The Hardee Center for Leadership & Ethics in Higher Education is proud to showcase the best and brightest young professionals that will be graduating from the Florida State University Higher Education Program in April of 2016.

Dr. Melvene Draheim
Hardee Center for Leadership & Ethics in Higher Education
# Florida State University Higher Education Program
## Class of 2016 Job Preferences

<table>
<thead>
<tr>
<th>Name</th>
<th>Interested Functional Area(s)</th>
<th>Preferred Location(s)</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Berkey</td>
<td>Campus Recreation, Facility Operations</td>
<td>Mid-Atlantic, Northwest</td>
<td><a href="mailto:Smb07h@my.fsu.edu">Smb07h@my.fsu.edu</a></td>
</tr>
<tr>
<td>Kyle Calbat</td>
<td>Outdoor and Adventure Programs, Student Activities, Leadership Development, Orientation</td>
<td>No Preference</td>
<td><a href="mailto:kcalbat@gmail.com">kcalbat@gmail.com</a></td>
</tr>
<tr>
<td>Joseph Czaja</td>
<td>Housing, Student Conduct</td>
<td>Great Lakes, Arizona, Texas, Nevada, Colorado, Utah, California</td>
<td><a href="mailto:josephmczaja@gmail.com">josephmczaja@gmail.com</a></td>
</tr>
<tr>
<td>Joshua Davis</td>
<td>Orientation, FYE, Leadership Programming</td>
<td>No Preference</td>
<td><a href="mailto:Jgdavis2@fsu.edu">Jgdavis2@fsu.edu</a></td>
</tr>
<tr>
<td>Matthew Dishman</td>
<td>Student Activities, Orientation, Residence Life, High student contact</td>
<td>Colorado, Chicago, New York City, Dallas, Fayetteville (AR)</td>
<td><a href="mailto:mdishman@fsu.edu">mdishman@fsu.edu</a></td>
</tr>
<tr>
<td>Megan Downey</td>
<td>Career Services, Housing &amp; Residence Life, Student Conduct</td>
<td>Southeast, Midwest, Mid-Atlantic</td>
<td><a href="mailto:mdowney@fsu.edu">mdowney@fsu.edu</a></td>
</tr>
<tr>
<td>Mallory Foutch</td>
<td>Leadership Development, Women’s Centers, Multicultural/Diversity Services, Housing &amp; Residential Life</td>
<td>No Preference</td>
<td><a href="mailto:Mallorymfoutch@gmail.com">Mallorymfoutch@gmail.com</a></td>
</tr>
<tr>
<td>Katherine Hibbard</td>
<td>Academic Advising, Admissions, Career Services, Counseling, Student Support</td>
<td>North Carolina, Boston, Colorado, New England</td>
<td><a href="mailto:kehibbard@admin.fsu.edu">kehibbard@admin.fsu.edu</a></td>
</tr>
<tr>
<td>Matthew Jones</td>
<td>Residence Life, Orientation/FYE, Student Activities, Leadership/Service Learning</td>
<td>Florida, Pacific Coast, New England, Carolinas</td>
<td><a href="mailto:Mattjones410@gmail.com">Mattjones410@gmail.com</a></td>
</tr>
<tr>
<td>Danielle Lewis</td>
<td>Academic Advising, Undergraduate Research, College Life/Success Coach</td>
<td>Tallahassee, North Florida, South Georgia, Florida Panhandle</td>
<td><a href="mailto:Drl10@my.fsu.edu">Drl10@my.fsu.edu</a></td>
</tr>
<tr>
<td>Taylor Locks</td>
<td>Admissions/Enrollment Management, Honors, Housing &amp; Residence Life, Leadership Development, Assessment/Institutional Research, Teaching</td>
<td>No Preference</td>
<td><a href="mailto:tlocks@fsu.edu">tlocks@fsu.edu</a></td>
</tr>
<tr>
<td>Morgan Matchett</td>
<td>Community Engagement, Service-Learning, Leadership Development, Student Success Programs</td>
<td>Southeast, West Coast, Pacific Northwest, Major Cities</td>
<td><a href="mailto:mmatchett@fsu.edu">mmatchett@fsu.edu</a></td>
</tr>
<tr>
<td>Name</td>
<td>Responsibilities</td>
<td>Region</td>
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</tr>
<tr>
<td>Amanda Mintz</td>
<td>Orientation/FYE, Leadership Development, Student Activities/Involvement</td>
<td>Major Cities, Metropolitans, Texas</td>
<td><a href="mailto:ammintz@fsu.edu">ammintz@fsu.edu</a></td>
</tr>
<tr>
<td>Katherine Morales</td>
<td>Fraternity and Sorority Life, Event Planning, Student Activities, Academic Advising</td>
<td>Virginia, Texas, Colorado</td>
<td><a href="mailto:kmorales@fsu.edu">kmorales@fsu.edu</a></td>
</tr>
<tr>
<td>Kyle Newman</td>
<td>Campus Recreation, Student Activities, Orientation, International Students, LGBT+, Alumni Affairs</td>
<td>No Preference</td>
<td><a href="mailto:k.a.newman88@gmail.com">k.a.newman88@gmail.com</a></td>
</tr>
<tr>
<td>Emily Oswalt</td>
<td>Fraternity and Sorority Life, Leadership Development, Student Activities</td>
<td>No Preference</td>
<td><a href="mailto:emilygoswalt@gmail.com">emilygoswalt@gmail.com</a></td>
</tr>
<tr>
<td>Junior Pena</td>
<td>Leadership Development, Multicultural Affairs, Social Justice Programming, TRIO, Summer Bridge Programs</td>
<td>National Search, Cities, Southeast, Midwest</td>
<td><a href="mailto:juniorapena@gmail.com">juniorapena@gmail.com</a></td>
</tr>
<tr>
<td>Amanda Peters</td>
<td>Academic Advising, Career Services, Health &amp; Wellness, Honors, Orientation, Recruiting, Admissions</td>
<td>Mid-to-North Florida, Carolinas, Georgia</td>
<td><a href="mailto:ampeters@fsu.edu">ampeters@fsu.edu</a></td>
</tr>
<tr>
<td>Ali Raza</td>
<td>Orientation, FYE, Student Activities, Student Government, Leadership Development, Social Justice, Residence Life</td>
<td>No Preference</td>
<td><a href="mailto:araza@fsu.edu">araza@fsu.edu</a></td>
</tr>
<tr>
<td>Spencer Scruggs</td>
<td>Disability Services, Student Leadership Development, Student Conduct</td>
<td>Tallahassee</td>
<td><a href="mailto:spencerescruggs@gmail.com">spencerescruggs@gmail.com</a></td>
</tr>
<tr>
<td>Robin Searcy</td>
<td>Residence Life &amp; Housing, Leadership Development</td>
<td>Southeast, West, Northeast</td>
<td><a href="mailto:Robinsearcy91@gmail.com">Robinsearcy91@gmail.com</a></td>
</tr>
<tr>
<td>Kaitlyn Shepard</td>
<td>Orientation, Transition, and Retention</td>
<td>No Preference</td>
<td><a href="mailto:Shepard.kaitlyn1@gmail.com">Shepard.kaitlyn1@gmail.com</a></td>
</tr>
<tr>
<td>Jennifer Stone</td>
<td>Residence Life &amp; Housing, Student Activities, Orientation, FYE, Study Abroad, International Programs</td>
<td>Northeast, Mid-Atlantic, Europe/International</td>
<td><a href="mailto:jenrstone@gmail.com">jenrstone@gmail.com</a></td>
</tr>
<tr>
<td>Lane Washington</td>
<td>Multicultural Affairs, Student Activities, Leadership Development Programs</td>
<td>No Preference</td>
<td><a href="mailto:Lwashington2@fsu.edu">Lwashington2@fsu.edu</a></td>
</tr>
<tr>
<td>Christian Williams</td>
<td>Transition and Retention, Academic Advising, Orientation, FYE</td>
<td>DC, Boston, New York City, Metro areas in Northeast and Mid-Atlantic</td>
<td><a href="mailto:c.a.williamsx@gmail.com">c.a.williamsx@gmail.com</a></td>
</tr>
<tr>
<td>Samantha Yorke</td>
<td>Career Services, Student Activities, Leadership, Service-Learning, Student Success/Advising</td>
<td>Priority: Southeast Florida Interested: Central and South Florida</td>
<td><a href="mailto:syorke@fsu.edu">syorke@fsu.edu</a></td>
</tr>
</tbody>
</table>
Suzanne M. Berkey
3701 Donovan Dr. Unit B
Tallahassee, FL 32309
850.322.1455
Suzanne.Berkey@gmail.com

Education

Florida State University
Tallahassee, Florida
Bachelor of Science, Exercise Science
December 15th, 2012
Master of Science, Higher Education
Anticipated: April 29th, 2016

Professional Experience

FSU Campus Recreation
Member Services Coordinator for Facility Operations
May 2013—Present
- Serve as liaison between FSU community and Campus Recreation
- Oversee budget projections for OPS staff and generated revenue
- Conducted benchmark assessment to restructure membership package
  - Increased membership revenue by 26.8% over 2 year period
  - Increased number of members by 63.0% over 2 year period
- Recruit faculty and staff by giving presentations on Campus Recreation programs and facilities
- Train 16 Guest Service Representatives and 25 Supervisors on membership sales and employee procedures
- Created inventory system for effective record keeping by Student Directors
- Assist in planning and managing Leach Center facility enhancement projects
- Assist in the revision and development of facility policies
- Assist with the coordination of department property inventory and tracking
- Assist with planning and execution of annual departmental events
- Purchase materials for facility maintenance and recreation equipment rental
- Coordinate with the departmental maintenance staff and University Facilities during all major and minor facility projects
- Collaborate with University groups in order to provide access to Campus Recreation
- Manage the student and member database in Fusion and resolved problems with member accounts
- Created assessment to measure facility and program satisfaction of students and members through Qualtrics surveys
- Serve on strategic planning committee to unify long-term departmental priorities

FSU Campus Recreation—Fitness & Movement Clinic (FMC)
Student Director of Employee Training and Development
August 2012—May 2013
- Developed monthly in-service training for new employee and existing employee staff
- Interviewed, hired, and trained staff of 36 members in new policies and measure employee learning
• Created and implemented promotion application process
• Evaluated 26 of 36 staff members through formal assessments with fellow Student Directors using Qualtrics surveys and interviews
• Awarded Campus Recreation Employee of the Year for the FMC in 2013

**FSU Campus Recreation—Fitness & Movement Clinic (FMC)**

*Building Supervisor*

August 2012—May 2013

• Developed new procedures for opening new fitness facility with a distinct atmosphere
• Supervised Customer Service Supervisors, Representatives and Fitness Staff
• Served as a first responder to facility in weather and medical emergencies
• Responsible for register and money handling
• Provided solutions to complex problems with staff and patrons

**Related Professional Experience**

*Intern in the Office of Research—Division of Student Affairs*

*Intern to James Hunt, Ph.D.*

May 2015 to present

• Assess critical thinking in Campus Recreation entry level student employees, aligning research outcomes with institution Quality Enhance Plan; *Think FSU*

*FSU Campus Recreation—Leach Recreation Center*

*Customer Service Supervisor*

April 2012—August 2012

*Lifestyle Family Fitness*

*Membership Service Representative*

January 2012—April 2012

**Internship**

*Tarpon Springs High School*

*Athletic Training Intern to Sara Sullivan ATC, CSCS*

January 2012—April 2012

• Created Emergency Action Plan for TSHS Athletics
• Rehabilitated and prepared athletes for sport
• Inventoried medical supplies and forecasted supply needs for the next school year
• Discussed and abided by HIPPA and OSHA regulations

**Community Involvement**

*Uphold the Garnet & Gold Civility Week—Volunteer Coordinator*

August 2014—September 2014, August 2015—present

*Dalton Institute on College Student Values—Hospitality Committee Co-Chair*

October 2013—February 2014
Leukemia and Lymphoma Society’s Team In Training  
August 2010—October 2011  
- Raised over $5000 for the Leukemia and Lymphoma Society

FSU Student United Way  
August 2008—December 2011  
- Raised over $15,000 for FSU registered student organizations

Certifications
Certified Pool/Spa Operator ®: March 2015  
Mental Health First Aid ®: February 2015  
Mad Dog SPINPower® Instructor: September 2014  
Mad Dog Spinning® Instructor: July 2014  
American Red Cross Certified CPR/AED for the Professional Rescuer Instructor: August 2012  
American Red Cross CPR/AED/First Aid for the Professional Rescuer Certification: August 2010

Conference Presentations
Berkey, S., Daniels, D., Fletcher, P., Hinson, J., Hoffman, T., LeDuc, C., Spinks, A., Stelzer, B. (presented 2015, May). Creating and Implementing a Student Advisory Board: A Case Study. Presentation at the School of Collegiate Recreation, National Intramural-Recreational Sports Association (NIRSA), St. Louis, MO.


KYLE CALBAT
218 Edwards Street • Tallahassee, Florida 32304 • 713-855-1724 • kcalbat@gmail.com

EDUCATION
Florida State University, Tallahassee, Florida
Master of Science in Higher Education and Student Affairs April 2016

Texas A&M University, College Station, Texas
Bachelor of Science in Environmental Geoscience May 2013
Minors in Geography and Oceanography

Study Abroad: Texas A&M University, Costa Rica June 2011
Geography and Environmental Program

OUTDOOR EDUCATION PROGRAMMING EXPERIENCE
Campus Recreation, Florida State University January 2015 – Present
Challenge Course Facilitator and Climbing Wall January 2015 – Present
• Organize, plan, and implement ice breakers, initiatives, low-ropes, and high-ropes elements for groups of all ages
• Create, administer, and analyze data from surveys to assess facilitators at monthly facilitator meetings
• Encourage top rope climbing by setting up, providing risk management oversight, and belaying at the outdoor climbing wall

First Year Wilderness Experience Program September 2015 – Present
• Assist in creating, developing, and promoting a first year wilderness experience program
• Collaborate with campus partners to market to and recruit incoming freshmen for the Wilderness Experience Program
• Assist with logistics and planning for 2 four-day paddling trips to occur Summer 2016

Camp Flastacowo Counselor May 2015 – August 2015
• Led small groups of 13 to 16 year olds for 8 weeks at an ACA-accredited summer day camp
• Designed, planned, and facilitated over 20 day trips including kayaking, hiking, swimming, and park recreation
• Produced informal curriculum focusing on leadership and presentation skills
• Provided a structured environment empowering students to demonstrate learned leadership and presentation skills

The Center for Leadership and Social Change, Florida State University January 2015 – Present
Leadership LOGIC Intern
• Integrate 3 leadership theories into multiple two-day programs centered around challenge course initiatives and elements
• Co-advice 2 student coordinators and 6 student facilitators in creating 3 different leadership retreats
• Create an environment enabling students to learn in the outdoors through group and individual change
• Foster leadership development by creating and adhering to a Student Leadership Development Plan

National Park Service, Niobrara National Scenic River, Valentine, Nebraska May 2013 – August 2013
River Interpretation Intern
• Independently conducted canoe patrols on the river answering visitor questions regarding the resource
• Developed and conducted informal educational programs to reveal meanings and inspire over 2,300 people to protect the river
• Organized and sorted over 10,000 photos from the Park’s computer database for use in promotional materials
• Worked with law enforcement rangers to enforce river regulations and uphold park maintenance

LEADERSHIP AND WORK EXPERIENCE
Office of National Fellowships, Florida State University August 2014 – Present
Graduate Assistant
• Assist students through the application process for nationally competitive awards and scholarships
• Promote and recruit potential applicants through campus workshops, presentations, and social media
• Create opportunities for structured reflection allowing students to clearly articulate goals, values, and passions
• Advise applicants in composing well-written application materials

Higher Education Student Association Visiting Days, Florida State University  
September 2014 – February 2015
Assistant Coordinator
• Assisted with coordination and facilitation of the assistantship interview process for prospective master’s students
• Planned and executed a meet-and-greet and concluding reception for prospective and current students, faculty, and employers
• Assisted in scheduling programming for the welcome, program overview, campus tour, student panel, and closing remarks

Student Center and Activities, Rice University  
October 2013 – May 2014
Student Center Intern
• Assisted with daily functions of Student Run Businesses including overseeing deposits, budgeting of $250,000+ of annual expenses, processing invoices, and implementing benchmarking techniques
• Created programs, completed scheduling and logistics, and assisted in the facilitation of two leadership retreats
• Conducted and evaluated assessments on student leaders and campus programming
• Provided complete documentation of daily activities to aid in successful transition of personnel and facilities in the department

Undergraduate Research Scholars Program, Texas A&M University  
September 2012 – May 2013
• Performed data analysis on factors leading to hypoxia in the waters of the Texas-Louisiana coast
• Developed an undergraduate thesis to be published in the university database and presented at a national conference

Fish Camp: Extended Orientation, Texas A&M University  
February 2010 – November 2012
Chairperson  
October 2011 – November 2012
• Interviewed, selected, and managed 24 camp counselors from an applicant pool of 3,000
• Facilitated group trainings on leadership, communication, team building, diversity and inclusion, and risk management
• Served as a liaison between university administrators, camp directors, counselors, and 110 new students
• Created a minute-by-minute schedule counselors and staff followed for the duration of the orientation
• Completed four sets of performance evaluations of counselors and provided written and verbal feedback

Counselor  
February 2010 – October 2011
• Advised and mentored two different groups of 12 new students throughout two camps
• Co-facilitated small group interactions and provided a support system for new students
• Collaborated with two teams of 24 counselors to assist over 125 new students during their transition into the college experience

THESIS AND PRESENTATION

PROFESSIONAL AFFILIATIONS
NODA – National Orientation Directors Association  
January 2015 – Present
AORE – Association of Outdoor Recreation and Education  
November 2014 – Present
NASPA – National Association of Student Personnel Administrators  
September 2013 – August 2015

HONORS AND AWARDS
Seminole Torchbearer, Florida State University  
November 2015
Hardee Fellow, Florida State University  
October 2015
Student Conservation Association Education Award, Valentine, Nebraska  
August 2013
College of Geosciences Outstanding Student Award, Texas A&M University  
May 2013
Magna Cum Laude, Texas A&M University  
May 2013
Joseph M. Czaja
75 N. Woodward Ave. Box #2415 • Tallahassee, FL 32313 • 630.624.4010 • josephmczaja@gmail.com

Education

Master of Science, Higher Education Student Affairs
Florida State University, Tallahassee, FL
Anticipated April 2016

Bachelor of Arts, Sociology
North Central College, Naperville, IL
June 2014

Work Experience

Assistant Coordinator, University Housing
Florida State University, Tallahassee, FL
July 2014 – Present

General Functions
• Co-supervise Resident Assistants and Desk Receptionists collaboratively with a Residence Coordinator
• Serve on a duty rotation for 3,500 on campus students in 10 residence halls
• Oversee all front desk operations including key and occupancy managements using School Dude and Odyssey HMS databases
• Adjudicate conduct hearing and assign sanctions using Adirondack Conduct Coordinator
• Oversee tenet-based programming and community development within the halls
• Collaborate with facilities staff in completing weekly walk-throughs of each hall to ensure effective maintenance and cleanliness of the halls
• Complete health and safety inspections, assess damages, and track student billing within the halls

Broward, Landis and Gilchrist Complex
July 2014 – Present
• Oversee a three-building, suite style triplex of 767 predominantly first-year students including the Honor’s College hall and the all-female hall
• Co-supervise, hire, train and evaluate 18 Residents Assistants and 23 Desk Receptionists
• Partner with the Honors Student Association to provide developmental programming for Honor’s College hall
• Advise Hall Council and oversee a budget of $5,400 for all-hall programming and supplies

Wildwood Hall
• Co-supervised the use of Wildwood Hall for new student orientation
• Worked collaboratively with New Student and Family Programs to provide housing for 6,700 incoming first-year students
• Supervised, hired and trained 18 Desk Receptionists

Hall Director, University Housing
McCollum and Traditions Complex
Florida State University, Tallahassee, FL
July 2015 – August 2015
• Served as primary professional staff member for 468 predominantly upper class and graduate students in apartment style, 12-month contract housing
• Supervised 8 Resident Assistants and 10 Desk Receptionists
• Planned and implemented the transition of residents from their Summer assignment to Fall assignment

Student Staff Development Committee, University Housing
Florida State University, Tallahassee, FL
July 2015 – Present
• Develop marketing plans & publicity campaigns for Resident Assistant, Night Staff & Receptionist recruitment
• Planned, implemented and assessed Resident Assistant selection and training utilizing eRezLife software
• Collaborate with professional staff to create the Student Staff Advisory Council comprised of student staff
Head Staff Professional Development Committee, University Housing  
*Florida State University, Tallahassee, FL*  
July 2014 – August 2015  
- Benchmarked other institutions’ recruitment for professional and graduate staff  
- Aided in development of staff recruitment marketing strategies  
- Assisted Residential Student Experience staff in creating and implementing professional development plans utilizing NASPA and ACUHO-I competencies

**Internship Experience**

**Graduate Intern, Center for Health Advocacy and Wellness**  
*Florida State University, Tallahassee, FL*  
January 2015 – April 2016  
- Member of task force that launched the Green Dot Bystander Intervention Program at Florida State  
- Guided focus groups with student athletes, fraternity/sorority students, SGA Agencies, & study abroad students  
- Lead Green Dot Bystander training to early adopter students in specific sub-populations

**Graduate Intern, Office of Student Rights and Responsibilities**  
*Florida State University, Tallahassee, FL*  
August 2015 – December 2015  
- Assessed reports with information filed by the Florida State and Tallahassee Police Departments to determine if alleged student behavior violated the Student Code of Conduct  
- Processed and prepare formal hearings for more severe alleged violations  
- Composed charge letters sent to students who are allegedly in violation of the Student Code of Conduct  
- Conducted information meetings with students to inform them of their rights as students, the learning outcomes of the office and answer questions regarding the conduct process  
- Aided in advising student conduct board of up to 7 panelists for student and organizational hearings

**Undergraduate Experience**

**Resident Assistant, Office of Residence Life**  
*North Central College, Naperville, IL*  
August 2011 – June 2014  
- Assisted, oversaw and mentored residents in community and apartment style housing  
- Managed a yearly programming budget of $150  
- Ensure safety and security of building in a duty rotation of the complex

**Student Conduct Board Panelist, Office of the Dean of Students**  
*North Central College, Naperville, IL*  
March 2011 – June 2014  
- Served as a student panelist for high-level student conduct cases  
- Attempted to promote learning and responsibility in students sitting before the panel  
- Played a role in assigning educational sanctions that benefited the student and community

**Professional Development/Memberships**


**Member, Student Affairs Administrators in Higher Education (NASPA)**  
**Member, Association for College and University Housing Officers-International (ACUHO-I)**  

**Jon C. Dalton Institute on College Student Values, Attendee, Presenter**  
February 2015, 2016  
July 2015

**Seminole Trans Ally Training 201**  
February 2015

**Florida Resident Assistant Seminar, Delegation Advisor**  
October 2014
Josh Gregory Davis
| 1112 South Magnolia Drive, Apt. D206 | Tallahassee, Florida 32301 | 251-802-1418 | jgdavis2@fsu.edu |

EDUCATION

Florida State University, Tallahassee, FL
Master of Science in Higher Education and Student Affairs
May 2016

The University of Alabama, Tuscaloosa, AL
Bachelor of Science in Psychology, Minor in Computer Technology and Application
Magna Cum Laude
May 2014

EXPERIENCE

Center for Leadership and Social Change, Graduate Assistant
July 2014 – Present

Character Clearinghouse Associate Editor

- Supervise, evaluate, and train two student assistants who perform administrative tasks for the Character Clearinghouse
- Manage an editorial board of nine members across the country by planning and facilitating monthly conference calls and implementing deadlines for article submissions
- Serve as an advisor for board members producing scholarly articles regarding moral development of college students
- Maintain and update a content management system using HTML and CSS skills
- Create marketing campaigns for the Character Clearinghouse to increase visibility across campus and nationally
- Coordinate research that generates resources related to the character development of college students for publication on the Character Clearinghouse
- Serve on the division wide planning committee for the Jon C. Dalton Institute on College Student Values
- Facilitate a panel discussion consisting of faculty and staff, community members, and student leaders for over 150 Jon C. Dalton Institute on College Student Values attendees
- Conduct Jon C. Dalton Institute on College Student Values keynote speaker interviews: Dr. Helen & Alexander Astin, Dr. Will Barratt, Dr. George Kuh, Dr. Penny Rue, Dr. Andrew Seligsohn, Clare Cady
- Partner with the Journal of College and Character to promote Character Clearinghouse publications
- Participate on the professional development committee which collaborates with campus partners to provide professional development opportunities for the office

Florida State University Diversity & Inclusion Certificate

- Oversee the Blackboard website for the Diversity & Inclusion Certificate which includes tracking enrollment, maintaining gradebooks, and distributing Certificate updates
- Market the Certificate sessions, dates, and locations to all faculty and staff within the Division of Student Affairs
- Present to faculty and staff at Florida State University in Tallahassee, Panama City, and The Ringling Museum on cultural competence in higher education, teaching and research, and administration and management
- Collaborate in the development of curriculum content including interactive activities and reflection exercises using the Dynamic Model of Student Affairs Competence
- Develop evaluations for faculty and staff participants that assessed learning outcomes of each session
- Prepare an overall report of the Certificate sessions to improve quality of the certificate sessions and identify populations that require increased marketing

New Student and Family Programs, Florida State University
Graduate Intern, Assessment and Recruitment
August 2015 – February 2016

- Conducted assessment analysis of orientation leader learning outcomes based on previous years’ reports to identify learning outcomes not being met
- Utilized assessment results to provide recommendations for orientation leader training
- Aided in the organizing and conducting of orientation leader individual and group interviews
- Selected 36 undergraduate students from over 100 applicants for the 2016 Orientation Team
- Coordinated the hiring of a first year graduate student intern to serve as the 2016 Summer Orientation Supervisor
- Facilitated training on values, leadership philosophy, and group communication with the 2016 Orientation Team
New Student and Family Programs, Florida State University

Graduate Intern, Summer Orientation Supervisor

- Evaluate student work performance based on written expectations of orientation leaders
- Supervised a staff of 40 orientation leaders during summer orientation for new students and families
- Served as an on-call supervisor and live-in professional in a campus residence hall for over 500 students
- Planned an end of year banquet for 48 students and staff with a budget of $2,500
- Presented on transition topics including off campus housing, new student and family panels, and family connection programs for over 300 family members and students
- Maintained campus collaboration through customer service techniques, partnerships, and communication skills during new student and family member orientation

Career Center Ambassador Program Coordinator

Florida State University Career Center, Tallahassee, FL

- Recruited, selected, and supervised 25 Career Center Ambassadors
- Assisted with the development of training for the Career Center Ambassadors, including coordinating campus partner presentations, training preparation, and team-building activities
- Prepared bi-weekly lesson plans that address various learning styles on topics such as customer service and leadership styles
- Created learning outcomes for the Career Center Ambassador program and implemented assessment to evaluate how and if Career Center Ambassadors met programmatic learning outcomes
- Advised a leadership team of four students who were responsible for coordinating events and facilitating bi-weekly meetings for the Career Center Ambassador Team

TEACHING EXPERIENCE

LDR 2160: Peer Education, Mentoring, and Applied Campus Leadership

Florida State University, Tallahassee, FL

- Co-taught a three credit leadership course in collaboration with an Associate Director and Graduate Assistant
- Evaluated academic performance through grading papers, written feedback, and verbal communication
- Advised students on personal, professional, and academic development

PRESENTATIONS

- Anderson, S., Davis, J., & Hernandez M. (2015). Cultural Competence & Higher Education. Presentation, Florida State University - Panama City Campus, Panama City, FL.

HONORS AND AWARDS

- Best Overall Case Study, South Regional Orientation Workshop, 2015, Murray State University
- Diversity and Inclusion Certificate Recipient, Florida State University
- Hardee Fellow, Florida State University
- Seminole Ally, Florida State University
- Social Justice Ally, Florida State University
EDUCATION

Master of Science, Higher Education  
Florida State University  
April 2016  
Tallahassee, Florida

Bachelor of Science, Human Development and Family Studies | Minor, Theatre Performance  
Colorado State University  
May 2014  
Fort Collins, Colorado

PROFESSIONAL EXPERIENCE

Graduate Assistant, Office of Student Rights & Responsibilities  
Dean of Students Department | Florida State University  
August 2014 – Present  
Tallahassee, Florida

- Adjudicate student conduct cases utilizing a restorative justice approach.
- Administer charging, conduct information sessions, and preparation of informal administrator and Student Conduct Board hearings.
- Serve on Title IX formal administrative panel hearings, academic panel hearings, and first-level informal administrator hearings.
- Recruit, hire, and train thirty (30) undergraduate Student & Greek Conduct Board members.
- Coordinate all logistics for four (4) Student Conduct Boards – including weekly case preparation, providing personal development opportunities, and managing volunteer opportunities.
- Advise a Student Conduct Board of seven (7) undergraduate students – represents the university at weekly Student Conduct Board hearings, offers personal feedback at the conclusion of each conduct hearing, facilitates personal and professional development through activities and discussion, mentors students on an individual basis.
- Directly advise one (1) Conduct Board Chief and manage three (3) others – provides personal and directional support to four (4) students who assist in leading each individual Student Conduct Board.
- Coordinate and facilitate the “Exploring Values and Ethics” workshop – a workshop that fosters the exploration of personal values and ethical decision-making.
- Assist in training new graduate assistants and graduate interns in executing a procedurally sound, learning-centered hearing process in conjunction with full-time office staff.
- Assist in supervising four (4) work-study student assistants.
- Serve on the Dean of Students Professional Development Committee and Motivation Committee, responsible for creating professional development opportunities and recognizing staff and departmental accomplishments.

Graduate Intern, Florida State Alternative Breaks  
Center for Leadership & Social Change | Florida State University  
August 2015 – Present  
Tallahassee, Florida

- Advise the Florida State Alternative Breaks planning committee and twelve (12) individual Site Leaders as they plan and execute a spring break service experience in conjunction with Center for Leadership & Social Change staff.
- Develop and facilitate weekly trainings for Site Leaders – encompassing topics such as: issue education, diversity and social justice, conflict resolution, successful facilitation, effective reflection, financial budgeting, etc.
- Communicate and assist Site Leaders with pre-trip logistics and pre-trip meetings with participants.
- Advise students on individual-based fundraising efforts.
- Assist in campus-wide participant recruitment and selection.

Graduate Intern, Programs and Outreach  
FSU Alumni Association | Florida State University  
August 2015 – December 2015  
Tallahassee, Florida

- Created the line-up for the 2015 FSU Homecoming Parade – encompassing over ninety (90) student, campus, and community organizations.
- Provided directional support to parade-day volunteers and participants to properly execute the parade line-up.
- Assisted in hosting the 2015 Homecoming Court throughout major Homecoming events, including: Pow-Wow, the President’s Tailgate, and the home football game.
- Advised the Student Alumni Association’s executive board – encompassing fourteen (14) appointed positions.
- Assisted in interviewing and selecting new Student Alumni Association executive board members.
- Developed a new program and events assessment tool for the FSU Alumni Association.
Coordinator, CruStu15 | Cru15 Staff Conference Team | Cru

- Advised and supervised a twelve (12) person undergraduate team in planning and successfully running a four (4) week middle school and high school summer program – encompassing over one hundred thirty (130) youth.
- Supervised over thirty (30) undergraduate students in running a ten (10) day middle school and high school conference – encompassing over six hundred (600) youth.
- Coordinated all program logistics for both the four (4) week program and the ten (10) day conference – responsible for coordinating with outside contractors, managing field-trip transportation, reserving space, purchasing tickets, food, and other program equipment.
- Assisted in managing a $240,000 budget.
- Corresponded with keynote speakers for the ten (10) day conference.
- Consistently communicated with parents and families over phone, email, and in-person.
- Upon parent request provided accommodations to students with various disabilities.
- Aided in crisis management and was responsible for all necessary medical and permission waivers.
- Implemented an assessment-based focus group at the conclusion of the program.

TEACHING

Co-Instructor, RSO Executive Leadership Program | Florida State University

- Instruct students on student leadership and effective student organization management through a ten (10) week educational program.
- Assist in creating program activities, assignments, and other educational materials.
- Assess and evaluate program agenda and effectiveness for future facilitators.

HOUSING EXPERIENCE

Resident Assistant, Residence Life | Colorado State University

- Gained valuable housing experience by working as a Resident Assistant for three (3) consecutive years.
- Assigned to residence halls with high levels of student conduct, encompassing over nine hundred (900) students.
- Assisted a diverse network of students in transition, crisis, and key developmental phases of life.

LEADERSHIP EXPERIENCE

Multicultural Leadership Summit | Center for Leadership & Social Change

- Present – January 2016

Speakers Committee | Dalton Institute on College Student Values

- Present – February 2016

Dance Marathon Delegate | Higher Education Student Association

- Present – February 2016

Visiting Days Social Chair | Higher Education Student Association

- September 2014 – February 2015

INTERNATIONAL EXPERIENCE

International Practicum | London, United Kingdom

- May 2015
  - Studied English higher education while meeting with professionals and educators throughout the city of London.

Horizons Summer Project | Beijing, China

- May 2014 – July 2014
  - Spent a summer studying language and culture while interacting with local Chinese college students.
  - Assisted with project logistics and mentored four (4) undergraduate men while acting in a Student-Staff role.

South Africa Summer Project | Cape Town, South Africa

- June 2012 – August 2012
  - Partnered with local South Africans to serve children and their families residing in Cape Town’s neighboring townships.

PROFESSIONAL PRESENTATIONS

Megan Downey
501 Blairstone Rd. Apt. 3503, Tallahassee, FL 32301 | (734) 276-0295 | mdowney@fsu.edu

EDUCATION
Florida State University
Master of Science, Higher Education & Student Affairs
April 2016
Tallahassee, FL

University of Toledo
Bachelor of Arts, Psychology & Counseling
Cum Laude
May 2014
Toledo, OH

HIGHER EDUCATION EXPERIENCE
Florida State University, Career Center
Graduate Assistant, Employer Relations & Recruitment Services
August 2014 - Present
Tallahassee, FL

- Manage SeminoleLink (Symplicity) accounts for employers and student including maintenance, uploads, scheduling, approval processes and running reports.
- Assist in the recruitment and retention of employers on the local, state, national, and international level by providing excellent customer service, connecting employers with groups of students targeted to their needs, and increasing employer student contact.
- Assist in planning and execution for eight career fairs including set up, greeting of employers and students, registration of students, scheduling of student interviews, and logistics of employer interviewing reservations.
- Create and present career related presentations such as personal branding, interviewing 101, career center outreach, professional dress, career fair preparation, employability 101, and proper use of social media to students, organizations, faculty, and classes.
- Gather, analyze, and compile data from the Employer Relations On-Campus Recruiting Survey to career center staff to shape services and the employer experience.
- Advise students on career development, career readiness, resume and portfolio development, and interview preparation.
- Create and update tailored resources for employers and students including the Internship Handbook and Resumes Trends Guide based off current research and best practice techniques.
- Serve on the Diversity and Inclusion Task Force benchmarking current resources and programming of peer institutions and make recommendations for policy, programming, and resources updates.

Florida State University, Dean of Students
Graduate Intern, Student Rights & Responsibilities
August 2015 – Present
Tallahassee, FL

- Review police reports and prepared reports for charge letters sent to students allegedly in violation of the Student Code of Conduct.
- Conduct Information Sessions with students to inform students of their rights, the conduct process and set hearing dates.
- Facilitate student learning and development regarding community standards and community building of safety and non-violence through intentional conversations as a first-level hearing administrator.
- Co-advises a Student Conduct Board of seven members who conduct fair and impartial hearings.
- Complete four group assessments of Student Conduct Board member’s learning outcomes and experiential learning.

Florida State University, University Housing
Conference Coordinator, Conference Services
March 2015 - August 2015
Tallahassee, FL

- Coordinated and acted as a primary resource and contact for outside clients and camp directors of athletic, service-based, and academic camps and conferences serving up to 400 attendees.
- Supervised 35 Conference Assistants, in addition to responsibilities for hiring, training, professional development programming, job action, human resources, and shift assignments utilizing ScheduleFly.
- Created and facilitated 10 professional development sessions covering topics on career development, personal branding, social media use, resume and interview preparation, and employability.
- Created and integrated a client satisfaction assessment and presented results on improvements to University Housing.
- Analyzed Conference Assistant job satisfaction assessment results on their hiring, training, programming, and supervision.
- Participated in on-call duty rotation for conference housing participants in eight residence halls.

Tallahassee Community College, Division of Student Affairs
Graduate Student Intern, Fostering Achievement Fellowship
October 2014 – August 2015
Tallahassee, FL

- Provided academic and social support to twenty students from foster care, ward of the State, or relative care placements.
- Developed education and personal improvement plans that empower students and increased retention.
- Facilitated individual and group meetings with students to provide social support, assist with academic achievement and personal growth in areas of academic success, social skills, life skills, and career planning.
- Created and advised a leadership board of four students that create events for the school and community, market via social media the Fostering Achievement Fellowship, complete community service, complete leadership training, increase membership and membership retention, and act as a liaison for all students to staff.
Florida State University, Advising First  
* Graduate Student Intern, Center for Exploratory Students  
  * Advised 90 exploratory students in major and career exploration.  
  * Assisted 400 undergraduate, freshman students on course selection and planning during New Student Orientation.  
  * Presented on incorporating micro-affirmations and inclusive language practices in advising to graduate intern team members.

University of Toledo, Residence Life  
* Front Desk Receptionist, McComas Greek Village  
  * Preformed all office duties including greeting of residents, filing, answering phones, and sorting all residential mail.  
  * Served as a conduct manager for roommate conflicts, housing contract violations, and conduct violations for 500 students.  
  * Created and facilitated community programming for 500 students including civic engagement days, evening alternative programming, community service days, welcome week programming, and homecoming community programming.

University of Toledo, Vice President of Student Affairs  
* Parent and Family Weekend Student Liaison  
  * Coordinated 13 events for 250 families for campus and community immersion.  
  * Recruited and supervised 45 student volunteers that greeted, toured, entertained, guided, families thought out campus, programmed events and the experience of being a University of Toledo student.  
  * Created and promoted all marketing materials for the recruitment of families, resources for families prior to their arrival, event schedule handouts for families, and monetary donation packets.

University of Michigan, Center for Campus Involvement  
* Summer Intern  
  * Created webinars and forms for student organization leaders including organization recruitment, fundraising 101, how to train a leadership board, and managing organizational conflict.  
  * Facilitated a transition process of all student organizational resources from paper to online formatting.

Washtenaw Community College, Great Lakes Regional Training Center  
* Summer Conference Assistant  
  * Prepared all logistics of conference schedule including scheduling, budgeting, staffing, check in, check out and hospitality for over 4,500 conference attendees.  
  * Collaborated with local hotels, restaurants, and travel boards to provide housing and hospitality for all guests including nighttime entertainment, discounts on hotel and food costs, and marketing of all events in all conference materials.

TEACHING EXPERIENCE  
Florida State University, Career Center  
* Co-Instructor of SDS 3340: Career Development and Planning  
  * Facilitated class discussion, in addition to conducting lectures regarding career decision making and career readiness.  
  * Managed student assignments and conducted grading, as well as input them to BlackBoard in a timely manner.  
  * Oversaw a small group of 8 students facilitating career assessments and self-directed searches in in SIGI, Career Thoughts Inventory, and Focus 2.

CERTIFICATIONS & TRAININGS  
* Social Justice Ally Training, Florida State University  
  * Seminole Allies & Safe Zones Training 101, Seminole Ally, Florida State University  
  * Seminole Allies & Safe Zones Training 202, Trans Ally, Florida State University  
  * Seminole Allies & Safe Zones Training 203, Disclosure & Community Resources, Florida State University  
  * BAACHUS Network Peer Mentoring Certification

MEMBERSHIPS & INVOLVEMENT  
* National Association of Student Personnel Administrators, Region III Graduate Leadership Team  
  * American College Personnel Association, Student Affairs Collective #SACareer Leadership Team  
  * Dalton Institute of College Student Values, Hospitality & Transportation Conference Chair  
  * Southern Association of Colleges & Employers, Member  
  * Florida Association of Colleges & Employers, Member
Mallory Foutch

75 N. Woodward Ave. #62420 | Tallahassee, FL 32313 | Phone: (815) 343–5300 | Email: mallorymfoutch@gmail.com

EDUCATION

Florida State University, M.S. in Higher Education Administration  
Tallahassee, FL | GPA: 3.97

The University of Texas at Austin, B.A. English, B.A. History  
Austin, TX | GPA: 3.7

RELEVANT EXPERIENCE

University Housing  
Florida State University  
July 2014–Present

Assistant Coordinator, Wildwood Hall

- Co-supervise, hire, train, mentor, and evaluate 18 Resident Assistants and 16 Front Desk Receptionists
- Co-manage 750+ bed co-ed residential community consisting of suite-style units serving mostly freshmen students
- Provide guidance for planning, implementing, and assessing programs using the University Housing model tenets including personal wellness, appreciation of differences, responsible citizenship, scholarship, and engagement
- Serve as the primary advisor for Hall Council and advise the eight leadership roles within
- Maintain and allocate a $5,000 budget which supports staff and community programming initiatives
- Document accurate assignments records by conducting in-hall room reassignments, preparing weekly occupancy reports, and overseeing the check in and out process with the utilization of an online hall management system
- Assist in student crisis, intervention, and prevention for residents across campus through advocacy and referrals ranging from issues of academic success, sexual assault, mental health, and roommate relationship management
- Adjudicate university and housing policy violations through conduct hearings with a focus student learning, self awareness, and commitment to community both in the residence hall and at Florida State University
- Serve in a 24/7 week-long on call duty rotation for 3,200 residents responding to emergencies and inquiries through informed decision making, referrals to campus resources, and coaching staff through crisis situations

Center for Leadership & Social Change  
Florida State University  
November 2014–Present

Graduate Intern, Women’s Leadership Institute (March 2015–Present)

- Assist with curriculum development on the concepts of gender identity, social structures, emotionally intelligent leadership, the cycle of socialization, and leadership development identity theory, with a concentrated focus on the relationship between socialization and gender in the media
- Lead efforts for outreach, social media marketing, and recruitment of Institute applicants, resulting in 100+ applicants for the 2015 Institute, a 100% increase in applicants from the 2014 Institute
- Facilitate the selection process for the 49 undergraduate women attendees focused on creating a diverse learning space across socioeconomic, religious/spiritual, age, ethnic, racial, and sexual orientation identities
- Create a sustainable plan for continued outreach, programming, and community building for alumnae
- Support in the creation of an assessment report which demonstrated gains in all learning outcomes identified
- Conduct research on high-impact practices regarding overnight retreats, and other improvements for WLI

Teaching Assistant for LDR 3215: Leadership and Change (August 2015–December 2015)

- Organize, grade, and provide feedback for bi-weekly, page-long reading journal reflections from 25 students
- Facilitate class discussions and develop interactive activities to support student learning of leadership theory
- Create lesson plans surrounding learning from Deep Change: Discovering the Leader Within by Robert Quinn and Managing Transitions: Making the Most of Change by William Bridges
- Hold office hours by request to discuss course material and translating classroom learning to their lives

Graduate Intern, Research and Assessment Projects (May 2015–October 2015)

Learning Outcomes Assessment Project

- Lead assessment project in evaluating the Center’s eight learning outcomes for congruence with Center programs as evidenced by surveys given to students at the conclusion of programs hosted by the Center
- Coded over 30 surveys given to program participants to gauge whether or not questions being asked were assessing learning in the following areas: reflection; identity; power, privilege, and oppression; community needs; authentic interactions; developing partnerships; leadership; and creating inclusive environments
- Developed a comprehensive report detailing the assessment goals and questions, intent of the project, data collection process, coding methods and coding scheme, findings, and suggestions provided to the Center
Mallory Foutch

Student Leadership Development Plan (SLDP) Assessment Project
- Gathered, read, and coded 40+ student reflections garnered through student participation in an SLDP, a development curriculum. Student Coordinators working with various programs in the Center will participate in focusing on leadership development, identity development, social change, and reflection.
- Used NVIVO, a qualitative data analysis program, to code over 40 pre- and post-assessments students completed during their time completing their semester-long SLDP.
- Developed codes and themes that emerged through multiple levels of coding and centered around themes of personal and social identities, leadership development, social change, reflection, and developing partnerships.

- Built a semester-long leadership development curriculum (Student Leadership Development Program (“SLDP”)) to complete with two undergraduate student coordinators including social justice dialogues and social identity work.
- StrengthsQuest training, team building activities, and reflection exercises.
- Created a marketing strategy covering digital media, social media, coordination with 20+ campus partners, and a word-of-mouth campaign that was implemented one month before the application’s due date.
- Developed new application process to streamline data collection and enhance the quality and depth of responses.
- Recruited students of diverse socioeconomic, racial, ethnic, ability, age, gender identity and expression, religious, and sexual orientation backgrounds and varying levels of leadership development and capacity to apply.
- Facilitated the overall selection process for attendees, including processing 250+ applications and building a scoring rubric system grounded in the Developmental Readiness Model of Leadership and the LID Model.
- Assisted in managing an $80,000 budget overall for expenses from multiple budgetary sources.

Office of Vice President for Student Affairs  Florida State University  April 2015–Present
Graduate Intern, The 2016 Dalton Institute on College Student Values
- Plan a 170+ attendee, three-day Institute for student affairs professionals with keynote speakers Dr. George D. Kuh, Rev. Dr. Jamie Washington, Dr. Penny Rue, and Dr. Atira Charles.
- Support in selecting the 2016 Institute theme, “Student Activism and Advocacy: Higher Education’s Role in Fostering Ethical Leadership and Moral Commitment,” and review program submissions.
- Create talent agreements with keynote speakers and contracts with various vendors both on and off campus.
- Oversee four committee chairs who coordinate transportation, technology, hospitality, and registration.

ACTIVITIES & OTHER INVOLVEMENT
Higher Education Student Association (HESA)
Coordinator for 2016 Master’s Visiting Days Program (April 2015–Present)
- Designed the strategic outreach plan for recruiting prospective graduate students, which included a published Visiting Days guide, social media marketing plan, and the implementation of a referral system resulting in an increased number of applicants to the program from 118 in 2014 to 135 in 2015.
- Select and work with a six-member planning committee to plan and implement a four-day Visiting Days program consisting of graduate assistantship placement interviews, employer receptions, and academic program overviews for approximately 50-60 prospective students.

Logistics Chair for 2015 Master’s Visiting Days Program (October 2014–February 2015)
- Coordinated the overall structure, schedule, and logistics of the four-day 2015 Master’s Visiting Days Program.
- Created 60 unique assistantship interview schedules for each candidate and 30 hiring employer schedules.
- Assisted in allocating and maintaining a $5,000 overall Visiting Day’s Program budget.

AWARDS & RECOGNITION
2015–2016 Florida State Seminole Torchbearer
2015–2016 Florida State University Hardee Fellow
- Recognizes students within the Higher Education program achieving over a 3.8 GPA.

- Recognizes students in the Florida State University College of Education with a commitment to higher education.

2014 University of Texas Division of Housing and Food Services Resident Assistant of the Year
- Recognizes one RA for excellence in community building and contributions to the overall Division and university.

2014 University of Texas Dean’s Dozen Award Recipient
- Recognizes 13 students making positive contributions to the Office of the Dean of Students and campus community.

2014 University of Texas Glenn Maloney Endowed Memorial Scholarship Recipient
- Recognizes excellence in student leadership through involvement, service, and selfless contributions to student life.
Katherine Elizabeth Hibbard

1600 Pullen Rd APT 14C • Tallahassee, FL 32303 • 407-421-3535
KeHibbard@gmail.com

EDUCATION

Master of Science in Higher Education: Student Affairs
The Florida State University - Tallahassee, FL
April 2016

Bachelor of Science in Art Education
The Florida State University - Tallahassee, FL
April 2011

PROFESSIONAL EXPERIENCE

Advising First: Center for Exploratory Students- Level 2 Academic Advisor
Florida State University- Tallahassee, FL
May 2014- Present

• Academically advise a roster of approximately 250 students over the course of their freshman year
• Work with first time in college students on an explorative route to choosing a major and maintaining extensive knowledge to advise towards 130+ majors
• Assist students with course selection and refer students to campus resources
• Support students with reaching their educational and career objectives through action-based plans
• Provide continuous outreach to students while aggregating data on retention, contact, and academic standing
• Advise developmentally, honing in on students’ values, interests, and skills over the course of the year
• Present at new student Orientation and student Preview sessions
• Create and facilitate programming events relating to majors, academics, careers, and well-being
• Advise students on academic probation, student athletes, student veterans, and other special populations
• Served as marketing chair for student programming events

Advising First: Center for Success Coaching-Academic Success Coach
Florida State University- Tallahassee, FL
July 2011- May 2014

• Meet bi-weekly with a personal roster of 120 students providing holistic value in the areas of academics, finance, health & support, time management, school community, effectiveness, and commitment to graduation
• Serve as a retention specialist at the University through data collection and research
• Foster realistic goal setting and planning in order to ensure success during the student’s freshman year and beyond
• Create and facilitate programming events and workshops on relevant freshman topics
• Presented at new student Orientation sessions
• Logo developer for Center for Success Coaching

Office of Admissions; University Admissions- Telecounselor & Telecounseling Lead
Florida State University- Tallahassee, FL
Dec. 2007 - Dec. 2010

Telecounseling Lead:

• Supervised 22 office telecounselors and facilitated in the interviewing and training of yearly incoming employees. Work included direct collaboration with admissions officers, handling of all student applications, scheduling of telecounselors schedules, and handling all confidential information. Facilitated all incoming contact with prospective student parents and families
• Managed and monitored all telecounselor's software data entry daily, ran statistical data queries

Telecounselor:

• Contacted and advised potential undergraduate students across the US in the University application process, campus visits, university housing, and student life throughout their senior year
• Participated in student Preview panel discussions and campus tours

ADDITIONAL EXPERIENCE

• Co-instructor for LDR2101: Leadership Theory and Practice, Summer 2015, Florida State University
• Published in the Spring 2015 NASPA White Paper "The Rise of Cyber-Cruising and the Sexual Health of GBQ Students"
• Certified Level 1 Academic Success Coach
• Council of Informed Advisors member (CIA), PSU
• Presenter at 2013 NASPA Conference, March 17th-20th, Orlando FL
  "Student to CEO: Holistically Empowering Students Through Coaching"
• K-12 Florida Teaching Certification: Art
EDUCATION

Florida State University | Tallahassee, Florida
Master of Science: Higher Education in Student Affairs
April 2016

University of North Alabama | Florence, Alabama
Bachelor of Business Administration: Professional Marketing
Minor: Professional Accounting
May 2014

PROFESSIONAL EXPERIENCE

University Housing | Assistant Coordinator - DeGraff Hall
Division of Student Affairs | Florida State University | Tallahassee, Florida
July 2015 – Present
- Assist in coordinating the residential experience of 706 predominately first-year students in a suite style residence hall
- Co-Supervise 18 Resident Assistants and 13 Receptionists
- Serve as the primary advisor for the DeGraff Hall Council Executive Board, which coordinate student activism efforts, hall-wide programming efforts, and creating effective partnerships with residents, Resident Assistants, and Receptionist staff
- Conduct weekly meetings with Resident Assistants and Hall Council to discuss academic, personal, and professional development
- Responsible for interviewing, hiring, training, and evaluating Resident Assistants and Receptionists staff
- Manage Hall Council budget of $4,180 to be allocated for programming and hall improvement efforts
- Adjudicate University and Housing policy violations via Adirondack Conduct Coordinator management system, with an educational focus on learning and self-awareness while also maintaining accurate paper and electronic records
- Manage residential conflicts, roommate conflicts, students of concern, and interpersonal issues
- Facilitate in-hall moves and track room reassignments in conjunction with the Assignments Office
- Serve on a weekly 24/7 on-call duty rotation providing crisis and emergency management for an area serving more than 3,250 students

Student Activities Center | Alcohol Alternative Programming Intern
Division of Student Affairs | Florida State University | Tallahassee, Florida
August 2015 – December 2015
- Developed event layouts and schedules for Haunted Harvest, a large scale university program, and Jimbo’s True Seminole Tailgates
- Responsible for planning and implementing 6 tailgates collaborating with sponsoring or co-sponsoring organizations with a cumulative attendance of 1,500 students and general public attendees
- Negotiated and contract talent, food, and novelties throughout the course of Haunted Harvest and each tailgate with a $7,500 budget
- Scheduled, conducted, and followed-up with bi-weekly Haunted Harvest programming meetings
- Served as a risk management on-call member during all tailgate and Haunted Harvest events
- Created, distributed, and compiled assessment instruments (qualtrics surveys) related to alcohol-alternative events for the semester

Office of Campus Activities & Leadership Development | NODA Graduate Intern
Division of Student Affairs | Becker College | Leicester/Worcester, Massachusetts
- Assisted in the planning and implementation of 4 comprehensive summer orientation program for 450 first time in college students and approximately 600 family members
- Participated and facilitated the planning and execution of Orientation Leader training sessions, activities, and exercises
- Served on the orientation-wide on-call duty rotation during the evening activities of each orientation session
- Assisted in the development and analysis of Orientation Leader training, student programs, and family programs assessment

University Housing | In-Hall Graduate Intern - Kellum Hall
Division of Student Affairs | Florida State University | Tallahassee, Florida
January 2015 – May 2015
- Coordinated the residential experience of 650+ predominately first-year students in a community style residence hall
- Co-Supervised 19 Resident Assistants and 6 Receptionists
- Managed residential conflicts, roommate conflicts, students of concern, and interpersonal issues
- Served on a weekly 24/7 on-call duty rotation providing crisis and emergency management for an area serving more than 3,250 students
- Served as the secondary advisor for the Kellum Hall Council Executive Board, which coordinate student activism efforts, hall-wide programming efforts, and creating effective partnerships with residents, RAs, and Receptionist staff
PROFESSIONAL EXPERIENCE (cont.)

University Housing | Student Leadership Development Intern
Division of Student Affairs | Florida State University | Tallahassee, Florida
- Assisted in strategic planning of the Resident Assistant recruitment and selection process
- Coordinated and assisted with the planning, execution, and supervision of staff during mid-year training, Selection Weekend, and the University Housing Annual Banquet via Filemaker
- Maintained internal database containing 320 applications, Selection Weekend scores, resumes, conduct files, and recommendation forms
- Responsible for creating the 2015-2016 Resident Assistant In-Service Model to aid in training

October 2014 – May 2015

Advisor Training & Development | Graduate Assistant
Division of Academic Affairs | Florida State University | Tallahassee, Florida
- Maintained Council of Informed Advisors database including internal spreadsheet, blackboard, and listserv
- Collaborated with institutional constituents within the Council of Informed Advisors to provide up-to-date information and initiatives
- Assisted with the facilitation of new advisor orientation
- Managed general membership, Presidents Board, Executive Board, and Leadership Council of Phi Eta Sigma
- Mentored and supported members with event planning, social media activity, and other responsibilities

August 2014 – May 2015

Office of Orientation Services | NODA Graduate Intern
Division of Enrollment Planning & Management | University of Connecticut | Storrs, Connecticut
- Oversaw the logistics, delegation of duties, and completion of 3 first-year and 2 transfer orientation sessions using VZOrientation
- Assisted with the programmatic assessment operations upon the conclusion of all summer orientation programs
- Aided with operational office duties including customer service, prep, and implementation of all sessions
- Designed, implemented, and executed a social media scavenger hunt into the orientation night activity
- Served in a nightly on-call duty rotation for emergencies and crisis management during all overnight orientation sessions

May 2014 – July 2014

TEACHING EXPERIENCE

Center for Leadership and Social Change | LDR 2162: Leadership in Groups and Communities
Division of Student Affairs | Florida State University | Tallahassee, Florida
- Co-facilitate discussion and group activities during class
- Create lesson plans, group activities, and discussion questions for four class periods throughout the semester
- Grade reading and service-learning reflections and essay exams for 25 enrolled students using Blackboard
- Oversee 25 students in their service-learning assignments with 5 agencies across Tallahassee

January 2016 - Present

PROFESSIONAL DEVELOPMENT

Diversity & Inclusion Certificate, Participant
September 2015 – Present

NASPA-FL, Leadership KC, LGBTQ+ KC, & New Professionals and Graduate Students KC
March 2015 – Present

National Association of Student Personnel Administrators Region III Florida Drive-In Conference, Volunteer
October 2015

Study Abroad Experience, Insights of International Higher Education – London, United Kingdom
May 2015

Higher Education Student Association, 1st-Year Master’s Representative and Social Committee Member
September 2014 – May 2015

Jon C. Dalton Institute on College Student Values, Conference Volunteer and Program Reviewer
February 2015

SELECTED CONFERENCE PRESENTATIONS


HONORS & AWARDS

Best Advisor Attendance Award, Awarded to Hall Council Advisor(s) who attend the most IRHC meetings or events
November 2015

Seminole Torchbearer Recipient, Awarded to selected FSU students and alumni for exceptional leadership
November 2015

Florida State University’s College of Education Hardee Fellow, Awarded to Graduate Students with a 3.8+ GPA
October 2015

NASPA-FL Drive-In Case Study, 2nd Place (Team)
October 2014
DANIELLE LEWIS

1151 Ocala Road
Tallahassee, Florida 32304
904-742-5284
daniellerenee1092@gmail.com

EDUCATION

Master’s in Higher Education- Student Affairs
Florida State University
Tallahassee, Florida
May 2016

Bachelor of Science in Psychology and Sociology
Florida State University
Tallahassee, Florida
May 2014

PROFESSIONAL EXPERIENCE

Florida State University Honors Program
Graduate Assistant.
Tallahassee, Florida
August 2014-Present

- Research comparable universities’ Honors programs and admissions standards for best practices.
- Advisor for the Honors Student Association where I act as a liaison between the student organizations and the University Honors office.
- Assist in the development of leadership skills in the students on the executive board of the Honors Student Association through learning outcomes and activities both during meetings and with retreats.
- Run Executive Board Elections each Fall, plan and coordinate the transition retreat after elections.
- Event planning and management for the student association and honors program events.
- Manage the flow of information to the organization’s website and Blackboard.
- Advisor to all laterally admitted honors students, approximately 100 students about scheduling, academic requirements, and Honors requirements.
- Advisor available for walk in advising for all honors students about scheduling, academic requirements, and Honors requirements.
- Senior Thesis Coordinator for approximately 150 students a semester through the Honors in the Major Program.
- Plan and present in workshops for the Honors in the Major program.
- Assist with other administrative duties for the Honors in the Major program.
- Update the credit count for graduating seniors to determine if they should graduate with honors.
- Plan the medallion ceremony at the end of each semester in which the Honors in the
Major students and the Honors finishers are recognized for their achievement before graduation.

- Assist in the interview weekend and selection process for FSU’s Presidential Scholars Program.
- Plan and develop a training program for Honors colloquium leaders for spring 2016.
- Present for the Honors program at Preview in the spring semester.

Jon C. Dalton Institute on College Student Values Tallahassee, Florida
Marketing Coordinator August 2015-February 2016

- Attend weekly DICS V Committee meetings during both the fall and early spring semesters.
- Implement a marketing plan for advertising all Institute events and activities. This task includes promotion of the Institute through listservs, publications, website, social media, etc.
- Assist in creation, editing, and review of all marketing materials through the DSA Marketing Office.
- Coordinate audio/video and filming for keynote sessions.
- Recruit and oversee social media team during DICS V, including posts to social media outlets, liveblogging, and other creative outlets.
- Gather presentations and concurrent session papers from the major speakers and session presenters at the end of the Institute with assistance from the managing Graduate Assistant. Make materials available via the Dalton Institute website.

Florida State University College of Medicine Tallahassee, Florida
Graduate Intern January 2016-Present

- Administrative duties within a precollege outreach program in seven counties throughout the state of Florida.
- Grant research and writing
- Program assessment and evaluation
- Program development and implementation
- Mock Interviews
- Help with the coordination of activities for premedical student organizations
- Development of a statewide replication model
- Research proposals, IRB’s and publications on the SSTRIDE outreach program
- Creation of an alumni book that articulates students’ success stories into medical school
- Presentations about the medical school application process to other student groups or departments on campus
- Data entry
- Some academic advising
VOLUNTEER EXPERIENCE

Florida State University
Seminole Ally and Safe Zone Member

Tallahassee, Florida
October 2014- Present

- Provide a safe and confidential space for members of the lesbian, gay, bisexual, transgender, and queer community
- Ensure individuals are treated with dignity and respect
- Serve as a point of contact and liaison for LGBTQ+ identifying individuals

Florida State University Honor Society President’s Council
Battle of the Brains Planning Committee - Hospitality and Logistics

Tallahassee, Florida
August 2015- Present

- Assisted in the planning of the Battle of the Brains Competition
- Recruited and managed a group of faculty and staff volunteers before and during the competition
- Planned and arranged food and drinks for the competition
- Planned and provided awards for the winning teams
- Provided additional support through event preparation and tear down

PROFESSIONAL AFFILIATION AND DEVELOPMENT

- Seminole Allies and Safe Zone Training 101
  October 2015
- Jon C. Dalton Institute on College Student Values
  February 2015 and 2016
- Seminole Torchbearer Inductee
  November 2015
- Student Employee of the Year Nominee
  April 2015
- Higher Education Student Association Member
  2014-2016

SKILLS

- Microsoft Office Suite
- Proficient in Statistical Package for the Social Sciences (SPSS) Software
- Event planning
- Blackboard
- Student Central used for looking up and maintaining student records
- Student academic advising

References Available Upon Request
**EDUCATION**

**Florida State University:** Master of Science in Higher Education  
GPA: 4.00/4.00; Hardee Fellow  
Thesis Track: Florida’s Performance-Based Funding & Historically Black Universities  
May 2016

**University of Virginia:** Bachelor of Arts in Classics & Foreign Affairs  
GPA: 3.73/4.00; Echols Scholar  
Thesis Track: Florida’s Performance-Based Funding & Historically Black Universities  
May 2014

**HOUSING EXPERIENCE**

**Assistant Coordinator, Smith Hall**  
University Housing, Florida State University  
January 2016- Present  
Tallahassee, FL
- Co-supervise 18 Resident Assistants (RAs) in a coeducational community style residence hall of 562 students
- Serve as the primary Hall Government advisor for 7 members and manage a programming budget of $2,500
- Adjudicate policy violations via Conduct Coordinator management system as a primary hearing officer
- Serve in a 24/7 on-call duty rotation to address crisis situations for the campus community of 3,400 students
- Oversee front desk operations utilizing CBORD Housing Management Software to track student records
- Conduct in-hall room reassignments, prepare weekly occupancy reports, and oversee check-in/check-out
- Partner with the Facilities Supervisor and facilities staff, ensuring that building maintenance concerns are resolved

**Graduate Assistant, Transfer, Upper-class, and Focused (TUF) Area**  
Housing and Residence Life, University of Virginia  
June 2014- August 2014  
Charlottesville, VA
- Coordinated the retreat and fall workshop series for the Upper-Class Leadership Experience
- Created programmatic series and faculty engagement workshops to address transfer student needs

**Co-Chair of Resident Staff Program, First-Year Areas**  
Housing and Residence Life, University of Virginia  
March 2013- May 2014  
Charlottesville, VA
- Co-supervised and facilitated ongoing training for 13 Senior Residents in the First-Year Area
- Developed and implemented new First-Year Residential Experience curriculum
- Facilitated staff training modules for senior staff trainings, Resident Advisor orientation, and in-service sessions
- Chaired the Appraisal Board, Executive Committee, and the Promotions process for current staff members

**Senior Resident, Balz-Dobie Residence Hall**  
Housing and Residence Life, University of Virginia  
August 2012- May 2013  
Charlottesville, VA
- Selected, supervised, trained, and evaluated 10 Resident Advisors; Hall Director equivalent position

**GRADUATE ADVISING EXPERIENCE**

**Graduate Intern, Sexual Violence Prevention Team**  
Office of Health Promotion, Florida State University  
January 2016- Present  
Tallahassee, FL
- Conduct and analyze focus group data around power-based personal violence
- Design educational presentations for diverse communities on issues related to power-based personal violence

**Graduate Assistant, Experiential Learning**  
Career Center, Florida State University  
August 2014- January 2016  
Tallahassee, FL
- Advised students on internship opportunities and graduate school through appointments and workshops
- Organized the inaugural Student Employee of the Year Award process and ceremony to recognize 62 students
- Managed the Experiential Certificate Program and Garnet and Gold Scholar Society internship engagement area
- Produced written publications including assessment reports, new program proposals, and student learning guides

**Admissions Graduate Intern**  
Office of Undergraduate Admissions, The College at Brockport  
June 2015-July 2015  
Brockport, NY
- Presented at prospective student information sessions and assisted the Advisor on Duty (AOD)
- Utilized CRM to create admitted student assessment and a Telecenter program to connect with 5000+ prospects
- Reviewed transfer applications in a timely manner and communicated directly with incomplete applicants
TAYLOR VICTORIA LOCKS
699 W. GAINES STREET, APT 327 ♦ TALLAHASSEE, FL 32304 ♦ (540) 850-3715 ♦ TLOCKS@FSU.EDU

Graduate Intern, Garnet and Gold Scholar Society
Career Center, Florida State University
January 2015- April 2015
- Advised students on program criteria which recognizes highly motivated students for campus involvement
- Organized annual appreciation breakfast and coordinated outside vendor logistics for the induction ceremony
- Developed a pre- and post-test assessment plan for enrolled students and edited existing assessments

TEACHING AND RESEARCH EXPERIENCE

Research Assistant, Autism in Higher Education
The College of Education, Florida State University
September 2014- Present
- Research postsecondary barriers to success for students with ASD in higher education
- Compile comprehensive literature reviews, data dictionaries, and manuscripts for publication

Instructor, SDS 3340: Introduction to Career Development
Career Center, Florida State University
January 2015- May 2015; January 2016-Present
- Collaborated with co-instructors to facilitate activities and small group discussion for 25 undergraduate students
- Evaluated students' class work, assignments, and papers on a daily basis
- Lead course discussions on the administration of higher education and provide comprehensive academic feedback

Teaching Assistant, SDS 5040: Student Personnel Work in Higher Ed.
The College of Education, Florida State University
August 2015- December 2015
- Co-teach 31 masters-level and continuing education students with the Vice President for Student Affairs
- Write and edit course materials such as a syllabus, visual aids, accompanying notes, and Blackboard webpage

PUBLICATIONS AND PRESENTATIONS


CAMPUS COMMITTEE INVOLVEMENT

- Head Staff Development Committee, FSU University Housing January 2016-Present
- Representative, Student Leadership Council, FSU College of Education October 2015- Present
- Web Team Member, The College at Brockport June 2015- July 2015
- Logistics Chair, FSU Visiting Days Committee October 2014- March 2015

AWARDS AND CERTIFICATIONS

- Global Partner Certificate, Florida State University November 2015
- Seminole Torchbearers Induction, FSU Division of Student Affairs November 2015
- Graduate Student of the Year, Florida Association for Student Affairs Professionals (NASPA-FL) October 2015
- Uphold the Garnet and Gold Award, FSU Division of Student Affairs May 2015
- First Place Poster Presentation, Florida Association of Speech Language Pathologists and Audiologists May 2015
MORGAN L. MATCHETT
1325 W. Tharpe St., Apt. 632, Tallahassee, FL, 32303
(225) 614-4610; mmatchett92@gmail.com

EDUCATION

Florida State University (FSU), Tallahassee, FL
Master of Science (M.S.) in Higher Education–Student Affairs

Louisiana State University (LSU), Honors College, Baton Rouge, LA
Bachelor of Science (B.S.) in Mathematics, Cum Laude

PROFESSIONAL EXPERIENCE

Center for Leadership & Social Change, Florida State University
Community Engagement Graduate Assistant
- Recruit, train, supervise, and evaluate 40 student leaders engaged in facilitating the Community Outreach Program, a daily service immersion experience for students
- Evaluate student volunteers, student facilitators, and nonprofit agency experiences qualitatively
- Coordinate logistics of daily transportation and operations for Community Outreach Program at 15 nonprofits in the local community
- Develop and guide 24 student leaders engaged in 10 hours/week of service with local nonprofits through the Community Ambassador Program, a nonprofit-university liaison program
- Run biweekly trainings on leadership, management, and professional development
- Lead the curriculum of Nonprofit Internship Program classes, including co-teaching course for fall and spring semesters and grading weekly written service reflections and assignments
- Collaborate with local nonprofits to design internship experiences for FSU students
- Advise and mentor one Service Scholar, a student engaged in 75 hours/semester of service, by goal-setting and motivating student through course curriculum and service
- Supervise one work-study student assistant, providing them with direction and support on assisting with community engagement programs
- Serve on Mentoring Institute committee to plan food vendors, parking, volunteer recruitment, and set-up of a day-long 120-person conference for surrounding community about mentorship
- Compile and update manual of logistics and programs for Center staff, including transportation, technology, new hires, etc., through involvement with Agreements & Guidelines Committee
- Train student leaders to safely operate minivans and 12-passenger vans
- Assist with departmental planning and implementation of events, such as FSU Alternative Breaks, Service Leadership Seminar, Mentoring Institute, and commUNITY Dialogue series

Student Government Association, Florida State University
Graduate Intern, Women Student Union (WSU) Advisor
- Oversee student agency that serves 55% of the student population at FSU
- Train, advise, and evaluate executive board of 11 student leaders
- Assist student leaders in planning signature campus wide events such as Ladies Legacy Banquet and Women’s History Month speaker, including collaborating with numerous departments and stakeholders to ensure safety, communication, and planning
- Utilize situational advising skills to develop growth of student leaders
- Guide students in decision-making regarding their annual budget of approximately $30,000
- Develop opportunities for students to understand the importance of their role with their peers as on-campus women leaders, such as developing network of women leader organizations
- Facilitate training of student leaders involved with identity-based agencies on advocacy and activism

MORGAN L. MATCHETT
1325 W. Tharpe St., Apt. 632, Tallahassee, FL, 32303
(225) 614-4610; mmatchett92@gmail.com

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- Lead the curriculum of Nonprofit Internship Program classes, including co-teaching course for fall and spring semesters and grading weekly written service reflections and assignments
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- Facilitate training of student leaders involved with identity-based agencies on advocacy and activism
**Longhorn Center for Community Engagement**, University of Texas, Austin  
**May 2015—August 2015**

Longhorn Center for Community Engagement (LCCE) Graduate Student Intern

- Launched campus-wide campaign to track student service hours with GivePulse software by creating marketing strategies, analyzing service-learning data, and connecting with on-campus partners
- Partnered with Gender & Sexuality Center to create curriculum for 2016 Alternative Break trip to San Francisco, CA focusing on LGBTQ advocacy and homelessness
- Created WordPress website for the LCCE Alternative Breaks program and reorganized LCCE website
- Advised 3 student leaders in developing Alternative Break curriculum and creating internship goals
- Participated in hiring new graduate assistants for 2015-2016 by creating interview rubric
- Planned fall retreat for 12 student leaders to engage in team building, management skill-building seminars, and leadership training

**CONFERENCE PRESENTATIONS**


**LEADERSHIP & SERVICE EXPERIENCE**

Women's History Month, *Planning Committee Member*  
Service-Learning Presentation for FSU Panhellenic New Members, *Presenter*  
2015 Mentoring Institute, *Planning Committee Member*  
Garnet & Gold Scholar Society, *Reflection Area Approver for FSU Career Center*  
FSU Higher Education Student Association (HESA), *Social Coordinator*  
President's Higher Education Community Service Honor Roll, *Proposal Coordinator*  
Jon C. Dalton Institute on College Student Values, *Volunteer*  
2015 Multicultural Leadership Summit, *Cohort Facilitator*  
2014 Mentoring Institute, *Planning Committee Member*  
November 2015—Present  
October 2015  
August 2015—December 2015  
May 2015—May 2016  
March 2015  
February 2015  
January 2015  
August—December 2014

**PROFESSIONAL DEVELOPMENT & CERTIFICATIONS**

National Association of Student Personnel Association (NASPA), *Member*  
Social Justice Ally Training, *Participant*  
Trans Ally Training, *Participant*  
Seminole Allies and Safe Zones Training, *Participant*  
Florida Campus Compact, *Member*  
Higher Education Student Association, *Member*  
January 2015—Present  
January 2015  
September 2015  
October 2014  
August 2014—Present  
August 2014—Present

**AWARDS**

FSU Seminole Torchbearer Inductee  
FSU Hardee Fellow  
FSU Student Employee of the Year Nominee  
FSU College of Education Scholarship Recipient  
November 2015  
October 2015  
April 2015  
October 2014

Discipline | Consistency | Empathy | Achiever | Input
AMANDA MICHELLE MINTZ
1325 W. Tharpe St. #632 | Tallahassee, FL 32303 | (830) 431-0662 | amandammintz@gmail.com

EDUCATION

Florida State University, Tallahassee, FL  
Master of Science, Higher Education and Student Affairs  
August 2016

Baylor University, Waco, TX  
Summa Cum Laude, Phi Beta Kappa  
Bachelor of Arts, Linguistics  
May 2014

WORK EXPERIENCE

Graduate Assistant, Student Activities Center  
Florida State University – Tallahassee, FL  
August 2014-Present

Advising and Supervision
• Recruit, train, and advise 25 student members of the Homecoming Executive Council and 25 Homecoming volunteers
• Select, train, supervise, and evaluate 23 student staff and 40+ Union Productions volunteers
• Supervise students in the planning, decision-making, and execution of over 140 events annually
• Supervise events with attendances ranging from 50 to 8,000 people in various facilities, including the on-campus venue Club Downunder, Oglesby Union space, and the Donald L. Tucker Civic Center

Student Development
• Facilitate weekly 1:1 meetings with designated Homecoming directors, council members, and Union Productions staff incorporating student development theories into students’ involvement experience
• Develop and facilitate leadership training for semi-annual retreats, including facilitation of StrengthsQuest
• Create and implement training programs to promote personal and professional development of students on topics such as ethical leadership, personality inventories, values, risk management, wellness, conflict resolution, and teamwork

Programming and Project Management
• Manage a budget of over $400,000 for Homecoming programs
• Program seven days of Homecoming events serving over 15,000 students and alumni
• Plan and implement Pow Wow, FSU’s longest running tradition serving over 8,000 constituents with a $160,000 budget
• Collaborate in the planning, promotion, and execution of Spring Fling, FSU’s large-scale spring event, managing a $28,000 budget and leading bi-weekly planning meetings with campus-wide partners
• Enforce risk management policy in collaboration with police, medical responders, and environmental safety officers
• Review contracts and purchasing agreements for artists and vendors

Assessment and Evaluation
• Create and compile comprehensive assessment reports for large-scale programs to present to campus partners
• Spearhead an assessment plan using AAC&U rubrics to evaluate learning and development among student leaders
• Assess Homecoming Council members’ experience through qualitative focus groups
• Improve evaluation of individual Homecoming events through creation and implementation of an event manager report

Teaching Assistant, Educational Leadership & Policy Studies  
Florida State University – Tallahassee, FL  
August 2015-Present

LDR 2160: Peer Leadership is a 3-hour, for-credit undergraduate course designed to improve leadership efficacy among current and rising student leaders. The course is part of the Undergraduate Certificate in Leadership Studies Program.
• Redesign and maintain curriculum, syllabus, assignments, and instructional resources for LDR 2160
• Educate students on theories, values, and trends in leadership studies through bi-weekly facilitation of class discussion
• Evaluate student learning and development in the course using the Student Leadership Competency Inventory
• Foster reflection and synthesis of student experiences to further develop student leaders
• Collaborate with campus partners to provide compelling guest lectures and activities for students
• Oversee course management and communication through Blackboard and CollegiateLink platforms

STRENGTHSQUEST: Communication | Positivity | Achiever | Woo | Developer
Challenge Course Facilitator, Campus Recreation  
*Florida State University – Tallahassee, FL*

- Design, implement, and evaluate challenge course programming that addresses developmental goals of participants with group sizes ranging from 8 to 120
- Facilitate games and initiatives that inspire leadership, communication, and group development among participants
- Communicate with co-facilitators and assistant facilitators to adapt programming to meet group and individual needs
- Demonstrate ability to use sound judgment and keep safety a high priority when facilitating programming

NODA Intern, Office of New Student Orientation  
*University of South Carolina – Columbia, SC*

- Co-supervised 6 Team Leaders and 40 Orientation Leaders during 13 two-day and 5 single-day orientation sessions
- Facilitated student leader training sessions to support leadership efficacy among students
- Coordinated Opening Welcome program for over 7,000 parents and students
- Supervised evening social programming, ensuring safety of 400 students nightly
- Assisted in logistical implementation of student and parent programming initiatives
- Provided on-call leadership in residence hall throughout 2-day overnight programs

**SELECTED PRESENTATIONS & PUBLICATIONS**

Cox, B., Locks, T., & **Mintz, A.** (2016, March). *Autism in higher education: Barriers and bridges in a changing landscape.* Accepted for the 2016 NASPA Annual Conference, Indianapolis, IN.

Crosby, A., Messerli, K., & **Mintz, A.** (2016, February). *Adding VALUE to leadership: Discovering and defining your personal values.* Accepted for the 2016 NACA National Convention, Louisville, KY.

**Mintz, A.** & Teitelbaum, E. (in press). *Fostering relationships that matter: How to create a positive relationship with your graduate student/supervisor.* *Campus Activities Programming.*

**UNIVERSITY AND PROFESSIONAL SERVICE**

- 2016 Multicultural Leadership Summit Small Group Facilitator, Florida State University  
  *Mission, Vision, & Values* Committee – Oglesby Union, Florida State University
- Student Affairs Administrators in Higher Education (NASPA)  
  *Contributing Writer, New Professionals and Graduate Students Knowledge Community Blog*
- Association for Orientation, Transition, and Retention (NODA)  
  *2015 Extended Orientation Institute Attendee, Fort Worth, TX*
- National Association for Campus Activities (NACA)  
  *2016 NACA National Convention Graduate Intern, Louisville, KY*
  *2015 NACA South Graduate Intern, Chattanooga, TN*
- Student Activities Center Coordinator Search Committee, Florida State University
- Jon C. Dalton Institute on College Student Values  
  *Dalton 2015 Chair, Registration and Hospitality Committee*
- Delta Delta Delta Sorority, Beta Tau Chapter, Baylor University

**CERTIFICATIONS AND HONORS**

- Seminole Torchbearer – Florida State University
- Hardee Fellow – Florida State University College of Education
- “New Employee of the Year” – Florida State University Division of Student Affairs
- CPR for the Professional Rescuer and First Aid – American Red Cross
- Social Justice Ally Training Certificate – Florida State University
- Seminole Ally and SafeZone Training Certificate – Florida State University
- Mortar Board National College Senior Honor Society – Baylor University
- Order of Omega Greek Leadership Society – Baylor University

**STRENGTHSQUEST:** Communication | Positivity | Achiever | Woo | Developer
Katherine Morales
3010 Carmel St • Denton, TX 76205 • 940-390-2728 • katemorales312@gmail.com
Ideation • Individualization • Arranger • Strategic • Futuristic

EDUCATION

Florida State University, Tallahassee, Florida 2014 - 2016
Masters of Science in Higher Education

University of North Texas, Denton, Texas 2010 - 2014
Bachelor of Arts, Communication Studies; Magnum Cum Laude

WORK EXPERIENCE

Office of the Vice President for Student Affairs Graduate Assistant August 2014 - Current
Florida State University, Tallahassee, FL

- Coordinate events and opportunities for students participating in the NASPA & Noles Undergraduate Fellows Program (N2UFP) that encourage professional development, collaboration with the Higher Education program, and exploration of the Division of Student Affairs at FSU.
- Collaborate on all staff development, employee on boarding, and recognition events managed by the Office of the Vice President for Student Affairs.
- Manage event planning and program logistics of the annual Seminole Torchbearers Induction Ceremony for over 500 student inductees and attendees.
- Develop assessment and measure effectiveness for the Noles (New) Professional Institute.
- Supervise Undergraduate Intern responsible for the monthly Donor and Alumni Newsletter.
- Collaborate in department strategic planning, mission, vision, and values development.
- Serve on university wide committees including the Professional Development Committee, and the Hazing Prevention Committee.
- Manage website revisions for the Professional Development and N2UFP web addresses.
- Maintain multiple social media accounts, and facilitate fundraising campaigns for the Division of Student Affairs.
- Develop marketing materials, event promotions, and documents for office events and programs.

Office of Fraternity & Sorority Life Graduate Intern January 2015 - Current
Florida State University, Tallahassee, FL

- Create assessment for the Recruitment Counselor Leadership Course using the Social Change Model.
- Co-develop curriculum for the Recruitment Counselor Leadership Course utilizing Emotionally Intelligent Leadership as a framework.
- Co-develop and facilitate weeklong “Spirit Week” for Recruitment Counselor training.
- Advise two students in instructing the Recruitment Counselor Leadership Course.
- Create and administer a formalized Panhellenic Recruitment Counselor selection process for over 300 applicants.
- Develop a crisis management guide and co-facilitate incident response training for 130 students leaders and staff involved in recruitment operations.
- Assist in office wide event planning and management.
- Serve as on-call advisor during the week of recruitment to resolve issues for students, staff, and advisors.

NASPA Multicultural Institute Intern December 2015
NASPA, Miami, FL

- Assisted in conference management including overseeing volunteers, registration, and conference logistics.
- Served as a liaison between hotel management and conference staff and attendees.
- Engaged participants in live conference updates by utilizing multiple social media platforms.
Jon C. Dalton Institute on College Student Values  
*Florida State University, Tallahassee, FL*

**Program Coordinator**  
*June 2015 - Current*

- Recruit and select a Program Proposal Review Committee from diverse constituents at FSU.
- Manage all communication with DICSV presenters, including providing feedback to presenters from proposal reviewer committee.
- Advise Dalton Technology Chair and other volunteers involved in monitoring concurrent sessions.
- Supported the planning and implementation of a three-day conference for student affairs professionals with keynote speakers: Dr. Atira Charles, Dr. George D. Kuh, Rev. Dr, Jamie Washington, Dr. Penny Rue.

**Concurrent Sessions & Technology Chair**  
*September 2014 - February 2015*

- Coordinated special A/V technology needs for presenters.
- Developed program session evaluations, and distributed feedback to all presenters in a timely manner.
- Advised volunteers in monitoring concurrent sessions for technology needs.
- Supported the planning and implementation of a three-day conference for student affairs professionals with keynote speakers: Dr. Helen & Alexander Astin, Dr. Shaun Harper, Dr. Will Barratt, Dr. Andrew Seligsohn, and Clare Cady.

**Advising First Graduate Intern**  
*April 2015 – June 2015*

*Florida State University, Tallahassee, FL*

- Guided exploratory students through the beginning phase of the academic major selection process by exploring student’s interests, values, and skills.
- Collaborated with a full time academic advisor to create a class schedule utilizing liberal studies requirements in order to allow students to explore while staying on track for a four-year graduation.
- Designed schedules for specific populations: student athletes, CARE students, and study abroad students.

**LEADERSHIP & VOLUNTEER EXPERIENCE**

<table>
<thead>
<tr>
<th>Organization</th>
<th>Position / Department</th>
<th>Start Date - End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida State University Multicultural Institute</td>
<td>Small Group Facilitator</td>
<td>2016</td>
</tr>
<tr>
<td>Florida Agricultural &amp; Mechanical University Homecoming</td>
<td>Intern</td>
<td>2015</td>
</tr>
<tr>
<td>Florida State University “Body Project”</td>
<td>Facilitator</td>
<td>2015-Current</td>
</tr>
<tr>
<td>Florida State University Student Rights and Responsibilities</td>
<td>Hearing Officer</td>
<td>2015-Current</td>
</tr>
<tr>
<td>Higher Education Student Association</td>
<td>Professional Development Coordinator</td>
<td>2015-Current</td>
</tr>
<tr>
<td>Delta Gamma Alumni Association of the Big Bend</td>
<td>Vice-President of Programming</td>
<td>2015-Current</td>
</tr>
<tr>
<td>Tallahassee Animal Shelter</td>
<td>Volunteer</td>
<td>2014-Current</td>
</tr>
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</table>

**PROFESSIONAL DEVELOPMENT**

<table>
<thead>
<tr>
<th>Event</th>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td>NASPA Annual Conference</td>
<td>2015</td>
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<tr>
<td>Association of Fraternity/Sorority Advisors Annual Meeting</td>
<td>2015</td>
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<tr>
<td>Southeastern Panhellenic Conference</td>
<td>2015</td>
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<tr>
<td>Seminole Allies and Safe Zones Trainings</td>
<td>2014</td>
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<tr>
<td>Leadershape Institute for the University of North Texas, Onsite Coordinator</td>
<td>2013</td>
</tr>
</tbody>
</table>

**HONORS & AWARDS**

- 2015 Florida State University Division of Student Affairs Community Service Award
- 2015 South Eastern Panhellenic Conference Order of Omega Case Study Runner up
- 2013 Standard of Fraternal Excellence (Awarded by The University of North Texas Greek Life Office)
- 2012 Greek Woman of the Year (Awarded by The University of North Texas Greek Life Office)
- 2010 President’s Volunteer Service Award (Awarded by the President of the United States)
Kyle Newman  
1800 Miccosukee Commons Drive Apt 1101 Tallahassee, FL 32308  
Cell: 904-673-9045 Email: k.a.newman88@gmail.com

EDUCATION

M.S., Higher Education, 2016
Florida State University, Tallahassee, Florida
• Specialization in Higher Education Administration & Student Affairs

Educational Leadership, 2013-2014
University of North Florida, Jacksonville, Florida
• Specialization in Higher Education

M.S., International Affairs, 2012
Florida State University, Tallahassee, Florida
• Specialization in Latin America & the Caribbean

B.A., cum laude, Political Science, 2010
University of North Florida, Jacksonville, Florida
• Minored in History

PROFESSIONAL EXPERIENCE

Research & Assessment Intern—Center for Leadership & Social Change, Florida State University  
Tallahassee, Florida (January 2016—present)
• Working with staff to develop assessment tools for student learning outcomes
• Analyzing and gathering data on programs and program participants
• Collaborating on internal and external reports and presentations

Blackboard Support Specialist, Florida State University  
Tallahassee, Florida (June 2015—present)
• Providing troubleshooting for students, staff, and faculty through email, phone, and in-person consultations
• Staying up to date on the latest technology and updates to Blackboard and related programs
• Writing tutorials, workarounds, and news entries for the Blackboard site

Intern—Alumni Association, Florida State University  
Tallahassee, Florida (August 2015—December 2015)
• Worked on special projects and reports to assist the staff with making decisions about programing and other related topics
• Learned about the operations of the alumni association and its role in supporting the mission and values of Florida State University
• Assisted with setting up and planning social events

Graduate Assistant—Campus Recreation, Jacksonville University  
Jacksonville, Florida (August 2013—April 2014)
• Managed the intramural programs, the aquatic center, and daily group fitness classes
• Performed payroll functions for over twenty employees
• Hired and scheduled over twenty student employees, including lifeguards and intramural officials
• Worked in collaboration with the Director to administer field maintenance, manage department inventory, and organizational budgets
• Planned and promoted campus events and activities by working with on-campus and off-campus organizations and individuals
• Used OrgSync and IM Leagues to schedule games/events and run organization sites

**Claims Processor (temporary position), Prudential Financial**  
Jacksonville, Florida (August 2012—February 2013)  
• Examined state & federal laws, company policies, wills, and other legal documents  
• Verified and paid out insurance policies using various databases  
• Contacted beneficiaries and third parties through phone, email, mail, and fax

**Intern, U.S. Senator George LeMieux**  
Jacksonville, Florida (January 2010—April 2010)  
• Responded to citizens' concerns and provided assistance, when possible  
• Represented and spoke for the Senator at public events and government meetings

**Research Assistant, Office of National Drug Control Policy**  
Washington, D.C. (July 2009—August 2009)  
• Attended and summarized Congressional hearings, interest group meetings, and departmental meetings  
• Researched members of Congress, legislation, and other issues of interest  
• Assisted in background research and vetting a potential political appointee  
• Created complex reports, office-wide memos, databases, and organized documents

**CERTIFICATES & PROFESSIONAL DEVELOPMENT**  
• Family & Medical Leave Act (FMLA) Training—FSU, 2015  
• Seminole Allies & Safe Zone Training—FSU, 2015

**ACTIVITIES & MEMBERSHIPS**  
• ACPA—College Student Educators International, 2015—present  
• NASPA—Student Affairs Administrators in Higher Education, 2015—present  
• Dalton Institute Conference Proposal Reviewer, 2015-2016  
• Student Government Senator, Florida State University, 2011-2012

**HONORS**  
• FSU Seminole Torchbearer, 2015  
• Fellow—Hardee Center for Leadership and Ethics in Higher Education, 2015  
• Dean’s List, 2007-2010  
• Pi Sigma Alpha (Political Science Honor Society), 2009
Education

Florida State University, Tallahassee, FL  
Masters of Science in Higher Education  
May 2016

Appalachian State University, Boone, NC  
Bachelors of Science in Political Science, Minor in Leadership Studies  
Cum laude  
May 2014

Professional Experience

Office of Fraternity and Sorority Life, Florida State University, Tallahassee, FL  
Graduate Assistant  
May 2015-present

• Co-advise the Panhellenic Association including its 8-member council executive board, 17 member organizations, and 4500 women
• Serve as a chapter liaison for 10 (4 IFC, 3 PHA, 2 MGC and 1 NPHC) organizations by holding regular meetings with chapter leadership to discuss goal setting, crisis management, and problem solving while collaborating with their inter/national offices and alumni advisors
• Develop and facilitate member education and development curriculum
• Design and administer programmatic assessments
• Created sustainable training modules for organizational retreats and educational sessions through the development of a resource library
• Plan and coordinate logistics for out of town travel to retreats and conferences
• Advise Order of Omega and Rho Lambda Honorary Societies
• Manage office social media accounts

Teaching Assistant  
January 2016-present

• Instruct a 3 credit hour leadership course for 30 students
• Advise 4 undergraduate student Peer Leaders who assist in facilitating the course

Graduate Intern for Panhellenic Recruitment  
January 2015 – May 2015

• Co-Advise Recruitment Staff of four student leaders in the planning and execution of Panhellenic Formal Recruitment
• Oversee the eight day recruitment process for over 3,300 participating affiliated women and over 2,000 potential new members
• Revise and implement risk management procedures and training for the recruitment process
• Operate and train students/chapter advisors on Campus Director Online Registration Software
• Oversee the management of a $350,000 budget
• Designed and Coordinated Recruitment Counselor Selection Program for over 300 applicants
• Train 130 Recruitment Counselors through a weekly leadership development course
• Develop and facilitate a Parent and Family Orientation Program
• Communicate with parents and families about the process

Student Rights and Responsibilities, Florida State University, Tallahassee, FL  
Graduate Intern  
August 2015 – present

• Assist in developing and facilitating Formal Hearing Officer Training
• Coordinate with University partners to developing Administrative Panel Hearing Officer Training for Sexual Misconduct Cases
• Assist in facilitating conduct training for FSU’s International Study Centers
• Serve as a first-level informal hearing officer for conduct cases
• Assist in recruiting faculty members to serve as administrative hearing officers
University Housing, Florida State University, Tallahassee, FL
Assistant Coordinator for the Night Staff Program  July 2014 – July 2015

- Supervise a team of eight nightly supervisors and a staff of over 75 students
- Oversee the complete hiring process for all new staff members in compliance with all HR standards
- Plan and facilitate monthly training sessions for new and current staff
- Ensure all crisis and risk management standards are upheld by all staff
- Plan and implement professional development programming for all staff
- Serve in the University Housing On-Call crisis rotation
- Serve as a first-level informal hearing officer for conduct cases
- Member of the Residence Life Community Development Work Group,
  - Coordinate and host large scale campus programming for on-campus residents
  - Implement new standards for Community Development Model based on analyzed data

Professional and University Committees & Volunteer Experience

Florida State University
- Seminole Allies and Safe Zone Training  2014
- John C. Dalton Institute on College Student Values, Educational Programs Committee  2015
- New Student Convocation Committee  2015
- Oglesby Union Branding Committee  2015
- Multicultural Leadership Summit  2016
  - Facilitator

Southeastern Panhellenic Association  May 2015 – present
- Special Events Conference Advisor
  - Advise student in their role as SEPC Special Events Coordinator

Communications Advisor  August 2014 – July 2015
- Alpha Omicron Pi – Alpha Pi Chapter
  - Support Vice President of Communications in overseeing all marketing and communications efforts for the chapter and help oversee 4 cabinet chairwomen.
  - Serve as an active member of the Alpha Pi Advising Team, regularly attend weekly chapter meetings, support the Chapter Advisor in their efforts, and engage in scheduled Advisor meetings

Undergraduate Experience

College Panhellenic President  2012
- Led a team of nine executive officers, 10 chapters, and over 1,000 association members
- Facilitated the NPC extension process

Association of Fraternal Leadership and Values  February 2012 – May 2014
- Western Fraternal Leadership/National Cultural Greek Leadership/Out & Greek Conference Intern  2013
  - Conference management for over 700 attendees
- Central Fraternal Leadership Conference/National Black Greek Leadership Conference Intern  2014
  - Conference management for over 2,800 attendees

Honors & Affiliations

1st Place, Order of Omega Case Study Competition, AFA Annual Meeting  December 2015
1st Place, Order of Omega Case Study Competition, Southeastern Panhellenic Conference  March 2015
Association of Fraternity and Sorority Advisors  2015 - present
National Association of Student Personnel Administrators (NASPA)  October 2014 – present
Seminole Torchbearers, Inductee  October 2014
Alpha Omicron Pi Fraternity, Sigma Gamma Chapter Initiate  October 2010 – present
Mary Louise Roller Award, Received at Alpha Omicron Pi International Convention  June 2013
Order of Omega Greek Leadership Honor society, Initiate  November 2012

E. Oswalt 2
**Junior Pena**

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**Education**

Florida State University
Masters of Science in Higher Education Student Affairs Aug 2014-May 2016

University of Massachusetts Boston
Bachelor of Arts in Psychology and Communication Sep 2010-May 2014

**Student Affairs Work Experience**

**Florida State University**

Graduate Assistant for Development, Center for Leadership and Social Change Tallahassee, FL Aug 2014-May 2016

- Recruit, select, and advise 30 registered student organizations with missions that align with the Center for Leadership and Social Change
- Allocate space to the registered student organizations housed within the Center for Leadership and Social Change
- Design training and educational sessions for student organizations on leadership, service, intercultural learning, and organizational functioning
- Supervise a student assistant on programmatic and developmental interest
- Advise two Service Scholar Evening Program Coordinators on facilitating monthly programming initiatives focused on service learning and community engagement
- Oversee the Martin Luther King Jr., Ben Rosenbloom, and Seth Rossetti Scholarships valuing to $4,400

Graduate Intern, Leadershape at Florida State University Nov 2015-May 2016

- Coordinate Leadershape service day for 140 students, 12 cluster facilitators, and 4 co-leads at various service sites in Panama City Beach
- Support the recruitment and selection of student coordinators, participants, and co-facilitators
- Manage onsite logistics and correspondence
- Organize guest leader night during the Institute
- Co-advises two Student Coordinators with the LeaderShape planning committee

Graduate Advisor, Hispanic/Latino Student Union (HLSU) May 2015-May 2016

- Advise a 300 member student organization, with 13 executive board members dedicated to advocacy, student success, and campus inclusion
- Coach the executive board on responsible decision making in regards to their annual budget of $45,000
- Support the implementation of over 17 programs focused on enhancing engagement opportunities for the Hispanic Latino student population and greater campus community
- Maximize student development through intentional interventions and supplemental resources
- Utilize the Association of American Colleges and Universities Intercultural Competence Rubric in order to determine programming educational outcomes

Graduate Intern, Center for Academic Retention and Enhancement (CARE) Jan 2015-Apr 2015

- Supported the recruitment of 25 CARE Ambassadors
- Advised the CARE Leadership Board comprised of 10 student leaders focused on cohort based programming
- Analyzed assessments on general assemblies and provided recommendations for further programming

**ACUHO-I Programming Intern, Porter Residential College** Santa Cruz, CA Jun 2015-Aug 2015

- Constructed a two day, one night Social Justice Retreat focused on race, LGBTQ, and class based identities
- Outlined a programming budget and recommended additional sources of funding
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**Northwestern University**
Evanston, IL
NASPA Undergraduate Fellows Program Intern, *Campus Inclusion and Community*  
Jun 2014-Aug 2014
- Directed educational programming resources and training materials for Parent and Family Orientation initiatives
- Composed a master document on best practices for supporting low socioeconomic and first generation college students
- Provide recommendations for a social media marketing and recruitment plan

**University of Vermont**
Burlington, VT
NASPA Undergraduate Fellows Program Intern, *Dean of Students Office*  
Jun 2013-Aug 2013
- Implemented a monthly diversity-training curriculum for staff and faculty
- Assessed the Next Step Social Justice Retreats pre and post survey results and addressed areas of improvement
- Formulated a crisis intervention contact list of essential staff and initial intervention protocol

**Campus/National Leadership Experience**

- **Social Justice Ally Training Facilitator, Center for Leadership and Social Change**  
  Aug 2015-May 2016
  - Co-Facilitate the two day, nine hour training on constructive social justice allyship
  - Collaborate with facilitation team to continually engage the campus on social justice opportunities

- **ServScript Program Advisory Committee, Center for Leadership and Social Change**  
  Jul 2015-May 2016
  - Appraise the needs of the Serv Script program and provide recommendations for improvement
  - Audit and evaluate the accuracy of submitted service hours

- **Techne Committee Member, NASPA Student Affairs Administrators in Higher Education**  
  Mar 2015-Oct 2015
  - Established the mission, vision, and goals for the first NASPA Techne Conference
  - Produced a pre-conference session focused on utilizing new social media platforms as a way to engage students

- **Agreements & Guidelines Committee Member, Center for Leadership and Social Change**  
  - Revised, and drafted policies for a multitude of functional areas within the Center for Leadership and Social Change

- **SASpeaks Committee Member, NASPA Student Affairs Administrators in Higher Education**  
  July 2014-Mar 2015
  - Devised topics for the Members Choice sessions at the 2015 NASPA National Conference
  - Reviewed, identified, and coached speakers for the #SASpeaks TedxTalk style presentations

**Selected Conference Presentations**


Pena, J., & Williams, C. (2015, April). *Identity limbo: Navigating the space in the middle.* Presented at the University of South Florida Intercultural Student Leadership Conference, Tampa, Florida

EDUCATION

Florida State University
Master of Science in Higher Education
Tallahassee, FL
April 2016

University of South Florida
Bachelor of Arts in Interdisciplinary Social Science
Communication and Sociology Emphasis, Cum Laude graduate
Tampa, FL
May 2011

ADVISING EXPERIENCE

Florida State University Honors Program
Honors in the Major Graduate Intern
Tallahassee, FL
Aug. 2015 - Dec. 2015
• Advised a roster of 16 students to develop academic major and career planning
• Provided walk-in advising and class scheduling assistance twice weekly
• Developed a training program for Honors colloquium leaders for Spring 2016
• Researched comparable university Honors programs and admission standards

Florida State University Advising First
Advising First Graduate Intern
Tallahassee, FL
April 2015 - July 2015
• Composed student’s academic schedules with eight exploratory advisors
• Built rapport with over 250 first year, exploratory students
• Participated in an advising skills course conducted by the Director of Advising First

CAREER SERVICES EXPERIENCE

Florida State University Career Center
Graduate Assistant for e-Portfolio and First Year Outreach
Tallahassee, FL
Aug. 2014 - Present
• Administer the Career Portfolio program, contest, and winners’ luncheon
• Provide outreach programming to approximately 10 student groups or classes
• Organize and present to approximately 77 first-year English classes
• Conduct walk-in career advising for approximately 20 students a month
• Plan five tabling events for prospective students on Spring Preview Days

Florida State University Career Center
SDS 3340 Intro to Career Development Instructor
Tallahassee, FL
Aug. 2015 - Dec. 2015
• Co-instructed a class of 33 students on Career Development and Planning
• Managed grades and assignments for a group of eight students
• Met with students one on one to provide additional course assistance
• Led four lessons as well as hosted tours and employer panels for all students
• Worked with three instructors to facilitate classroom lessons and meetings

RELATED PROFESSIONAL EXPERIENCE

Florida State University Career Center
Garnet and Gold Scholar Society (GGSS) Graduate Intern
Tallahassee, FL
Jan. 2016 - Present
• Advise students weekly on program criteria, requirements, involvement, and general program questions
• Coordinate and plan GGSS Appreciation Breakfast event
• Assist with campus outreach events, presentations, seminars, and workshops
• Develop and implement plan with the Tech Center faculty and research committee for focus groups with current GGSS students, including questions, schedule, and facilitation

Florida State University Higher Education (HESA) Board
HESA Board 2014 - 2015 Master’s Orientation Coordinator
Tallahassee, FL
Feb. 2015 - Present
• Coordinate orientation events and activities with doctoral chairperson for 31 masters students
• Organize the social orientation for 31 masters students including icebreaker activities and pot luck lunch
• Manage a team of 11 volunteers for orientation events
• Collaborate with the Associate Director of the Hardee Center to execute a student and employer luncheon for 75 new students, faculty, and staff persons
RELATED PROFESSIONAL EXPERIENCE

Tallahassee Community College
Graduate Intern for Fostering Achievement Fellowship (FAF) Program
Tallahassee, FL
Jan. 2015 - April 2015
- Created and managed the FAF Facebook, Instagram and Twitter pages
- Shadowed program coordinator drop-in advising sessions
- Assisted with the planning of approximately two FAF events

FCCI Insurance Group
Billing Coordinator
Sarasota, FL
June 2011 - July 2014
- Responded to approximately 250 to 350 customer calls and emails per week
- Advised on billing inquiries from agents, customers, and internal customers
- Provided approximately 3-4 account breakdowns and reconciliations per month
- Created 20 to 50 manual invoices daily for monthly billing cycles
- Processed 200 refunds, write-offs, dividends, and deductibles per month

VOLUNTEER EXPERIENCE

Florida State University
Seminole Ally and Safe Zone Member
Tallahassee, FL
Oct. 2014 - Present
- Provide a safe and confidential space for the lesbian, gay, bisexual, transgender, and queer community
- Ensure individuals are treated with dignity and respect
- Serve as a point of contact and liaison for LGBTQ+ identifying individuals

Florida State University
Higher Education Student Association (HESA) Social Committee Member
Tallahassee, FL
- Attended monthly social committee meetings to plan events for HESA
- Assisted in planning of over 20 social committee events
- Planned the end of year celebration for over 50 HESA members and guests
- Managed the invoicing and reservation space for the end of year celebration

Florida State University Career Center
Garnet and Gold Scholar Society (GGSS) Volunteer Coordinator
Tallahassee, FL
Feb. 2015 - April 2015
- Assisted in the planning of the Spring induction ceremony of 144 GGSS students
- Managed a group of 11 volunteers during the induction ceremony
- Provided additional ceremony support through event preparation and tear down

SKILLS

Working Knowledge of: AS/400, Image Right, SharePoint, Blackboard, GNAV, and Microsoft Office programs: Outlook, Word, PowerPoint, and Excel

Basic Knowledge of: Oasis, OMNI, and SeminoleLink (Symplicity)

PRESENTATIONS


HONORS, AWARDS, AND AFFILIATIONS

NASPA Graduate Student Member
Jan. 2016 - Present

FSU Seminole Torchbearers Inductee
Nov. 2015 - Present

FSU Higher Education Student Affairs Hardee Fellow
Oct. 2015 - Present

American Business Women’s Association Sunset Chapter Scholarship Award

Pi Gamma Mu Honor Society
Aug. 2010 - May 2011
EDUCATION

Florida State University
Master of Science – Higher Education
April 2016

The University of Texas at Austin
Bachelor of Arts – Government
Certificate in McCombs Business Foundations, Minor in History
May 2014

WORK EXPERIENCE

Florida State University – Tallahassee, FL
Hardee Center for Leadership & Ethics in Higher Education – **Associate Director**
August 2014 – Present

- Coordinate professional development opportunities for 65 graduate students that relate to student affairs professional core competencies, increase interaction with faculty and honor students for their academic achievement
- Facilitate alumni engagement for the Higher Education program by planning large scale events of 50-300 participants, as well as other initiatives that encourage meaningful interactions between alumni, faculty, and students
- Collaborate with the Florida State University Foundation on fundraising, development, and marketing efforts surrounding the Hardee Center $250,000 endowment capital campaign and manage the efforts of the Hardee Center Board of Directors by coordinating board meetings, organizing records, and maintaining correspondence with members
- Execute all day-to-day operations including finances, managing the Hardee Center budget of $10,000, communication with external stakeholders, public relations and marketing, education, research, and record keeping of the Center
- Oversee awards and recognition within the Higher Education program by creating a committee in order to select deserving master’s and doctoral students as well as faculty, staff, and mentors of students in the program
- Design and produce Hardee Center biannual newsletters and all other publications for faculty, staff, and alumni
- Serve as an ex-officio member of the Higher Education Student Association Executive Board, attend Higher Education program faculty meetings, and assist in the staffing of major events sponsored by the Division of Student Affairs

Student Government Association – **Graduate Intern**
November 2014 – Present

- Serve as co-advisor for Student Senate consisting of more than 50 senators overseeing a $13 million budget and representing the legislative assembly for student government by attending weekly legislative and committee meetings
- Advise and support Executive Branch, 14-member Executive Cabinet, Student Body President, Vice President, and staff
- Co-advising Student Government Association Elections, including the Elections Commissions and Supreme Court hearings
- Serve on Golden Tribe Lecture Series where campus partners coordinate to bring in highly renowned speakers
- Attend and support Agency meetings and events, including: Asian American Student Union, Black Student Union, Hispanic Latino Student Union, Pride Student Union, Veterans Student Union, and Women Student Union
- Manage and update the Student Government Association calendar consisting of 200+ events with campus partners
- Contribute in the planning and organization of retreats, trainings, and student development with Director and staff
- Support student affairs initiatives by serving on committees, attending events, and collaborating with departments

Office of Student Rights and Responsibilities – **Student Conduct Intern**
August 2015 – December 2015

- Advised a Student Conduct Board of 7 members who met weekly to hear cases about student misconduct
- Assisted staff and prepared reports for charge letters sent to students allegedly in violation of the Code of Conduct

Bentley University – Waltham, MA
New Student Programs and Development – **NODA Intern**

- Enhanced supervision skills of orientation staff through one-on-one meetings and facilitated group sessions
- Advised and supervised a staff of 52 orientation leaders, including 4 student orientation coordinators
- Promoted team development among orientation leaders through activities and strategically created sessions
- Aided in the training and leadership development of a two-week intensive training program for orientation staff
- Contributed in the planning, implementation, coordination, and execution of two large-scale summer freshman orientation sessions consisting of 400+ students and served on-call as a first-respondent in Bentley residence halls
- Created two assessment tools in Qualtrics to determine experience for students attending summer and fall orientation
- Developed, managed, and oversaw all social media accounts for the purpose of summer and fall orientation
- Evaluated institutional history, organizational culture, and methods for developing meaningful relationships with staff

**ALI RAZA**
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The University of Texas at Austin – Austin, TX

New Student Services – Orientation Advisor, Returning OA, Coordinator, Support Staff January 2011 – July 2014
• Served as university ambassador and acted as an informed resource for approximately 10,000 students regarding all matters related to major declaration, transition to college, time management, and other academic topics
• Received intensive academic advising training, contributed in advanced planning of sessions, training for social justice and diversity, chaired three committees, created original theatrical productions, provided tours, and enhanced students’ knowledge and preparedness through exposure to university resources, programming, and campus partners
• Supervised and created weekly schedule for 90+ orientation advisors; mediated conflict, served on-call in residence hall
• Aided in the instruction and leadership development of orientation advisors by serving as a teaching assistant for class
• Led six freshman and three summer transfer sessions, and one fall and spring orientation session for four years

Student Organization Center – Student Assistant, Student Associate August 2013 – July 2014
• Served as student envoy for all matters relating to more than 1100+ student organizations for 52,000+ students
• Managed welcome desk, answered questions, and worked in very high-paced environment with 15 student assistants
• Acted as central resource for student organizations; main functions included overseeing room reservations, checking out media keys, re-registering new organizations, updating authorized representatives, ensure students abide by institutional rules and university policies; helped coordinate risk management trainings and safety education modules
• Co-supervised 15 student assistants by holding one-on-ones, created agenda for monthly staff meetings, served as liaison to full-time staff members, and worked directly with software including CollegiateLink and Virtual EMS

TEACHING EXPERIENCE AND OTHER INVOLVEMENT

The Big Event – Co-Advisor October 2015 – Present
• Advise and coach 2 co-directors and 12-member executive board for Florida State’s largest day of service
• Provide support to student committees, communicate with campus and community partners, attend weekly meetings

Center for Leadership and Social Change – Teaching Assistant, LDR 3215: Leadership & Change January 2016 – Present
• Facilitate discussion and group activities in class of 24; take attendance; grade weekly assignments, provide feedback
• Construct Blackboard site, create lesson plans, support student learning of leadership theory, and hold office hours

Men of Excellence – Co-Founder, Director of University Relations, Member August 2012 – May 2014
• Created a mentoring organization for 50 first and second-year students focused on mentorship, leadership, and wisdom
• Coordinated with campus partners to host programs, connected students to resources; administered and facilitated retreats, encouraged and made available external organization, scholarship, internship, and job opportunities

ADDITIONAL INFORMATION AND SKILLS

Research Interests: Education, Mentoring, Politics, Social Justice Languages: English, Spanish, Sindhi, Urdu
StrengthsQuest: Learner, Achiever, Developer, Includer, Positivity MBTI: ENFJ (Extroverted, Intuitive, Feeling, Judging)
Service: Higher Education Student Association, Dalton Institute on College Student Values, FSU Visiting Days, 2 Center for Leadership and Social Change Search Committees, Multicultural Leadership Summit Facilitator, Social Justice Ally Training, Seminole Allies & Safe Zones Training, Informal Hearing Administrator, ACPA Ambassador, ACPA Assessment Planning Team, NASPA Region III Graduate Leadership Team, #SAGrad Leadership, President of Tallahassee Texas Exes

PROFESSIONAL ORGANIZATIONS

NASPA – Student Affairs Administrators in Higher Education
NODA – Association for Orientation, Transition, and Retention
ACUHO-I – Association of College and University Housing Officers
ACPA – American College Personnel Association
NADS – National Residence Hall Honorary
Texas Exes Alumni Association
Delta Sigma Phi

Raza, Ali 2
Spencer Scruggs

1405-2 Deer Haven Ln, Tallahassee, FL 32303   spencerscruggs.com   (502) 548-6249   spencerescruggs@gmail.com

EDUCATION

Master of Science in Higher Education Student Affairs  Anticipated, May 2016
Florida State University, Tallahassee, FL

Bachelor of Arts in Psychology, Summa Cum Laude  May 2014
University of Louisville, Louisville, KY

ACADEMIC WORK & PRESENTATIONS

The Collins Institute. (In press). *Meeting the needs of Florida: The role of the Florida College System.* Tallahassee, FL: Tandberg, D., Park, T., Beebe, C., & Scruggs, S.


Scruggs, S. (October 2015). *Success in inclusion: Undocumented college students on campus.* A presentation at the annual Southern Association of College Student Affairs conference on factors that contribute to undocumented college student success.


Scruggs, S. (February 2015). *Developing fair and equitable leaders through student government.* A presentation at the Dalton Institute on College Student Values on effective advising and practices to utilize to develop fair and equitable leaders in student government.

PROFESSIONAL EXPERIENCE

Assistant Director  December 2015-Present
Student Disability Resource Center
Florida State University

- Conduct one-on-one intakes to provide accommodations to students with disabilities
- Supervise and provide professional development opportunities for student employees
- Assist in the operation and functioning of the office, including budgeting and staffing
- Educate campus partners, faculty, and staff on inclusion of students with disabilities at the university

Teaching Assistant  August 2015-December 2015
Leadership Certificate
Florida State University

- Facilitated class discussion on the relationship between personal and organizational change, and effective leadership
- Developed interactive ways for students to apply and demonstrate learning from the class
Graduate Intern
Office of Student Rights and Responsibilities
Florida State University
- Filed and completed student conduct records requests
- Conducted pre-hearing information sessions for students going through the conduct hearing process
- Gained experience in application of important higher education laws, such as FAFSA, the Campus Safety Act, and the Clery Act

Graduate Advisor
Student Senate
Florida State University
- Conduct one-on-one meetings with student leaders to help them reflect on and improve their leadership skills
- Contribute to a guidebook with resources to improve student leaders’ capacity to represent their student body
- Gained experience in working with state statutes guiding the use of student fees

Graduate Assistant
Student Disability Resource Center
Florida State University
- Served as coordinator of the Peer Mentor program
- Advised students through coaching sessions on skills and habits that promote academic excellence and wellbeing
- Assisted with the review and implementation of office policies

PROFESSIONAL ORGANIZATIONS

Convention Program Reviewer
ACPA- College Student Educators International
- September 2015

Coordinator for External Affairs, State Divisions
Coalition for Graduate Students and New Professionals Directorate
ACPA- College Student Educators International
- Connect new professionals and graduate students to their respective state divisions
- Promote educational and professional development opportunities for emerging professionals
- Assist in the advocacy work of the standing committee for emerging professionals
- March 2015-Present

Conference Assistant
Gehring Academy, Association for Student Conduct Administrators
University of Louisville
- Assisted conference instructors with technical equipment and presentation needs
- Gained knowledge in the field of Student Conduct by sitting in on the Introductory Course Sessions
- Networked with current professionals in Student Conduct and other related fields
- July 2014

HONORS AND AWARDS

Hardee Fellow
- October 2015

Florida State Career Center Career Portfolio First Place Winner
- December 2014

NASPA-FL Case Study, 2nd Place
- October 2014

University Honors Scholar
- May 2014

Kentucky Colonel
- July 2011
Education

Masters of Science-Higher Education Administration
Florida State University
April 2016
Tallahassee, Florida

Bachelor of Arts-Psychology
Valdosta State University
May 2014
Valdosta, Georgia

Residence Life Experience

Assistant Coordinator
University Housing-Florida State University
July 2014-May 2016
Tallahassee, Florida

General Functions
- Co-Supervise a paraprofessional staff consisting of Resident Assistants and front desk Receptionists
- Serve as the primary advisor for Hall Council Executive Board
- Manage and maintain daily community and building operations
- Engage in follow-up dialogue with students, staff and parents or guardians about concerns or updates
- Maintain staff funding and budget system of $7,000
- Works with a Facilities Supervisor and staff in regards to facilities issues
- Works with occupancy concerns and helps manage room assignments with the building
- Compile and record damage and billing information for review and reconciliation
- Conduct seasonal safety and wellness checks
- Lead weekly staff meetings for Resident Assistants and scheduling meetings for Receptionists
- Partake in campus duty rotation overseeing 3,000 residents; responds to crises, facilities concerns, enforces policies and procedures
- Implement and maintain community and university guidelines and policies through the housing conduct process
- Participate in the recruitment, hiring process, training, personal and professional development of student staff
- Collaborate with campus partners for programming and campus safety procedures

Assistant Coordinator
University Housing-Florida State University
Salley Hall
July 2015-May 2016
Tallahassee, Florida

- Co-Supervise 14 Resident Assistants and 6 Receptionists
- Manage daily functions of a suite style hall consisting of two buildings and a 577 freshman majority population
- Advise a Hall Council Executive Board of 8 members
- Advise Resident Assistant liaisons to serve as a supplemental resource for Hall Council
- Manage hall budget of $4,000 for community and staff development programming efforts
- Advises the Hall Council Treasurer in maintaining a budget of $3,000
- Partake in building modification projects and processes
- Aid in transformation of building reputation and student experience

Bryan Hall
May 2015-July 2015
- Independently managed a suite style hall of 254 incoming freshman during a summer term
- Supervised 2 Resident Assistants and 8 Receptionists
- Worked in conjunction with two separate residence halls for summer staff training and duty scheduling
- Engaged with students in dialogue on fall preparation for academics and personalizing their college experience

DeGraff Hall
- Co-Supervised 18 Resident Assistants and 14 Receptionists
- Manage daily functions of a suite style hall consisting of two buildings and a 706 freshman population
- Maintained daily functions of the hall with Residence Coordinator out on paternity leave
- Advised a Hall Council Executive Board of 8 members
- Helped refocus student expectations and perception with programming and intentional interactions with staff
### Residential Student Experience - Committee Involvement

**Student Leadership Development Committee**  
University Housing-Florida State University  
- August 2014-May 2016  
  - Tallahassee, Florida
  - Help re-brand the Resident Assistant position; including vision, campus impact, marketing materials and training tools
  - Co-supervise a committee work group of 21 Resident Assistants to utilize their experiences and perceptions of the resident assistant role
  - Help orchestrate the planning and execution of Resident Assistant Training in the Fall, Spring and Summer terms and New Resident Assistant Orientation
  - Plan the end of the year banquet with high involvement in the creation of theme and vision
  - Implement monthly in-services for year-long training surrounding diversity, policies, professional development and collaborations with campus partners
  - Conduct presentations for in-service programs and Resident Assistant Selection
  - Participate in dialogue about restructuring the Resident Assistant selection processes
  - Examine assessments of the Resident Assistant training and in-job experience

**Community Development Committee**  
University Housing-Florida State University  
- May 2015-August 2015  
  - Tallahassee, Florida
  - Contributed to the planning and implementation of large scale summer programming
  - Worked with a programming budget of $5,000
  - Revamped signature programs to meet the needs of the summer student population
  - Produced alcohol alternative programs in collaboration with University Wellness Center
  - Collaborated with campus and local community partners for programming efforts
  - Advised a Resident Assistant student committee and provided encouragement and opportunities to lead in the development and production of large scale programs

### Related Experience

**Spiritual Life Project Intern**  
Center for Leadership and Social Change-Florida State University  
- May 2015-Present  
  - Tallahassee, Florida
  - Advise three Student Coordinators on developing marketing, creating campus connections and programmatic initiatives
  - Aid Student Coordinators to create and promote programs aligning with the Spiritual Life Project's charge of providing FSU's community opportunities to explore their understanding of meaning, purpose, and authenticity
  - Develop and implement plans for leadership development that connect to personal growth and comprehension of spirituality for Student Coordinators
  - Serve as a member of the Spiritual Life Project steering committee by attending monthly meetings to bring the mission and vision of the Spiritual Life Project to fruition through dialogue events and projects
  - Serve as a liaison on the campus wide The Inter-Faith Council committee

**Academic Advising Intern**  
Advising First-Florida State University  
- June 2015-July 2015  
  - Tallahassee, Florida
  - Engaged daily in conversations with incoming freshman on their values and passions to define a major of interest
  - Advised small group ranging from 5-15 students detailing course requirements and mapping
  - Participated in an course discussing advising methods for diverse student populations and issues within the field

### Professional Development

- **Member**-National Association of Student Personnel Administrators (NASPA)  
  - Present

- **Leadership Team**-University Housing Haunted House  
  - September-October 2015

- **Program Reviewer**-National Association of Student Personnel Administrators (NASPA)  
  - September 2015

- **Program Reviewer**-FSU Dalton Institute for College Student Values  
  - November 2015

- **Volunteer**-Sisters of the Academy (SOTA)  
  - July 2015

- **Program Reviewer**-FSU Dalton Institute for College Student Values  
  - November 2014

- **Participant**-Seminoles Allies and Safe Zone Training and Certification  
  - October 2014

- **Member**-NASPA Undergraduate Fellows Program (NUFP) and Alumni  
  - 2013-2014

### Conferences

- **NASPA**-National Association of Student Personnel Administrators  
  - March 2015

- **GRHO**-Georgia Residence Hall Organization  
  - January 2014

- **GRASS**-Georgia Resident Assistant Saturday Seminar  
  - January 2013

- **SAACURH**-South Atlantic Affiliate of College and University Residence Halls  
  - October 2013

  - Presented Original Program-
    - *Mirror Mirror: Your Perception of Me is a Reflection of You*

- **NACURH**-National Association of College and University Residence Halls  
  - May 2013
EDUCATION

Masters of Science in Higher Education Student Affairs  May 2016
Florida State University

Bachelors in Business Administration (Marketing)  April 2014
Eastern Michigan University

JOB EXPERIENCE

Office of New Student & Family Programs, Interim Program Coordinator  September 2015-Present
Florida State University

- Supervise Editing, Writing, and Media Intern responsible for monthly newsletters and publications
- Coordinate Spring Orientation Logistics, including student scheduling, contacting campus partner presenters, and preparing program materials for 900 first-time in college and transfer students and 500 family members
- Advise the Family Connection Advisory Council, a voluntary council of family members of who serve as a link between the University and families
- Coordinate Parents’ Weekend Silent Auction, raising over $15,000 benefiting the FSU Family Fund
- Plan and facilitate Fall and Spring Family Connection Advisory Council meeting
- Assess the Family to Family Mentorship program facilitated by the Family Connection Advisory Council

Office of New Student & Family Programs, Graduate Assistant  August 2014-Present
Florida State University

- Supervise four Orientation Team Leaders responsible for various office tasks to prepare for retreats, conferences, and orientation programming as well as mentoring new Orientation Leaders
- Co-supervise 36 Orientation Leaders who work orientation sessions for first year students, transfer students, and family members
- Select, hire, and supervise a staff of Student Office Assistants who serve as the initial point of contact for outside constituents
- Coordinate and facilitate training and feedback meetings for Student Office Assistants

Supervision

Orientation & Programming

- Coordinate Orientation Leader recruitment and selection, including marketing materials and information sessions
- Plan Orientation Leader retreat focusing on the development of team cohesion, mission, and education
- Assist with the preparation of First Time in College Orientation for 6000 students and 6200 family members in the summer, including contacting presenters, and planning schedules
- Assist with the preparation of daily session materials and student staffing for Transfer Student Orientation
- Create Training Camp schedule for the Orientation Leaders, including planning of campus partner presentations, orientation training, team building activities, and orientation preparation

Assessment

- Assess Orientation Leader learning outcomes at the beginning, middle, and end of their experience
- Compile an overall orientation report of assessment results to present to campus partners
- Coordinate the distribution and compilation of a Week Eight survey to gauge student success

Teaching Assistant

- Co-teach Peer Education, Mentoring, & Applied Campus Leadership course alongside the Associate Director of New Student & Family Programs
- Prepare weekly lesson plans, that address various learning styles on topics such as leadership theory, crisis management, ethics in leadership, and communication
- Evaluate student work based on their performance throughout the course
Service Leadership Seminar, Graduate Intern
Florida State University
May 2015-Present

- Co-advise two undergraduate student coordinators and 14 student small group facilitators
- Review, update, and redesign program curriculum focusing on teamwork & leadership, perspective, and leadership for social change
- Assist with participant marketing and organize the selection process for the Seminar
- Coordinate and facilitate student leadership development plans for the two undergraduate student coordinators focusing on various topics such as adaptive leadership, communication, and conflict management
- Plan and implement the assessment methods, proctoring, and reporting for the participant and facilitator experience, including creating the programmatic assessment report and reporting to various program stakeholders

Higher Education Student Association, Publications Chair
Florida State University
May 2015-Present

- Redesign and update program website that serves as the main touch point for information for potential students
- Create and execute social media marketing campaigns for various program social media outlets including Facebook, Twitter, and Instagram
- Design and distribute publications containing important program information to current and incoming master’s students

Orientation & Transition Programs, Student Assistant
Eastern Michigan University
March 2012-April 2014

- Co-supervised 12 Fast Track Orientation group leaders
- Interviewed, hired, and trained Fast Track Orientation group leaders per Fast Track season
- Supported the Campus Life office, assisting with other campus activities and programs
- Analyzed and interpreted program feedback including implementing programmatic changes in the group leader and orientation program based on programmatic feedback
- Aided in the creation and planning of orientation programming and activities

SELECTED PRESENTATIONS
2015 Southern Regional Orientation Workshop, Using SROWcial Media Effectively
2015 Southern Regional Orientation Workshop, Orientation Overtime
2013 NODA Region 7 Conference, Orientation Uncensored!

SELECTED AWARDS
2015 FSU Seminole Torchbearer
2015 FSU Hardee Fellow
2015 SROW recipient of Best Overall in the Graduate Case Study Competition
2014 NODA Conference recipient of Best Communication in the Graduate Case Study Competition
2014 Eagle Ambassador recipient at the EMU DSA/DAA Student Gold Medallion Awards

AFFILIATIONS & COMMITTEES
2015-2016, FSU Higher Education Student Association, Publications Chair
2014-2016, NODA Graduate Member
2014-2016, FSU Higher Education Student Association, Member
2014-2015, FSU Visiting Days Committee, Public Relations Chair
2013-2014, NODA Region 7 Conference Logistics Committee, Social Media Chair
2010-2015, Sigma Kappa Sorority
Jennifer R. Stone
(978) 210-3936 | jenrstone@gmail.com | 21 Emily Lane, Peabody MA, 01960

EDUCATION
Florida State University, Tallahassee, FL
Master of Science in Higher Education and Student Affairs

Lesley University, Cambridge, MA
Bachelor of Science in Expressive Arts Therapy || Magma Cum Laude
University College London || London, UK: Study Abroad

DIRECT EXPERIENCE
Curry College, Milton, MA
Community Director- Residence Life & Housing

- Oversee day-to-day administration of 2 first year residence halls with 335 beds consisting of student concerns, community events, staff, facility and public safety concerns, damage billing, education, etc.
- Assist in the selection and training of 61 departmental Resident Assistants and the supervision of 12 Resident Assistants within North campus Residence Hall & Scholars
- Serve in a weekly on-call rotation to provide emergency management for a campus of just over 2,000 students. Respond, manage, and follow up on crises or emergencies within the residential community
- Provide student advising, mediation and referral to campus resources when appropriate.
- Supervise the social and educational programming efforts of Resident Assistants
- Maintain a presence within the residential area as well as throughout the greater Curry community.
- Educate resident students on college policy and community expectations
- Serve as a Student Conduct Hearing Officer and meet with students that may have violated college policy, utilizing the Maxient conduct system
- Collaborate with key departments (Buildings and Grounds, Public Safety, Student Conduct) to maintain residential facilities that are safe and comfortable for personal and academic success.
- Maintain up-to-date housing assignment information and facilitate room assignments and changes
- Manage a hall programming and supply budget of $2,500
- Foster productive relationships with various constituents such as students, faculty, staff, and families
- Assist with the college’s scheduled openings, closings, breaks, Accepted Students Days, Open Houses, etc.

Florida State University, Tallahassee, FL
Assistant Coordinator-University Housing

Ragans and Traditions (Apartment style; housing 850 upperclassman - 17 Resident Assistants and 14 Receptionists)
Smith Hall (Community style; housing 525 first time in college students - 18 Resident Assistants and 8 Receptionists)

- Aid in the recruitment, hiring, training, supervision, leadership development, and evaluation of 172 residential life student staff
- Supervise Resident Assistants and Receptionists within both a community style-shared bathroom residence hall and apartment style residence hall
- Advise and train volunteers for the Hall Ambassador program which provides tours and facility overview of the residential community to potential residents for the next academic year
- Conduct grade concerns meetings with residents having academic difficulties and participate in resource referral to support services on campus
- Adjudicate University policy violations through a standardized conduct process as a hearing officer; utilizing Adirondack Solutions conduct coordinator
- Participate in an on-campus duty system overseeing approximately 3,500 students, and responding to facilities issues as well as crisis management and ensure safe and healthy living environments
- Collaborate with campus partners in the development and implementation of social and academic focused programs
- Manage residential conflicts, roommate conflicts, students of concern, and interpersonal issues as well as assist resident assistants with such conflicts and hall management concerns
- Oversee front desk operations and key management, while utilizing CBORD Housing Management Software
Act as the primary advisor for Hall Council, who holds general body meetings, coordinates all hall social and educational programs, participates with homecoming, and assists with the improvement of hall facilities
• Work with Resident Assistants to host international students, and encourage cross-national collaboration
• Manage community budget, of between $4,500-$7,300, to be allocated for programming and hall council
• Administrative duties including inventory, compiling damage billing information, semester health and safety checks, lock changes, and oversight of other daily operations

RELATED EXPERIENCE

Florida State University, Tallahassee, FL
Homecoming Intern: Student Activities Center  March 2015-December 2015
• Advised 3 student directors on the programming committee and outreach committee and oversee their weekly meetings and biweekly committee meetings with their committee members
• Co-Advised 27 students in the overall Homecoming general council
• Assisted in the facilitation of service programs, event logistics, and campus outreach
• Managed annual budget of $365,000
• Created, distributed, and interpreted student feedback surveys from those who attend one or all programs within the Homecoming week
• Oversaw event and risk management planning efforts with student staff and University Police
• Managed event setup and facilitation for large scale events such as carnivals, alcohol free tailgate, student performance nights, receptions, and artist performances such as Amy Schumer and Zac Brown Band
• Managed the requisition process for purchasing of supplies for events and services

State University of New York: Cortland, Cortland, NY
• Supervised 23 Orientation Assistants (OAs) as they actively carried out duties and responsibilities involved in successfully transition new students to SUNY Cortland and Cortland, New York
• Oversaw staff, faculty and OAs during the 5 overnight first year student orientations and the 7 full day transfer orientations
• Developed, planned, and implemented orientation training which included campus partner presentations, team building initiatives, staff retreat, and presenting on other topics as a needed
• Created, administered, and assessed training evaluations and program evaluations for future Orientations
• Developed OA job expectations and job rotations for Orientation Sessions
• Aided with the creation and presentation of orientation scenario skits presented for both students and parents/guest
• Partnered with Conference Services to oversee the check-in process for orientation attendees & partnered with Student Conduct and served as a responder to crisis situations in the residence halls
• Provided feedback to OAs about individual and group performance as needed and assisted with both mid-summer and final performance evaluations
• Facilitated OA debriefing meetings after each orientation session
• Created and planned OA recognition banquet for end of the summer

PRESENTATIONS
• Stone, J. (August 2014) Values and Ethics: Serving Residents within the Hall while understanding and respecting ones own values. Presented at Florida State University RA Training. Tallahassee, Florida.

PROFESSIONAL DEVELOPMENT
• Seminole Ally & Safe Zone Training: LGBTQ+ Ally Certified
• Dalton Institute for College Student Values Conference: Volunteer
• Southern Regional Orientation Workshop (SROW): Proposal Reviewer
• Lesley University Alumni Relations: Alumni Ambassador
• Lesley University Emerging Leaders: Graduate
Lane Washington
1405 Deerhaven Lane | Tallahassee, Florida 32303 | lanewashington1@gmail.com | (440) 829-6008

EDUCATION
Master of Science, Higher Education and Student Affairs
Florida State University, Tallahassee FL

Bachelor of Science, Business Administration in Marketing
The Ohio State University, Columbus, OH

PROFESSIONAL EXPERIENCE
Teaching Assistant for Undergraduate Leadership Certificate Program
College of Education, Florida State University
October 2015-Present
- Design the marketing efforts and recruitment of students to the LDR 4404 – Leadership in Student Affairs course
- Develop syllabus and curriculum with instructor, including interactive activities and practical assignments focusing on leadership development in the context of student affairs
- Educate students on theories, issues, and trends within higher education and the student affairs profession
- Foster reflection and synthesis of the student experience to further develop student leaders on campus

Graduate Intern for Student Government Association
Florida State University, Tallahassee, FL
January 2015-Present
- Co-Advise the Black Student Union, a 300-member student organization with a 32-member executive board dedicated to student advocacy, promoting inclusion and enabling student success
- Coach the executive board on responsible decision making with respect to their annual budget of $80,000
- Develop and implement mentoring opportunities for students to gain insight into the importance of community while in their role on campus and the impact they can make as Black student leaders
- Provide support to over 70 campus-wide programs that enrich the student experience and focus on Black identity development

Graduate Assistant for Organizations and Involvement, Student Activities Center
Florida State University, Tallahassee, FL
August 2014-Present
- Initiate the Event Permitting process and collaborate with campus partners, Guest Services, Environmental Health & Safety to approve for over 600 Recognition Student Organizations and departments
- Create and maintain Event Permitting forms and processes utilizing Collegiate Link software
- Develop event risk management materials including risk identification and management planning guides
- Manage the annual student organization recognition process for 600+ student groups and review all student organization constitutions to ensure they meet University Policy
- Advise the Peer Involvement Mentors, a 19-member student organization which connects students with opportunities for student involvement and engagement across campus
- Coordinate the Involvement Fair each fall and spring which serves as a recruitment tool for our 650+ recognized student organizations and several campus partners and serves 3000+ students
- Supervise and train an undergraduate marketing intern to increase office presence on programmatic efforts as well as further develop social media visibility
- Assist with logistical planning efforts in large-scale Student Activities Center events such as Welcome Week, Homecoming Week, Leadership Awards Night and Dance Marathon

Graduate Intern for Division of Student Affairs
Florida Agricultural & Mechanical University, Tallahassee, FL
August 2015-December 2015
- Create and conduct assessment tools using qualitative and quantitative methods for programs and university events in order to better understand the effectiveness of programs such as Homecoming and Welcome Week
- Implemented policies for the Office of Judicial Affairs such as a Civility Weeks and Dean Certifications
- Conduct professional development opportunities for student leaders to develop their employment preparation
Graduate Assistant for University Programming, Student Activities Center March 2015-September 2015
Florida State University, Tallahassee, FL
- Coordinated Seminole Sensation Week, a ten-day welcome program serving 40,000 students, while overseeing a $34,000 budget over 70 events to promote student engagement
- Reviewed contracts for vendors and entertainers for various scaled events
- Created day-of-show schedules for each day in order to mitigate risks and provide 50+ volunteer opportunities
- Supervised Union Productions, 6-member student organization, who serve the campus with cultural, educational and social programming to drive student engagement and involvement
- Strategized marketing, entertainment, catering, and Health Promotion for the student union’s late night alcohol alternative events
- Managed events with attendances ranging from 50 to 2000 patrons in a variety of venues

Graduate Intern for Student Rights and Responsibilities May 2015-August 2015
Florida State University, Tallahassee, FL
- Facilitated information sessions to notify and advise charged students of alleged violations of the FSU Conduct Code by developing a knowledge of the process and utilizing one-on-one student contact
- Constructed educational conversations regarding ethics and decision making through student conduct hearings
- Assigned sanctions for students found responsible for violations aligned with the educated learning outcomes

Intern for Strength-Based Initiatives May 2014-July 2014
The University of Arkansas, Fayetteville, AR
- Initiated and created foundational research to jumpstart an African American Male Initiative for the University of Arkansas to increase retention and connect students to various resources
- Provided presentations, consultation services and direct support for student programming and professional development within individual departments
- Created programming and professional development opportunities for Strengths-Based Initiatives Month

Research Assistant Center for Inclusion, Diversity, & Academic Success February 2013-May 2014
The Ohio State University, Columbus, OH
- Facilitated and conducted interviews with research participants on the success of students of color in STEM fields and college students of color success who were previously in foster care
- Collaborated with a team of 12 select students and research associates to analyze findings on students of color pursuing study in STEM fields

CONFERENCE PRESENTATIONS


PROFESSIONAL INVOLVEMENT
Higher Education Student Association (HESA) Executive Board: Administrative Chair April 2015-Present
National Association of Student Personnel Administrators (NASPA) October 2013- Present
NASPA Undergraduate Fellowship Program (NUFP) October 2013- May 2014
CHRISTIAN A. WILLIAMS
1905 Fairlane Road, Tallahassee, FL 32303  ●  786-991-4095  ●  cawilliams3@fsu.edu  ●  http://about.me/cawilliams

Education

Master of Science in Higher Education/Student Affairs  Anticipated April 2016
Florida State University, Tallahassee, FL


Bachelor of Science in Mass Communication: Public Relations  December 2012
Florida International University, Miami, FL
Area of Concentration: Sociology

Professional Experience

Graduate Assistant  August 2014 to Present

Academic Center for Excellence (ACE) Learning Studio  |  Florida State University

• Co-manage operation of tutoring center that welcomes approx. 50,000 undergraduate student contacts yearly
• Train new tutors/student assistants on topics including office policy, tutoring best practices and referral skills
• Facilitate continued development of tutors/student assistants through evaluations and conversation
• Manage administrative processes including appointment/space scheduling and technology inventory
• Plan and promote group tutoring sessions in advance of exams in popular math and science courses
• Represent ACE at university events to promote the academic support services offered
• Collaborate with campus partners (academic advisors, student government, etc.) to market ACE programs
• Assist in logistical planning for special events, including Tutor Appreciation Week and Finals Week

Graduate Intern  August 2015 to Present

The Center for Leadership and Social Change  |  Florida State University

• Co-coordinate the Multicultural Leadership Summit, a two-day leadership development conference with a focus on multiculturalism, diversity and social justice, taking place in late January 2016
• Created conference theme (‘Lives, Liberties and the Politics of Happiness’) and concurrent session themes
• Negotiated participation of a nationally-recognized social justice activist, Shaun King, as keynote speaker
• Advise three student coordinators regarding marketing, administration and event logistics planning
• Provide student coordinators with support and guidance utilizing The Center’s Student Leadership Development Plan
• Manage and maximize an event budget of $5000
• Direct event registration process, organization of student small groups and training of small group facilitators

NODA Graduate Intern for Family Orientation  June 2015 to July 2015

Center for Advising and Student Transitions  |  Montclair State University

• Directed 15 Family Orientation programs held concurrent to new student orientation
• Managed day-of scheduling and logistical processes for each Family Orientation session
• Served as first point of contact for professional and student staff regarding Family Orientation
• Forged relationships with relevant campus partners present at Family Orientation
• Spearheaded the use of gender pronouns among student and professional staff at various parts of the family orientation program in collaboration with the Coordinator of the LGBTQ Center
• Planned and facilitated two weeks of training for orientation leaders, with activities including presentations, skit development, overnight camp session and team-building exercises (low-ropes/high-ropes courses)
• Mentored eight orientation leaders directly, while co-supervising a full staff of 22 students
• Recognized orientation leaders for their performance within the Family Orientation program
• Resolved conflict among members of the Peer Leader staff
• Managed the work of 2-3 orientation leaders during each Family Orientation program
• Updated content of orientation surveys to ensure comprehension and alignment with learning outcomes
Graduate Intern  
Undergraduate Academic Advising and First-Year Programs | Florida International University  
May 2014 to August 2014  
- Advised first-year students for summer and fall course selection at 14 new student orientation sessions  
- Served as the direct liaison between first-year students and the Academic Advising Center during the course registration process at new student orientation  
- Organized the recruitment and selection of 70+ peer mentors for first-year experience courses  
- Enhanced and facilitated the training of incoming and continuing peer mentors  
- Managed the placement of peer mentors among approximately 130 available course sections during the Summer B term  
- Developed a website for post-training advising resources  
- Planned a series of academic planning workshops for freshmen during their first semester

Additional professional experience in public relations and marketing - information available upon request

Teaching Experience

Graduate Teaching Assistant, Leadership and Change  
The Center for Leadership and Social Change | Florida State University  
January 2016 to Present  
- Co-facilitate discussions/activities for 25-member course in Undergraduate Leadership Certificate program  
- Create lesson plans, group activities, and discussion questions for select class periods  
- Grade assignments, such as reading syntheses and reflection papers, with instructor feedback/supervision

Professional Leadership and Advising

NASPA – Student Affairs Administrators in Higher Education  
New Professionals and Graduate Students Knowledge Community – Partnerships Coordinator | Starting 2016  
Technology Knowledge Community – Graduate Student Liaison & Awards Chair | 2015-Present  
NASPA Undergraduate Fellowship Program (NUFP) | 2011-2013  
NACADA – National Academic Advising Association  
2015 Annual Conference Attendee, Las Vegas, NV  
ACPA – College Student Educators International  
Florida State University Jon C. Dalton Institute for College Student Values  
Planning Committee – Transportation Chair | 2014-2015  
Dominican Student Association, Florida State University – Advisor | 2014-Present  
Beta Theta Pi International Fraternity (Uninitiated Volunteer)  
Delta Lambda Colony, Florida State University – Advisor to the Vice President of Communications | 2015-Present  
Phi Sigma Kappa National Fraternity | Active: 2009-2012  
Lambda Septaton Chapter, Florida International University – President | 2011-2012

Select Presentations

Williams, C. (2015, June). *Working with Families (Especially Parents!)* Presented at Montclair State University Peer Leader summer training in Montclair, NJ.  
Pena, J.; Williams, C. (2015, January-April) *Identity Limbo: Navigating the Space in the Middle.* Presented at the Florida State University Multicultural Leadership Summit in Tallahassee, FL; the PeaceJam Southeast Region Conference in Tallahassee, FL; and the University of South Florida Intercultural Student Leadership Conference in Tampa, FL.  

Skills and Certifications

Advanced working proficiency with Oracle PeopleSoft (including degree audit functions), with ability to quickly learn similar student information systems; and computer and media software such as Microsoft Office; Adobe Creative Suite; AccuSQL; OrgSync; and Qualtrics  
Advanced knowledge of social media platforms and analytics; publication and web editing; news writing; branding and marketing techniques  
Florida State University - Social Justice Ally Training Facilitator | 2015  
Florida State University - Seminole Allies/Safe Zones Training | 2014
SAMANTHA A. YORKE
11552 Windsor Bay Place | Wellington, FL 33449 | (561) 267-5562 | syorke@fsu.edu

EDUCATION
Florida State University (FSU) Tallahassee, FL
Master of Science in Higher Education April 2016
GPA: 4.0, Hardee Fellow

University of Central Florida (UCF) Orlando, FL
Bachelor of Science in Psychology May 2014
Minor in Interpersonal/Organizational Communication GPA: 3.97, Summa Cum Laude

STUDENT AFFAIRS EXPERIENCE
The Career Center Tallahassee, FL
FAMU–FSU College of Engineering/Employer Relations Graduate Assistant, Florida State University August 2014 – Present
- Advise students regarding resume writing, experiential learning, job search, on a walk-in basis 10 hours/week
- Assist in the planning, implementation and assessment of the Engineering Day Career Exposition during the Fall and Spring semester including the coordination of a over 50 volunteers and over 80 employer packets/tables
- Lead all efforts on Engineers Networking Night, including outreach to over 100 local recruiters and 15 volunteers
- Present and assist with career-related workshops and presentations for student organizations and courses
- Proctor weekly mock interviews and provide constructive feedback as an Engineering Mock Interview Mentor
- Design, collect, and analyze student and employer evaluations through Qualtrics surveys and other forums
- Create and design monthly newsletters and monthly bulletin boards to educate students on current opportunities
- Utilize Simplicity for program preparation and O*Net and CareerShift for students during walk-in advising hours

Dance Marathon at FSU Tallahassee, FL
Advisor, Student Activities Center July 2015 – Present
- Support 18-member executive board in their efforts to raise money and spread awareness for Children’s Miracle Network Hospitals, including Shands Hospital, and the Florida State University College of Medicine’s Pediatric Outreach Program
- Plan and oversee 3-day, 4-hour event involving 2,000+ students, raising over $1,000,000 in the 2014-2015 academic year
- Collaborate with the Director of Student Activities to advise students in decision-making, contracts, event planning, university policies and procedures, advertising and marketing, risk management techniques and leadership development
- Assess liabilities and risks for over 20 fundraising-based programs/events a semester, including multiple off-campus retreats
- Implemented an assessment procedure to be used after every major activity or program with over 10 assessments to date

Campus and Civic Engagement (CCE) Tallahassee, FL
Intern, Tallahassee Community College (TCC) August 2015 – December 2015
- Led TCC’s Smoke Free movement by hiring/training two Smoke Free Student Ambassadors for the 2015-2016 academic year
- Budgeted a $5,000 grant to design banners, implement campus-wide activities, and administer Smoke-Free presentations
- Enhanced and updated CCE social media forums on a weekly basis; implement Staff Spotlights to the CCE Facebook page
- Contributed to Smoke-Free grant-related meetings and presentations in preparation for Smoke-Free policy implementation

Weppner Center for LEAD and Service-Learning Boca Raton, FL
Intern, Florida Atlantic University (FAU) May 2015 – August 2015
- Assisted with the planning, implementation, and assessment of civic engagement events and programs, such as Day of Service, the Summer Food Service Program, Alternative Spring Break, and Weppner Center orientation presentations
- Constructed a "New Employee" training handbook and coordinated newly hired Assistant Director’s first week of training
- Aided in the merge of the Weppner Center for Service-Learning and Civic Engagement and the LEAD office by updating core documents for both offices, collaborating with LEAD Graduate Assistant, and facilitating staff meetings on a weekly basis
- Organized a reflection-based assessment plan, based off of Kuh’s G.R.O.W. Theory (2008), for Weppner student assistants
- Co-Facilitated “Passport to Summer Success 2015” with Weppner Center Director for incoming FAU freshmen students
- Guided 4 student assistants throughout meetings and program preparation while supervisor was on 3-week leave
LEADERSHIP EXPERIENCE

Higher Education Student Association Visiting Days Committee 2015
Hospitality Chair, FSU
September 2014 – February 2015
- Led employer, staff and faculty hospitality efforts during interview sessions, faculty panels, and the HESA reception
- Managed host pairings between over 50 HESA candidates and 50 current HESA cohort members for 3-day, 2-night stay
- Coordinated waiting area presentation and student resources for 2 interview days and Visiting Days check-in
- Arranged 50 welcome hospitality bags and student materials to create a comfortable environment for all candidates

TEACHING EXPERIENCE

SDS 3340, Introduction to Career Development
Co-Instructor, The Career Center, FSU
January 2015 – May 2015
- Organized and facilitated interactive classroom lessons; Independently conducted 6 course lectures and 1 panel
- Assigned/evaluated 20 assignments for 8 students, including individual instructor meetings to interpret assessments
- Interacted with a diverse population of students and collaborated with a team of 3 other co-instructors weekly

PROFESSIONAL PRESENTATIONS

Jones, M., & Yorke, S. (2015, October). “Hold On... I'm A Mentor Now? Putting the Mentor Mindset to Action.” Presented at NASPA-FL Drive-In, University of South Florida, Tampa, FL

Altamiranda, A., Jones, M., & Yorke, S. (2014, October). Graduate Level Case Study Competition- FSU: 2nd Place. Presented at NASPA-FL Drive-In, Florida Gulf Coast University, Fort Myers, FL

RELEVANT UNDERGRADUATE EXPERIENCE

Knights of the RoundTable (KoRT)
May 2012 – May 2014
- Student Director & Involvement Consultant, Office of Student Involvement, UCF
- Oversaw a $40,000 budget for operations and large-scale programming, such as the organization involvement fair
- Drafted the KoRT budget proposal for the 2014–2015 fiscal year and presented it to the AS&F Budget Committee
- Empowered 13 students that executed leadership workshops, conferences, consultations, events, and other activities
- Served as the main student liaison between the UCF student body and over 550 registered student organizations
- Prepared new officer training manual, policies, and expectations to present during a 2-day leadership retreat
- Mentored over 200 students (including conduct sanctions) on opportunities at UCF via personalized consultations
- Implemented $2,000 Family Fun & Parenting Grant into KnightQuest materials such as brochures, banners, and flyers

AFFILIATIONS & UNIVERSITY INVOLVEMENT

- Leadership Awards Night, Selection Committee, FSU
  January 2016 – Present
- FSU Social Justice Ally Training, Social Justice Ally, FSU
  March 2015 – Present
- Graduate Student and New Professional Knowledge Community, Member, NASPA
  October 2014 – Present
- FSU Seminole Allies and Safe Zones, Seminole Ally, FSU
  October 2014 – Present
- Gamma Phi Beta Sorority, Founding Sister, UCF
  October 2013 – Present
- Jon C. Dalton Institute on College Student Values, Proposal Reviewer, FSU
  November 2014
- Career Center Portfolio Contest, Judge, FSU
  October 2014, 2015
- Student Development and Enrollment Services VP Student Advisory Council, UCF
  August 2013 – May 2014
- Knight-Thon Dance Marathon, Team Captain, UCF
  September 2013 – March 2014
- Trauma Management Therapy Program, Research and Therapy Assistant, UCF
  August 2012 – May 2014
- Wellness Center Survey and Data Team, Research Assistant, UCF
  August 2011 – May 2012

HONORS & AWARDS

- Seminole Torchbearer Honoree, FSU
  October 2015
- Division of Student Affairs “Star Achievement Award,” FSU
  April 2015
- Who’s Who Among Students in American Colleges & Universities, National Scholarship Recipient, UCF
  March 2014