

Anne Bingman

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PROFESSIONAL SUMMARY

- Dedicated Student Affairs Professional with more than 10 years experience
- Generalist experienced in multiple areas of Higher Education including; Academic Advising, residence life, learning living communities, student leadership, student activities, Greek life, clinical placement, records management, recruitment, admissions, and financial aid
- Work experience with undergraduate, graduate, and health professional student populations
- Adept at managing multiple responsibilities and projects while building and maintaining student relationships

WORK EXPERIENCE

Various Positions

September 2010 - Present

The Ohio State University, Columbus, Ohio

Housing Manager

July 2017 - Present

Residence Life, The Ohio State University, Columbus, Ohio

- Manage family housing apartment complex
- Supervise professional staff member
- Supervise Community Advisors
- Navigate university construction and development process are part of comprehensive team
- Oversee Community Center and Child Care Center partner needs
- Collaborate with maintenance and environmental services staff members to maintain the community
- Managed department budget of \$6,500 and community budget of \$3,400

Clinical Placement Coordinator

February 2016 – July 2017

College of Nursing, The Ohio State University, Columbus, Ohio

- Recruit clinical sites and preceptors for the Family NP, Women's Health NP, and Midwifery NP programs
- Maintain records and contacts with databases
- Collaborate with program faculty to assign students to appropriate clinical sites
- Relay program information and clinical documentation to preceptors

Graduate Program Coordinator

August 2014 – January 2016

School of Environment and Natural Resources, The Ohio State University, Columbus, Ohio

- Provide program management support and coordinator to three graduate programs, PhD, MS, and MENR
- Manage student and program records utilizing SIS, Access, and Excel
- Administer the GTA and GRA assignment and hire process
- Organize and manage the application process for multiple graduate programs
- Coordinates with OSU Graduate School to manage student forms, petitions, and academic processes
- Communicate with prospective students to educate them on the application process
- Serves on Graduate Studies Committee and keeps records for the committee

Admissions and Recruitment Coordinator

April 2012 – August 2014

College of Pharmacy, The Ohio State University, Columbus, Ohio

- Served as a Student Affairs Generalist for the students in the Doctor of Pharmacy professional program
- Supported and helped carry out college traditions including; White Coat Ceremony, Hooding, and Orientation
- Supervised and created Student Ambassador Coordinator position
- Developed and Implemented incoming student communication and manage matriculation process
- Managed the Doctor of Pharmacy admission process using PharmCAS for approximately 650 applications yearly
- Coordinated recruitment activities including; career fairs, virtual fairs, live chats, group presentations and visits
- Planned and facilitated interview days for more than 240 applicants each year to the Doctor of Pharmacy program
- Supported students and provided crisis intervention, campus referrals and served as a student liaison when necessary
- Advised the undergraduate Pharmacy Club and support student programming
- Advised OSU and non-OSU students through the Doctor of Pharmacy search and admission process
- Coordinated the Doctor of Pharmacy financial aid process in collaboration with the university Financial Aid Office
- Planned and implemented a study abroad course and trip to London with OIA for 30 students

September 2010 – April 2012

Academic Advisor and Staff Assistant*College of Education and Human Ecology, The Ohio State University, Newark and Columbus Campus*

- Academically advised between 500-1100 students working toward majors in Education and Human Ecology
- Carried out orientation events and appointments
- Personalized one-on-one advising appointments to individual students needs and experience
- Taught university survey course; an introduction to the University setting to four course sections of 60

Residence Hall Director

July 2009 – July 2010

Office of Housing and Residence Life, Qatar Foundation, Doha, Qatar

- Supported students from over 70 countries and seven institutions; including six American Universities
- Managed community development educational and social programs for multiple residence halls.
- Supervised four Community Development Advisors (CDAs)
- Planned and implemented CDA training at the start of semesters and ongoing monthly in-service trainings
- Recruited and facilitated the interview process for professional staff members
- Taught and developed a Leadership in residence course
- Facilitated conduct meetings for violations of community living standards

Assistant Director of Student Life,

July 2008 – May 2009

Department of Student Life, University of the Sciences in Philadelphia, Philadelphia, Pennsylvania

- Served as an “On Call” Residence Life Administrator for night and weekend emergencies
- Supervised student community workers and Greek Life student staff
- Led a day long leadership retreat for 50 campus leaders and planned 9-part leadership workshop series
- Implemented a Greek Life office for a pre-existing Greek Life community without previous oversight
- Facilitated the expansion process for 2 MGC organization and the return of 2 professional organizations
- Developed and implemented risk management, recruitment and new member education policies
- Collaborated with Greek Advisors in Philadelphia to improve policies and better serve stakeholders
- Coordinate volunteer and work study opportunities for students in the community for 40+ students

Graduate Resident Director

July 2006 – May 2008

Office of Residence Life, Miami University, Oxford, Ohio

- Supervised, trained, evaluated and provided ongoing development for Resident Assistants
- Assisted in recruiting, interviewing and hiring Resident Assistants
- Created and implemented hall wide educational programs, including financial education programs
- Adjudicated violations of university policies; issue developmental sanctions
- Advised hall programming board for respective Living Learning Community (LLC)
- Counseled students through roommate conflicts and other minor crises

Graduate Academic Advisor

July 2007 – February 2008

Office of Residence Life, Miami University, Oxford, Ohio

- Academically advised approximately 95 first-year Miami University students
- Conducted interventions and advising meetings for students on Academic Warning
- Coordinated large group advising sessions to introduce basics to students
- Integrated the foundations of the Honors and Scholars LLC the into the hall wide community

CERTIFICATION AND TRAINING

Campus Connect: A Suicide Prevention Training for Gatekeepers, Trained to educate others in suicide prevention and intervention (2008) (Updated REACH training through The Ohio State University 2016)

True Colors: Personal Success, Certified to facilitate True Colors workshops on leadership and personality styles (2008)

SELECTED PRESENTATIONS

“The Legacy; Women Student Affairs Professionals in the Middle East” at NASPA Annual Conference (2010).

“Meeting the Needs of Many; Housing Students from Multiple Institutions” at ACUHO-I Annual Conference (2010).

“Extreme Makeover, Student Organization Edition” at Mid-American NACA Regional Conference (2006 & 2007)

“Like Global Warming We Are Breaking the Ice” at Mid-American NACA Regional Conference (2007)

EDUCATION

Master of Science, College Student Personnel
Miami University, Oxford Ohio

Bachelor of Arts, Classical Studies
Hope College, Holland, Michigan