understand their rights and responsibilities as productive community members

Social Media Ambassador at Univ. of Delaware, Newark, DE
Office of Communications & Marketing

August 2014 – May 2015

- Launched an online virtual tour for the University of Delaware buildings and student centers
- Piloted a video campaign on diversity and inclusion within campus life (#VoicesOfUDel)
- Developed a video presentation along with the Office of Communications & Marketing and the Board of Trustees for the outgoing President of the University of Delaware in 2015
- Live-Tweeted sporting, academic, and community specific events using University branded Twitter accounts
- Created content and strategies across multiple platforms (i.e. Twitter, Facebook, Instagram, Hootsuite, Vine, Snapchat, Adobe Creative Cloud, etc.)

Executive Team Leader at Target, Newark, DE

June 2014 – August 2014

Manager of Guest Experiences – Christiana Mall (T2764)

- Supervised 15+ Team Members on a daily basis as the storewide Leader on Duty (LOD)
- Ensured the completion of tasks and work duties throughout various functional areas (i.e. Human Resources, Assets Protection, Logistics, as well as the Hardlines & Softlines Departments)
- Delivered on key regional metrics (i.e. RedCard Conversion Rate, Accessory Attachment Rate)
- Conversed with guests who requested multilingual assistance from our Guest Services Team Members
- Generated updates, reports, and recognition within Daily Team Huddles & Company Conference Calls

Enrichment Camp Counselor at Thomas Edison Charter School, Wilmington, DE

June 2012 – July 2015

Thomas Edison Charter School

- Developed lesson plans for 3rd-5th grade students in the Thomas Edison Charter School After-Care Program
- Chaperoned trips to various locations within the Tri-State region by serving as the central authority figure for students
- Delivered resources to teachers and children throughout both the academic and recreational periods
- Produced iMovies and interactive slideshows to showcase the camp activities for community and guest partners
- Conducted follow-up meetings and accountability conversations with students who were responsible for a violation of the code of conduct, procedure, or expectations

STUDENT DEVELOPMENT EXPERIENCE

Graduate Advisor – National Association of Black Journalists

May 2016 – Present

Indiana University – Bloomington Chapter

- Advise a General Body and Executive Board comprised of aspiring Black journalists in order to identify and encourage black students to become journalists, and to diversify faculties and related curriculum
- Provide professional development, job opportunities, and internship information to members of the organization
- Lead an exemplary group of young professionals that honor excellence and outstanding achievements by Black journalists, while also acknowledging outstanding achievement in the media industry as a whole

Graduate Practicum Advisor – Board of Aeons

November 2015 – May 2016

Office of the President – Indiana University - Bloomington

- Engaged in weekly staff discussions on general education requirements, student behavior, high impact practices, environmental sustainability, and university-wide capital projects
- Presented findings from a year-long environmental assessment and research project on physical spaces to key university administrators including: President Michael McRobbie, Provost Lauren Robel, and several Deans of Indiana University
- Planned a large-scale reunion with over 100 distinguished guests, alumni, and officials in attendance for the 95th Anniversary of the Indiana University Board of Aeons

Peer Mentor – First Year Seminar Courses (UNIV-101 & BIO-101)

August 2013 – May 2015

Office of the Dean of Students – University of Delaware

- Facilitated class discussions with 25 students on key practices such as bystander intervention, sexual assault prevention, and responsible eating & drinking behaviors
- Provided opportunities for on-campus organizations to participate in panels focusing on self-care and time management
- Mentored first year students through a comprehensive extended orientation that is holistic in nature and focuses on academic success and students' transition to college

COMMUNITY/ORGANIZATIONAL INVOLVEMENT

Graduate Advisor – National Association of Black Journalists (NABJ)

April 2016 - Present

Convener – Residential Programs & Services Staff of Color Caucus

August 2016 - Present

Member – Residential Life Curriculum Committee

June 2016 - Present

Member – American College Personnel Association (ACPA)

January 2016 - Present

Member – Black Graduate Student Association

August 2015 - Present

Member – Student Personnel Association at Indiana University

August 2015 - Present

Member – National Residence Hall Honorary (NRHH)

January 2014 – June 2015

Member – Public Relations Student Society of America (PRSSA)

August 2013 – June 2015

Tyler E. Rodibaugh

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EDUCATION

Indiana University | Bloomington, Indiana
MSEd | Higher Education & Student Affairs

May 2017

Florida State University | Tallahassee, Florida
BS | Psychology

May 2015

WORK EXPERIENCE

Residential Programs & Services | Indiana University | Bloomington, Indiana

Graduate Supervisor for Residential Life

July 2015 - Present

- Serve on a Leadership Team for a residence center housing approximately 1100 predominately first-year students, assisting in providing overall direction for the building
- Supervise a staff of 22 Resident Assistants, directly overseeing 8 undergraduate student staff members
- Develop and implement training on crisis management, community building, Residential Life policies, and how to create inclusive communities on their individual floors and supporting diverse identities
- Take part in an Area on Call duty rotation for the Southeast neighborhood, encompassing 5 residence centers and approximately 3000 students, responsible for responding to 24/7 emergency situations and crisis management situations, requiring critical thinking, quick response times, and a working knowledge of departmental policies and procedures
- Serve as Acting Lead Conduct Officer for the entire building, consisting of reviewing and processing incident reports, deciding on charges using the Student Code of Conduct and Residence Hall Rules and Regulations, and coordinating conduct hearing for 4 Conduct Hearing Officers, using Advocate by Symplicity software
- Serve on the Residential Life Training Committee (1 year), assisting with the planning of one session of Spring training for undergraduate student staff members, one session of Fall training for undergraduate student staff members, and one session of Fall training for graduate staff members with the goal of creating a beneficial experience for staff members
- Serve on the Residential Life Diversity Committee (1 year), working to support diverse populations and work to program around social justice in order to increase awareness among residential students and the greater community
- Engage in short- and long-term follow up with students of concern living in the residence center, both formally and informally, and connecting these students with appropriate campus resources as needed
- Oversee 3 Academic floors (2 years), the Media Living Learning Community (1 year), and the Forest Service Council (1 year), seeing these entities through their endeavors while supporting them in reaching their goals in order to serve the overall residential community, while also working with the larger department to keep stakeholders informed
- Assist in the implementation of a Residential Curriculum, developing lesson plans and assessment practices to best measure learning outcomes, encouraging buy-in from student staff members and helping them adapt to a new model
- Remain student focused amid increased administrative demands and aiding in coordination of a large residential operation

Graduate Supervisor for Summer Conferences

May 2016 - August 2016

- Aided in the day-to-day operations of 3 residence centers during the summer conference season, working with professional and support staff to complete administrative and supervisory responsibilities
- Participated in a summer conference duty rotation for 3 residence centers, responding to predominately facilities issues and customer services concerns for approximately 1000 to 1500 guests
- Supervised 22 Summer Housing Assistants, provided formal and informal feedback, and led weekly staff meetings to ensure the undergraduate student staff were knowledgeable of summer operations
- Acted as the point person for multiple summer camps and conferences, and worked with both adult and children groups to assist in camp and conference preparation, arrival, and departure
- Coordinated the logistics and scheduling of all student staff in staffing front desks and conference arrivals and departures

University Housing | Florida State University | Tallahassee, Florida

Conference Coordinator

May 2015 – July 2015

- Trained and supervised staff of 32 Conference Assistants as a member of the Conference Services Leadership Team, working alongside Conference Coordinators and the Assistant Director to run a large summer operation
- Provided feedback and evaluation of Conference Assistants and facilitated weekly staff meetings and continuing trainings
- Communicated, coordinated and planned with University stakeholders, campus partners, and community members to prepare for a conference stay in the residence halls, staying in consistent communication leading up to their stay
- Participated in a Conference Staff On Call rotation, managing daily operations and handled unexpected and/or emergency situations for 8 residence hall buildings while camps and conferences were occupying the buildings

Resident Assistant

August 2012 – May 2015

- Received annual training to be sensitive to academic, emotional, and social challenges facing students
- Trained in crisis management and short-term counseling in order to manage and resolve crisis situations
- Prepared reports on the condition of the floor as well as conduct reports as needed
- Served 30 students in a first year community-style hall (2 years) and upper-class apartment-style hall (1 year) involving constituency management and tenant- and social-oriented event planning

ADVISING EXPERIENCE

Residential Programs & Services | Indiana University | Bloomington, Indiana

Advisor, Forest Residence Center Conduct Board

August 2015 – Present

- Review incident reports to determine which cases will prompt critical thinking among Board members
- Lead a group of 15 undergraduate student leaders in responding to allegations of student misconduct against their peers, and oversee the Conduct Hearing procedures in to ensure proper procedures
- Facilitate discussion around preponderance of evidence as it relates to conduct cases, and the development of action plans to promote community restoration, when appropriate
- Navigate Simplicity conduct software to deliver student notifications, upload case notes, and input Action Plan results based on the consensus-based decisions reached by the Conduct Board

PRACTICUM EXPERIENCE

Sexual Assault Crisis Service | Indiana University | Bloomington, Indiana

Intern, Sexual Assault Outreach & Prevention

December 2015 – Present

- Plan and execute programs centered around sexual assault and sexual violence, focused on prevention and intervention in the hopes of educating the wider campus community around sexual violence
- Present to Greek chapters within the Indiana University community about sexual violence and prevention efforts
- Facilitate group discussions on the topic of sexual assault prevention as it relates to the campus community, and utilize interactive and engaging activities to promote critical- and action-oriented thinking among students in the community
- Attend weekly staff meetings with the Sexual Assault Crisis Services staff as well as collaborate with campus partners with the goal of preventing sexual assault and sexual violence on the Indiana University campus and in the greater community
- Utilize best practices in developing sexual assault prevention, outreach, and education events while collaborating with campus partners to best serve students, including utilizing materials gained at regional conferences to increase efforts

211 Big Bend | Tallahassee, Florida

January 2014 – June 2015

Crisis Hotline Counselor

- Rendered short-term crisis counseling for callers in an eight county service area, 24 hours a day, including taking calls for the National Suicide Prevention Hotline in addition to providing information and referrals services to connect callers to local social service agencies
- Demonstrated cultural and emotional sensitivity to highly diverse populations while aiding in anonymity
- Engaged in continuing education opportunities through the 211 Big Bend Agency

TEACHING EXPERIENCE

EDUC-U450: Foundations of Residential Leadership | 3 credit hours

Spring 2017

EDUC-U450: Foundations of Residential Leadership | 3 credit hours

Spring 2016

HPER-F255: Human Sexuality, Discussion Leader | 3 credit hours

Spring 2016

RACHEL E. SARACHMAN

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EDUCATION

INDIANA UNIVERSITY

Higher Education and Student Affairs

BLOOMINGTON, IN

May 2017

MIAMI UNIVERSITY

Creative Writing, Family Studies Thematic Sequence

OXFORD, OH

May 2015

WORK EXPERIENCE

INDIANA UNIVERSITY

Graduate Supervisor, Forest Residence Center

July 2016- Present

- Collaborate in the management of an 1,100 person residence hall complex including the supervision of 22 Resident Advisers, desk operations, facilitation of weekly judicial hearings and emergency situation mediation
- Trained, supervise and evaluate 22 resident assistants and 7 resident assistants directly with weekly one on one meetings
- Serve on a monthly on-call rotation for two residence halls with 2100 total students
- Resolve emergency situations while working in tandem with IUPD, the IU counseling center and other emergency officials
- Administer conduct hearings for residents and designate appropriate sanctions based on policy violations
- Advise the Media, Women in STIM and Co-Op Learning Communities
- Served as the CommUnity Educator liaison to promote awareness and support social justice programming within Forest
- Acted as primary point of contact for all mental health related incident reports and designed appropriate student action plans
- Co-planned Resident Adviser summer and winter in-center training elements to work in tandem with department-wide training

Practicum Student, Office of First Year Experience Programs

January 2016-May 2016

- Aided in the recruitment, selection and training of 7 Student Coordinators, 19 Program leaders and 24 Orientation Leaders
- Assessed office operations according to CAS standards
- Co-planned and executed a two-day staff retreat for newly hired OTeam to communicate office history, traditions and culture, set summer job expectations and lay the foundation for a strong team through team building activities

Summer Graduate Intern, Office of First Year Experience Programs

May 2016- July 2016

- Contributed to the implementation and execution of 32, two-day orientation sessions for 10,000 students, families and guests
- Designed and implemented an "Orientation Leader's Guide to Success" facilitation guide for student group meetings
- Planned, organized and executed "Orientation to Orientation" 300 person event to communicate learning outcomes of orientation, student staff job responsibilities and the office vision for desired collaboration with campus partners
- Wrote, implemented and analyzed parent and guest post-program orientation assessment
- Served on a supervisory summer program rotation to monitor various program components and supervise staff
- Advised "Hoosiers United", an international- domestic student mentor program for first year students
- Developed, organized and executed logistics of 4 hour staff bag stuffing and materials move event to prepare 10,000 student bags and distribute orientation materials throughout future orientation session locations
- Planned, organized and executed OTeam Banquet with a \$2,500 budget for venue reservation, catering and event agenda

Graduate Supervisor, Ashton Residence Center

July 2015-May 2016

- Collaborated in the overall operations of a 550 bed residence hall complex including staff supervision, desk operations, emergency situation response and mediation and facilitation of judicial hearings
- Supervised staff of 15 Resident Advisers with direct supervision of 5 Resident Advisers with weekly one on one meetings, goal setting and evaluation as well as leading bi-weekly small staff meetings
- Resolve emergency situations while working in tandem with IUPD, the IU counseling center and other emergency officials
- Advised Ashton Student Government Association with an \$8,000 annual budget through direct supervision of the Hall president while providing guidance for hall programming events, funding requests and new year election process
- Served on departmental committee for Graduate staff recruitment and selection with redesign of promotion materials, application review of 300 applicants, management of 4 interview days and selection of 15 new staff members

MIAMI UNIVERSITY

Orientation Student Coordinator

August 2013- July 2014

- Contributed to the implementation of all aspects of 16 one and a half day June summer orientation sessions, one day August and January orientation sessions, and Welcome Week programming
- Designed and managed a recruitment campaign including posters, T-Shirts, Facebook and Twitter accounts, and informational sessions about the Student Orientation Undergraduate Leader (SOUL) position
- Assisted in the SOUL selection process to hire a team of 24 people out of a pool of 93 applicants
- Planned and facilitated SOUL training events including: 6 spring training meetings, team retreat, and summer kick-off event
- Created a two-week intensive May training schedule through collaboration with appropriate university offices
- Mentored 6 SOULs during one on one meetings to help them set goals and evaluate their progress
- Oversaw office staffing and the completion of office tasks including room scheduling, phone calls and email correspondence

Student Orientation Undergraduate Leader (SOUL)

March- July 2013

- Selected out of a pool of 120 applicants to serve as one of 20 SOULs for the 2013 summer orientation season
- Lead small groups of students ranging from 10-15 students and facilitated discussions related to college transition topics
- Served as a family staff representative specifically for families by leading panel discussions and organizing the family social
- Presented the “Student Success Presentation” to approximately 120 students in preparation for scheduling and advising

PRESENTATIONS

NODA Region IIV Conference 2016

- “How to be a Leader on a Team of Leaders”: Introvert vs. Extrovert personality assessment and implications for practice
- “How Every Team Wins its Race”: Overview of four orientation programs of various institution types

Indiana University Residential Programs and Services “ResX” Event

- “You don’t have to be Amazing to be Inspiring”

Indiana Student Affairs Association Conference 2015

- Women of Color in STEM poster presentation

NODA Region IIV Conference 2014

- “You Can’t Sit with Us!” Recommendations for combating cliques within an orientation team

TEACHING EXPERIENCE

U450: Foundations of Residential Life Leadership, Co- Instructor

- Co-instructed 2 credit course functioning as a component of the Resident Assistant and CommUnity Educator staff positions that focused on residential life history, leadership styles, program planning and mediation skills
- Designed course lectures, facilitated discussions, graded student projects and evaluated overall student performance

RESEARCH & ASSESSMENT

“Advocating for Culturally Validating Environments within Academic Spaces”: A Consultation for the School of Public and Environmental Affairs (SPEA) at Indiana University Bloomington

- Designed focus groups and a survey to gather student feedback regarding upcoming construction within SPEA
- Recruited 53 focus group participants for the facilitation of 3 total focus groups
- Constructed questions that would address the upcoming construction and gauge the extent to which students feel culturally validated by SPEA’s environment
- Created a final report for SPEA administrators detailing student responses, recommendations for construction and additions for the physical space that would strengthen the validation of all students

EMPATHY

STRATEGIC

DEVELOPER

FUTURISTIC

RESTORATIVE

Kathleen Sullivan

EDUCATION

Indiana University, Bloomington, Indiana

Master of Science in Education: Higher Education & Student Affairs
Honors and Distinctions: Cox Scholarship recipient

Expected Graduation: May 2017

Saint Mary's College, Notre Dame, Indiana

Bachelor of Arts in Communication Studies; Minored in Business Administration & Film Studies
Academic Honors: Le Mans Merit Scholarship, Lambda Pi Eta
Studied abroad at the National University of Ireland in Maynooth in Spring 2012

May 2014

RELEVANT WORK EXPERIENCE

Indiana University, Bloomington, Indiana

Graduate Conduct Officer, Office of Student Ethics

August 2015 - present

- Serve as a conduct officer for an average of 6-8 cases per week, meet with students who have violated the University's Code, assess responsibilities specifically related to academic integrity and personal misconduct, and maintain the student conduct database utilizing Symplicity software.
- Formulate individualized action plans using relevant student development theory for students who violate the University's Code that cater to their specific needs.
- Facilitate the Academic Integrity Seminar to student who commit academic misconduct and the Digital Millennial Copyright Seminar for students who violate the university file sharing policies to an average of 150 total students per semester.
- Assess and evaluate programs, including pre and post surveys and student interviews, and analyze the data for use in seminar revisions and individual student support.

Cox Legacy Program Graduate Intern, Office of Scholarships

January 2016 - present

- Plan and implement student and professional development focused programs for audiences up to 265.
- Supervise four student staff members who assist with the marketing and recruitment of Cox scholars.
- Collaborate with campus partners to help recruit prospective Cox scholars, a prestigious scholarship program for hard working and academically competitive students.
- Co-coordinate scholar receptions in order to help recruit 100 new Cox scholars each year.
- Organize the volunteer efforts of current scholars, publicize events, and coordinate logistics.

DePaul University, Chicago, Illinois

Residential Education Intern, Department of Residential Education

May 2016 - July 2016

- Produced online training modules for Resident Advisor summer training sessions that align with the mission and goals of the department using OrgSync.
- Contributed to departmental assessments by coding for common trends in the past academic year, and prepare reports for Division of Student Affairs constituents.
- Served on the Training and Selection Committee to help plan Resident Advisor training.

SS Public Relations Firm, Chelmsford, Massachusetts

Account Executive

September 2014 - July 2015

- Developed relationships with journalists in order to coordinate broadcast, print and industry-specific interviews for more than 20 accounts.

- Corresponded with clients, including byline suggestions and interview topics and utilized strategic communication skills to obtain media coverage.

Quality Dining, Inc., Mishawaka, Indiana

Marketing Intern

May 2013 - August 2013

- Generated graphics for outdoor billboards to advertise new products using Adobe InDesign.
- Monitored and organized Give Back Nights, facilitated e-mails between Quality Dining, Inc. and organizations, and created vouchers using Adobe Illustrator.
- Produced social media posts for all Quality Dining restaurant concepts.

VOLUNTEER AND LEADERSHIP EXPERIENCE

Indiana University, Bloomington, Indiana

Programming Advisor, Delta Phi Epsilon- Delta Delta Chapter

December 2015 - present

- Advise the Vice President of Programming in developing campus programming and sorority fundraising events in partnership with university staff and international headquarters.
- Facilitate a training workshop for the Leadership Team as they transition into their roles.
- Serve as an advisor for the Standards Committee as needed in order to help facilitate conversations where women can learn from incidents that occur and support committee members in creating sanctions.

Facilitator, Step UP! Bystander Intervention Program

September 2015 - present

- Facilitate bystander intervention training as an educator, specifically related to mental health, sexual well-being, drug and alcohol awareness, and respect.
- Lead the Follow-Up Committee and meet with leadership teams from organizations that attend Step UP! programs to help them establish organizational and programming goals.

Saint Mary's College, Notre Dame, Indiana

Class of 2014 Representative, Belles of the Last Decade

May 2016 - present

- Help to foster a lifelong connection to the College for alumnae who graduated in the past 10 years and support the overall advancement of the college by developing a fundraising engagement strategy.

Class Reporter, *The Courier* (Saint Mary's College Alumnae Magazine)

May 2014 - present

- Gather news from classmates to organize in a newsletter format to share in the Courier with alumnae and serve as a resource for the College to reach the class of 2014 about upcoming news and events.

UNDERGRADUATE LEADERSHIP

Saint Mary's College, Notre Dame, Indiana

Student Body President, Student Government Association

April 2013 - April 2014

- Chaired the SGA Executive Board and the Council of Activities and presided over an organization of over 50 elected or appointed positions.
- Developed workshops, events, and regulations that served the needs of the student body, including Support a Belle, Love a Belle, and a mental health awareness week and helped to launch the program on the Notre Dame and Holy Cross campuses.
- Presented a budget of over \$100,000 per year to the Student Senate, authorizing funds for four larger programming organizations and overseeing the budget allocation process for 70+ organizations.

Bailie A. Whittaker

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EDUCATION

Indiana University Bloomington — Bloomington, Indiana
Master of Science in Education: Higher Education and Student Affairs

Anticipated May 2017

University of Wisconsin Oshkosh — Oshkosh, Wisconsin
Bachelor of Science in Psychology, Minor in Neuroscience

May 2015

RELEVANT EXPERIENCE

Indiana University Residential Programs and Services — Bloomington, Indiana

Graduate Supervisor: Wright Quadrangle

July 2015-Present

- Directly supervise 5 undergraduate Resident Assistants (RAs) including biweekly one-on-ones and staff meetings, formal evaluations and informal feedback, and creating opportunities for personal growth
- Serve as part of leadership team responsible for management and administration of a 1000+ bed first-year student residence center
- Manage the implementation of the Residential Curriculum of the department within the residence hall, emphasizing learning outcome-based programs, personal interactions, and assessment techniques
- Assist in the recruitment, selection, and training of 18 RAs on crisis management, the Residential Curriculum, mental health intervention, and community building
- Participate in duty rotation as a second-level respondent to support immediate response to emergency and crisis situations and address questions raised by RAs
- Adjudicate personal misconduct cases and assign educational action plans on the behalf of the Dean of Students, utilizing Symplicity's Advocate
- Advise the in-center cooperative housing community by coordinating with undergraduate RA and Community Manager to uphold community standards of completing assigned cleaning tasks, and determining if students can remain in the community after not meeting expectations
- Advised the in-center Student Government, comprised of an executive board and 18 house representatives and oversaw the management of an approximately \$8,000 annual budget

University of Rhode Island Department of Housing & Residential Life — South Kingston, Rhode Island

ACUHO-I Summer Conference Housing Coordinator (SCHC)

May 2016-July 2016

- Supervised a team of 12 Summer Conference Assistants (SCAs) with 4 other graduate SCHCs
- Collaborated with both internal and external clients to make appropriate lodging, linen, dining, and space reservation arrangements for their stays
- Generated accurate and specific financial invoices reflecting guest accommodations and occupancy
- Communicated conference client needs to campus functional areas, including dining and card access services, in a timely manner

University of Wisconsin Oshkosh Department of Residence Life — Oshkosh, Wisconsin

Community Development Specialist

June 2014- May 2015

- Managed the supplies and programmatic resource center for the Department of Residence Life, serving over 200 residential student staff and campus student leaders
- Tracked an allocated a budget of \$8,000 and kept appropriate records of expenses
- Obtained donations, organized staff and volunteers, and managed a \$5,000 budget to coordinate welcome event for over 1,000 first year students in conjunction with campus and community partners

Community Advisor: Evans Hall

August 2012-June 2014

- Designed and implemented educational and social programs for a floor of 30 students
- Provided support to residents in times of need and referred students to necessary campus resources
- Responded to crisis situations in a timely and calm manner, including submission of incident reports
- Utilized MAP-Works software to record needs of residents, as well as concerns and interactions

PRACTICUM EXPERIENCE

Indiana University Office of Student Advocates

Fall 2016

- Shadowed Student Advocates as they helped undergraduate and graduate students navigate university procedures related to various academic and personal misconduct concerns
- Examined data from previous years to develop reports that would inform office mission and use

Indiana University Student Life and Learning

Spring 2016

- Co-advised a service-based student organization, Youth Advocating Leadership & Learning (YALL)
- Oversaw 50 undergraduate students and provided support to YALL executive board trip leaders on an Alternative Spring Break to New Orleans, Louisiana
- Coordinated with peer co-advisor to ensure that activities and reflections were productive and meaningful
- Guided the executive board of the organization through its selection of and transition into new leadership

PROFESSIONAL LEADERSHIP AND INVOLVEMENT

Spruce Residence Center Conduct Board: Advisor

September 2016-Present

- Recruit, select, and train 14 undergraduate student Conduct Board members and Board chair to the standards of the Office of Student Ethics
- Advise the students to appropriately consider all factors when hearing and deciding cases of misconduct, including previous offenses, student engagement in university, and developmental processes

Residential Curriculum Committee: Member

August 2016-Present

- Participate in the review and revision of the Residential Curriculum after receiving feedback for a semester
- Develop Student Engagement Plans for graduate and professional staff members to be used in-center to better engage student staff members to serve residential communities

Student Personnel Association (SPA): Director of Member Relations

October 2015-December 2016

- Served as primary contact and point of information for incoming students over summer months
- Planned new student orientation for 50 incoming IU HESA Master's students, including the coordination of all speakers, activities, panels, and class registration
- Created, distributed, and analyzed the results of a SPA membership climate survey

Indiana University HESA Outreach Committee: Sponsorship Chair

November 2015-February 2016

- Led committee responsible for planning Outreach weeks for perspective IU HESA Master's students
- Coordinated the efforts of the committee to allocate sponsorships and materials from local businesses
- Created welcome bags with promotional and informational materials to be placed in residential spaces

Civil Rights Immersion Trip to Montgomery and Selma Alabama

January 2016

- Participated in a weekend-long process of tours, group discussions, and reflection-based activities about the history of the Civil Rights Movement in Montgomery and Selma, Alabama

University of Wisconsin Oshkosh Alternative Spring Break: Trip Leader

November 2014-April 2015

- Collaborated with professional staff trip advisor to distribute necessary trip information, direction and emergency response to 9 undergraduate peers during a campus service trip to El Progreso, Honduras

TEACHING EXPERIENCE

Education U450: Foundations for Residential Leadership Education: Instructor

Spring 2016, 2017

- Facilitate two sections of a one credit, theory-based leadership class with topics such as personal identity and privilege, community building, and conflict management
- Provide extensive feedback to support the Resident Assistant or CommUnity Educator hiring process as well as evaluate and assign academic grades for course assignments

Indiana University School of Public Health: Discussion Leader for Human Sexuality Course

Spring 2016

- Collaborated with other graduate and undergraduate discussion leaders to support student learning
- Guided the discussion of subjects including sexual health, sexuality norms, and safe sexual practices

Anthony Wright

Amwright444@gmail.com

EDUCATION

Indiana University
M.S.Ed. Higher Education & Student Affairs

Bloomington, IN
Expected May 2017

University of Wisconsin-Madison
Bachelor of Business Administration-Management Human Resources

Madison, WI
May 2015

ACADEMIC ADVISING EXPERIENCE

Residential Programs and Services

Graduate Supervisor Academic Initiatives

Bloomington, IN
Aug 2015-Present

- Oversee nine undergraduate staff who provide programming and resources to first year housing students to assist with their academic success and college transitions
- Supervise three undergraduate live-in academic advisors in their efforts to provide peer academic assistance
- Conduct assessments on social media impact on programming and academic participation

Indiana University Black Student Union

Graduate Advisor

Bloomington, IN
Aug 2015 – Present

- Provide guidance for the executive board members of the Black Student Union on programming, logistical operations, and collaborations with other organizations
- Serve as a resource for the Black undergraduate students in their personal and professional goals

Indiana University-Kelley School of Business

Graduate Practicum Student Academic Advising

Bloomington, IN
Jan 2016-May 2016

- Conducted a benchmarking assessment comparing Kelley with top 25-business school academic advising offices
- Co-advised with current academic advisors to gain insight to different advising techniques and implementation of theory
- Underwent an expedited academic advising training simulation which focused on the Kelley curriculum, FERPA regulations, course mapping, and best practices

ADMISSIONS and PRE-COLLEGE PROGRAM EXPERIENCES

University Graduate School

Bloomington, IN
May 2016 – Present

Retention Emissary

- Serve as a representative at various recruitment and retention programs for the University Graduate School
- Host programs for graduate students to build cross-departmental community and connect them to IU resources

Wisconsin School of Business

Madison, WI

Assistant Program Coordinator - Business Emerging Leaders Pre-College Program

May 2016-Aug 2016

- Provided instruction, leadership, and supervision to four residential counselors and program participants during staff meetings, performance evaluations, and the daily student itinerary
- Addressed the academic/social needs and interests that may occur with the marginalized student population, through one-on-one meetings and “Current Events in Social Justice” seminars.
- Developed and led 18 evening activities for 30 high school students that promote leadership, teamwork, diversity and inclusion.

Pre College Enrichment Program for Learning Excellence

Madison, WI

Lead Male 3rd year Student Mentor

June 2015 – Aug 2015

- Supervised a staff of 20 counselors through their residential assistant and pre-college mentoring duties
- Facilitated seminars on college preparedness, resume, and admission essay workshops
- Maintain a positive living and learning environment for approximately 500 high school students

Wisconsin School of Business*Direct Admit-Lead Recruitment Ambassador***Madison, WI**

Sep 2014 - May 2015

- Orchestrated meetings between prospective business school students and their parents
- Organized informational sessions for potential direct admit students in the Business School
- Represented the University of Wisconsin-Madison at recruitment events around Wisconsin.

HOUSING EXPERIENCES**Residential Programs and Services***Graduate Assistant-Marketing and Brand Management***Bloomington, IN**

May 2016-Present

- Assess Housing websites of 14 schools within the Big 10 conference for common practices and ease of operation
- Develop a social media marketing plan to accompany the Residential Life Curriculum for the 2016-2017 school year
- Create digital and print media for the residence halls surrounding the ideas of academics, wellness, and citizenship

The University of Wisconsin Madison Housing*House fellow-Smith Hall***Madison, WI**

Aug 2013 - May 2014

- Developed Multicultural programming to aide awareness of different social and cultural issues
- Established a comfortable, inclusive environment that develops community and personal growth

PROFESSIONAL DEVELOPMENT**Black Graduate Student Association***Vice President***Bloomington, IN**

May 2016 – Present

- Established the “Black Mentoring Initiative” a collaborative program between black graduate and undergrad students
- Oversee the Community Service, Programming, Education, and Publicity committee chairs and their committees
- Facilitate conversations centered on black identity and intersectionality as it relates to the graduate experience

Student Personnel Association*Outreach Co-Director***Bloomington, IN**

Oct 2015 – Present

- Co-lead the program planning, and implementation of the IU-HESA’s recruitment weekends for 2016
- Oversaw a team of 11 committee chairs as they managed logistical operations of the preparation process
- Responsible for balancing a \$13,000 budget while ensuring all aspects of Outreach are accounted for

Black Graduate Student Association*Publicity Chair***Bloomington, IN**

May 2015 – May 2016

- Coordinate the promotion, outreach and branding of the Black Graduate Student Union
- Assist the president in programming ideas and implementation
- Oversee the outreach committee’s implementation of the BGSA Newsletter and flyer development

Target*Executive Team Leader-Logistics Intern***Madison, WI**

May 2014 – Aug 2014

- Managed the research process to remain up-to-date on store merchandise inventory
- Supervised a staff 30 logistics team members in their daily operations
- Lead functions and completed tasks list for the store while serving as the Leader on Duty

GLOBAL PROFILE**Global Research on the Black Male Educational Pipeline Colloquium**

University of St. Thomas-Virgin Islands

November 2014

University of Leeds-Leeds, United Kingdom

November 2013



INDIANA UNIVERSITY

SCHOOL OF EDUCATION

Higher Education and Student Affairs Program