

EDUCATION

University of Dayton, Dayton, Ohio

Master of Science in Education, Higher Education Administration

Otterbein University, Westerville, Ohio

Bachelor of Arts in Public Relations and Speech Communication

PROFESSIONAL EXPERIENCE

Academic Advisor, Undergraduate Student Services

February 2017-Present

The Ohio State University, Columbus, Ohio

- Serves as co-coordinator for EHE Scholars program, Advocates for Community and Education Scholars (ACES) consisting of nearly 80 members, providing leadership development and support by facilitating topical trainings and presentations
- Meets weekly with ACES Student Leadership Council to assist with service, academic, and social programming that aligns with program and college goals
- Assists with coordinating on campus room reservations and managing budget for ACES events
- Co-teaches online 1-credit hour survey course consisting of weekly assignments, readings, and reflections for transfer students to assist in transition to a new university using Carmen (eLearning platform)
- Teaches 1-credit hour survey course for new students to aid in the transition to college
- Provides academic advising and career counseling to students in the College of Education and Human Ecology (EHE) through OnCourse and SIS
- Conveys curricular information and assists students in selecting courses consistent with their developing goals and interests
- Reviews and creates new lesson plans for survey class that better meet the needs of new students by incorporating interactive activities that aim to engage students of all learning styles and majors
- Presents academic information to new students and parents during summer orientation to best prepare for college transition
- Guides students through curriculum and registration petition process to aid in degree completion
- Created and maintains internal website for advisors with up to date, detailed information to best train new employees and also serve as a vital resource for current advisors and staff members

Assistant Director, Center for Student Involvement

April 2014-February 2017

Otterbein University, Westerville, Ohio

- Assisted with the design and implementation of orientation programming for College Credit Plus, first-year and transfer students and parents
- Supervised, selected, and trained two Student Orientation Coordinators, 25 Orientation Leaders, two Lead Peer Mentors, and 30+ Peer Mentors
- Taught a 2-credit hour Orientation Leader course annually and 1-credit hour Peer Mentor course bi-annually
- Coordinated the Orientation, First Year Experience (FYE) co-curricular, and Parent and Family Programs assessment
- Oversaw the FYE Peer Mentor budget of \$18,000, including purchasing, balancing, student employment, and authorization
- Worked in conjunction with Director in the Center for Student Involvement to manage Orientation budget of \$40,000, including purchasing, student employment, and authorization
- Assisted with the development and implementation of retention and transition support initiatives for all Otterbein students
- Developed, coordinated, marketed, and tracked 100+ FYE co-curricular programming for Fall and Spring semesters in coordination with event registration for 600+ students
- Created and maintained standardized curriculum for use by the First Year Seminar Peer Mentors
- Served as liaison between Peer Mentors and FYE faculty through assessment and face to face meeting
- Established year-long programming initiatives surrounding the themes of the selected Common Book, consisting of coordinating guest speaker visits, interactive training, and off-campus events
- Planned and executed events specifically for parents and family members during Homecoming and Family Weekend, including booking talent, configuring set-ups, and managing contracts

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- Acted as student volunteer coordinator for Alumni Weekend working with the Alumni Office and student leaders to ensure campus guests' needs were met throughout the weekend at all events
- Served as Greek Support Person for 1 fraternity and 1 sorority by helping chapter officers carefully evaluate their new member education process to best align with fraternity/sorority values and university policy
- Assisted with fraternity and sorority recruitment including marketing, information sessions, Rho Chi training, ICS input and training, bid signing, and communication to chapters, Rho Gammas, and potential new members
- Generated Hazing Prevention Week programming and marketing to best engage Greek community and other high interest groups
- Created publications, brochures, marketing, t-shirts, etc. for all areas within Center for Student Involvement
- Maintained the parent and family and orientation websites and social media accounts

Graduate Assistant, Greek Life and Leadership Programs

August 2012-April 2014

University of Dayton, Dayton, Ohio

- Co-advised Interfraternity Council (IFC), consisting of 9 chapters, 1 colony, and nearly 500 members
- Acted as interim administrator to oversee a budget of \$8,000 for Campus Activities Board grants, including distribution, assessment, and balancing
- Collaborated with other staff members to conduct investigations and action plan reviews on conduct and community standards
- Worked with Greek chapter membership to create a plan of action following conduct violations
- Supervised Greek Scholarship Committee and Greek Relations Committee, consisting of members from IFC, National Pan-Hellenic Council (NPHC), and Women's College Panhellenic Council (Panhellenic) members
- Coordinated planning and implementation of Greek Week activities with council chairs
- Oversaw and coordinated IFC and Panhellenic recruitment serving over 1,000 potential new members annually
- Facilitated as on-site coordinator for IFC Expansion Committee to serve as liaison between campus partners and potential new organizations
- Collected and organized data to assess Panhellenic Extension candidates to determine a best fit for established Greek community

PRESENTATIONS

The Liberal Arts: Undergraduate Education Training

September 2017

I'm Not a Normal Family Weekend, I'm a Cool Family Weekend: Effective Family Weekend Program Planning

January 2016

Dare to Be Me: Identity Development

September 2015, March 2016

Started From the Bottom, Now We're Hired: Post-Grad Panel Discussion

January 2015

Colorful Leadership: Understanding your True Colors

2013-2017 (at various events for a variety of groups)

PROFESSIONAL INVOLVEMENT

Living Learning Communities Advisory Board, Otterbein University

June 2014-February 2017

Student Affairs Professional Development Committee, Otterbein University

June 2014-February 2017

Common Book Selection Committee, Otterbein University

June 2014-February 2017

OCPA Conference Planning Committee, Logistics

May 2015-January 2016

NODAR7 Conference Planning Committee, Marketing and Communication

September 2015-February 2016

Fall Leadership Conference Planning Committee, University of Dayton

March 2013-April 2014

Hearing Board Member, University of Dayton

March 2013-April 2014

PROFESSIONAL AFFILIATIONS

ACADOS (Academic Advising Association of The Ohio State University)

August 2017-Present

Association of College Student Personnel (ACPA)

February 2017-Present

Association for Orientation, Transition, and Retention in Education (NODA)

June 2014-Present

Ohio College Personnel Association (OCPA)

October 2012-Present