

# Lindsay McGloon

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## **Education**

University of Rochester, Warner School of Education; Rochester, New York  
*MS, Higher Education. Concentration: Student Affairs*—In progress, expected May 2014

SUNY College at Brockport; Brockport, New York —2011-2012.

*BS, Communication Studies. Concentration: Interpersonal & Organizational*

Finger Lakes Community College; Canandaigua, New York —2010-2011.

*AS, Communications.*

GPA: 3.7; Dean's List 2 of 3 semesters

## **Work History**

*Graduate Assistant-Admissions & Student Services*, Medaille College, Rochester, NY (6/2012-Present)

- Proficient in Banner/Oracle software
- Reviewing applications, entering transcripts and transfer credits
- Academic Advisement of students, Degree completion counseling
- Course building and student registration
- Assist in new student recruitment efforts
- Extensive experience working with non-traditional students

*Server*, Nonna's Trattoria; Geneva, New York (2011-2012)

- Provide excellent service in a fast paced family-style restaurant.
- Wide knowledge of many wines and liqueurs, specialty in New York State wines.

*Sales Associate*, Old Navy Outlet; Waterloo, New York (2009-2011)

- Earned #1 employee spot for sales and customer service 2 consecutive months.
- Worked quickly and efficiently in a team-based environment.

*Senior Title Examiner*, ASAP Processing Services, East Syracuse, New York (2007-2009)

- Organized and processed 6-figure disbursements.
- Trained 5 new employees.

## **Activities/Interests**

- Second-place winner in Collegiate Advertising Competition.
- Avid music fan; Wins friendly games of Name That Tune.
- Likes to travel and experience new foods and cultures.

## **Skills and Abilities**

- Motivated creative professional with strong oral and written communication skills.
- Proven problem-solving skills and the capability to learn new tasks quickly.
- Leadership abilities. Experienced in training new employees.

## **Professional Associations**

- *Member*, Association of College Unions International (ACUI)
- *Member*, National Association of Student Personnel Administrators (NASPA)