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CAREER OBJECTIVE

To facilitate the college student's personal, professional, and academic development using student development theory, positive reinforcement, university resources and instill a commitment to excellence in the student's outcomes

EDUCATION

Pursuing Master Degree in Student Service Administration 2015
Graduate

FAIRLEIGH DICKINSON UNIVERSITY; Teaneck, New Jersey

Bachelor Degree in History, Minor in Political Science
2006 Graduate

RAMAPO COLLEGE OF NEW JERSEY; Mahwah, New Jersey

Associate in Arts Degree
2004 Graduate

OCEAN COUNTY COLLEGE; Toms River, New Jersey

LEADERSHIP EXPERIENCE

FAIRLEIGH DICKINSON UNIVERSITY

May 2015-

January 2016

Florham Park/Madison Campuses - Student Affairs Intern at the School of Pharmacy

- Spearheaded the School of Pharmacy's bi-annual Leadership Summit, a one-day mini-conference focusing on leadership development for students involved in professional student organizations associated with the School of Pharmacy
- Reviewed evaluation data from the past leadership development events, benchmarked effective programs and practices at other institutions, conducted focus groups, and assisted in the development and coordination of the overall Winter 2015 Leadership Summit
- Participated in initial set of interviews of potential applicants for acceptance into the School of Pharmacy at Fairleigh Dickinson University
- Assisted faculty with course development
- Provided leadership in the creation of course materials

- Researched and developed curriculum related to higher education and technology

RARITAN VALLEY COMMUNITY COLLEGE
2013

December 2007-February

Branchburg and Bridgewater Campuses - Manager of Bookstore and member of student services team

- Provided leadership, support, and service to all student workers
- Managed effectively a staff of up to twenty employees and three specialized managers
- Recognized potential problems, anticipated logistical issues, and developed an action plan to preserve office efficiency and functionality
- Tied contemporary learning modalities to student learning processes
- Spanned college boundaries to provide diverse services to faculty, students and staff
- Encouraged the success of students in the educational process and provided a strong foundation to the individual's personal and professional life
- Developed, implemented, coordinated, and managed a performance plan through a collaborative process with the student
- Delegated complex assignments and followed through with a comprehensive results system
- Encouraged the development of innovative programming and services and analyzed results for future implementation
- Identified trends such as enrollment decreases, dropouts, graduation rate and evaluated that information in a logical and analytical manner
- Offered coaching and crisis management to all students throughout the semester, especially during peak periods in academic responsibility
- Assisted students with college applications, loan documents, complex propositions and gave professional advice to complement the student's academic development
- Continually built a relationship with administrative offices, department chairs, and student organizations through outreach initiatives

EXAMPLES OF STUDENT SERVICE PROJECTS AND INITIATIVES

- Partnered with publishers and held workshops to facilitate student's understanding of new digital learning modalities
- Liaison to faculty and curriculum committees when selecting course materials and textbooks specifically for the Math and English departments
- Assisted with campus transition from paper-based learning to digital technology and electronic books
- Utilized the business resources of RVCC Technology Services and the Office of Instructional Technology to configure and optimize online content
- Stayed connected to college community through various charitable endeavors such as volunteering, donation of supplies, and holding informative, impromptu meetings about bookstore and pricing strategies

- Planning a Student Leadership Conference for Executive Board members of various organizations at Fairleigh Dickinson University