

James Turnbow

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EDUCATION

University of Central Oklahoma

Edmond, OK

May 2015

Bachelor of Arts in Strategic Communications with an Emphasis in Leadership

Relevant Courses: AAF National Student Advertising Competition, Digital & Social Communications, Media Research, and Strategic Communications Campaigns

SOFT SKILLS

Problem Solver

Work Ethic

Calm Under Pressure

Team Player

Self-Motivated

Cultural Intelligence

PROFESSIONAL EXPERIENCE

MUSCOGEE CREEK NATION Wetumka, Oklahoma

Education Advisor, Native Youth Community Project Grant

February 2018- Present

- Worked with N.Y.C.P. staff to develop a program model that adhered to the P.A.C.E standards of Personal Discovery, Academic Knowledge, College and Career Planning, and Employability Skills.
- Facilitated a weekly afterschool program where students received lessons that blended cultural and practical knowledge to help get them career and college ready.
- Worked to recruit students and community members to become a part of the N.Y.C.P. program and successfully doubled membership from year one to year two.
- Partnered with Wetumka High School to teach a Native American Studies class at the high school level.
- Worked to write and develop a Mvskoke based Native American studies curriculum that adhered to culturally responsive teaching practices.
- Served as a liaison between the LEA and TEA helping to schedule meetings and disseminate information while maintaining a positive working relationship.
- Established and maintained a relationship with parents and community members resulting in an increase in community engagement at the High School.

UNIVERSITY OF CENTRAL OKLAHOMA Edmond, Oklahoma

Hall Director, Housing and Dining

January 2016 – February 2018

- Attended regular weekly staff and one-on-one meetings.
- Managed a staff of eight resident assistants and two student desk workers.
- Responsible for the success and general well-being of a community of over 400 on campus students.
- Managed the resident assistant's programming models and ensured all programming contained sound learning outcomes that adhered to UCO's central six tenants.
- Worked directly with campus police and counseling staff to develop safety plans for students in crisis situations involving self-harm or suicide ideation.
- Conducted conduct meetings with students that failed to follow UCO Housing policy.

PAYCOM PAYROLL Oklahoma City, Oklahoma

NCS Specialist

July 2015- December 2015

- In charge acclimating and setting up new clients with the Paycom system.
- Verified all tax information and processed payrolls in excess of \$300,000 leaving no room for error.
- Handled all payroll issues in a timely and professional manner.
- Communicated daily with Senior Level Leadership for various clients.

PROFESSIONAL CONFERENCES

Attended over 260 hours of professional development related to education and lesson planning. Highlights include:

- Engage OK 2018, 2019, and 2020
- Oklahoma Council for Indian Education Conference 2018 and 2019
- Native American Student Advocacy Institute 2019
- Oklahoma Annual State Social Studies Conference 2019
- National JOM Conference 2020

HONORS AND AWARDS

- UCO Housing Lifetime Achievement Award May 2015
- Presidents Leadership Council Legacy in Leadership at UCO May 2015
- Presidents Leadership Council Legacy in Leadership at UCO May 2013