

# NAME –HIGHER EDUCATION

Address • Phone • name@gmail.com

## EDUCATION

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- University of Denver,** September 2011 – May 2012  
**M.A.** Higher Education Administration
- Syracuse University** September 2000 – May 2003  
**B.A.** Major: Psychology Minor: Anthropology

## PROFESSIONAL EXPERIENCE

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- Ohio University Student Services, Miami, OH** April 2010 – Present  
**Director**
- Manage a department budget of 20 million dollars
  - Create a Safe Zone program that is mandatory for all student affairs professionals
  - Supervise 8 staff members and 15 student employees
  - Implement diversity programs, with an emphasis on first generation at risk students
  - Assist in program development for the Office of Multicultural Affairs
  - Manage total budget accounts for department. Total budget \$300,000.00
  - Initiate development of the Urban Center for Teaching and Learning
- University of Utah Counseling Services Salt Lake City, UT** May 2006 – May 2010  
**Associate Director**
- Provided psychological services and academic advising services to UT student population
  - Trained and supervised 5 staff members and two graduate assistants including coordinators, assistant directors and post-doctoral fellows
  - Worked closely with the Office of Health and Wellness and Family Planning Services to plan innovative wellness programs for the college community
  - Developed marketing strategies to increase student awareness and an effective learning environment
  - Courses taught: Counseling Education, School Psychology, and Educational Leadership
- Denver College Student Services, Denver, CO** June 2002 – May 2006  
**Coordinator**
- Supervised two student assistants and one graduate assistant in the Office of Student Services
  - Implemented 10 diversity programs, with an emphasis on helping first generation students navigate 4 year institutions
  - Assisted in program development for the Office of Multicultural Affairs, with various groups including LGBTQA & BSU
  - Initiated leadership development of training programs at the Center for Teaching and Learning for campus leaders to access innovative and culturally engaging styles of leading big teams

## AWARDS

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- Outstanding Student Affairs Professional Award May 2004, December 2005
- Outstanding Doctoral Student October 2004
- Evelyn Swoneey Grant March 2003
- Distinguished Student Services Professional May 2002
- Student Awareness Award July 1999

## PROFESSIONAL ORGANIZATIONS

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- American College Personnel Association May 2011- Present
- National Association of Student Personnel Administrators June 2012-Present

## SKILLS

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Spanish, SPSS, Microsoft Office Suite