

LifeNet Resume Book



Class of 2015

HESA

Higher Education Student Association
FLORIDA STATE UNIVERSITY

*Dr. Melvene Draheim
Hardee Center for Leadership
& Ethics in Higher Education*

*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 May of 2015.*

Florida State University Higher Education Program

Class of 2015 Preferences

<i>Name</i>	<i>Functional Area</i>	<i>Preferred Location</i>	<i>E-mail Address</i>
Brian McDermott	Fraternity and Sorority Life, New Student Orientation, Student Activities	No Preference	Bmmcdermott15@gmail.com
Ben Cecil	International Education, International Student Services, Study Abroad, International Admissions/Financial Aid, Governmental, Non-Profit	Tallahassee, East Coast, Midwest (Chicago)	bencec@gmail.com
William Coleman	Student Activities, Orientation	Florida	WPColeman@fsu.edu
Crista Coven	Academic Affairs/Student Affairs Bridge Positions; Learning Communities, Leadership Development, Co-Curricular Transcript Management	West Coast, Pacific Northwest (Oregon, Washington, Nevada)	ccoven@fsu.edu
Emily Eisenstadt	Student Activities, Student Leadership Programs, International Education, Residence Life	Anywhere (No preference)	eisenstadtea@gmail.com
Mallory Garcia	Student Activities, Orientation, Greek Life	Texas	magarcia@fsu.edu
Lisa Marie Gilbert	Housing/Residential Education	Colorado, Virginia, North Carolina, Chicago, and Florida	Gilbert.lisamarie@gmail.com
Elaine Giles	Community Engagement, Academic Advising, Leadership Development, Social Justice/Diversity	Southeast (Louisiana, Mississippi, Alabama, Florida, Georgia, South Carolina, North Carolina, Tennessee, Texas)	Elaine.giles44@gmail.com
Eric Goins	Orientation, Transition, Retention	National Search (No preferred location)	Eric.d.goins@gmail.com
Sarah Heintzman	Student Activities, Orientation, Leadership Programs	Texas, New York City, Washington D.C.	sheintzman@fsu.edu
Justina Jones	Leadership, Underrepresented Populations	No Preference	Jpjones3@fsu.edu
Freddy Juarez	Student Conduct, Leadership Development	Eastern United States	Fjuar001@gmail.com
Andrew La Haie	Housing, Residence Life	Southeast	Lahaie.andrew@gmail.com
Herbert Frank Lopez	Fraternity and Sorority Life	No Preference	Hflopez91@icloud.com

Arianna Maggard	Admissions, Orientation, Development/Fundraising, Alumni Relations, Greek Life, Leadership Programs/Involvement, Open to working remotely	Mississippi (Oxford, MS) preferred; Memphis, Tennessee, Northern Mississippi and Tennessee area	ariannamaggard@gmail.com
Kaitlyn O'Keefe	University Housing and Residence Life	Southeast, Midwest, Mid-Atlantic	Kokeefe1990@gmail.com
Roberto Orozco	Multicultural Student Affairs, TRIO Support Programs, Social Justice Programs, Areas focused on Latin@ Students and/or Students of Color	Texas, California, New York, Illinois preferred, and most major cities	Rcorozco91@gmail.com
Nicole Ramos	Alumni Affairs, Event Planning, Admissions, University Recruiting, Academic Advising/Coaching, Career Services (Employer Relations)	Southeast	Nramos2@fsu.edu
Aaron Reistad	Student Conduct, New Student Orientation	No Preference	areistad@fsu.edu
Sydney Torres	Leadership Development, Multicultural Affairs, Student Activities, Student Government, Orientation	California	sydneytorres@gmail.com
Matthew Tripsas	Student Activities, Multicultural Affairs, International Student Affairs	Washington D.C. Metro Area	tripsasm@gmail.com
Kaitlin Tufts	Student Activities, Multicultural Affairs, Leadership Development, Orientation	Northeast Region (Pennsylvania, New York, Maryland, Washington D.C.), Ohio	ktufts@fsu.edu
Katie Turman	Academic Advising	Tallahassee, Florida	kturman@fsu.edu
Cassandra Winland	Housing and Residential Life Programs, Academic Advising Programs, Education Abroad Programs and Services	North Texas, Southeast	Cassandra.winland@gmail.com

Benjamin Graves Cecil

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Education

Master of Science, Higher Education – Emphasis: Student Affairs

expected May 2015

Florida State University, Tallahassee, Florida

Study Abroad Experience: Insights of International Higher Education – London, U.K. (May 2014)

GPA: 3.78 / 4.00

Bachelor of Arts, International Affairs

May 2013

University of Georgia, Athens, Georgia

Minor: Spanish Language

Study Abroad Experience: UGA at Oxford, U.K. (Fall 2012); Croatia Maymester (May 2010)

GPA: 3.00 / 4.00

Work Experience

Global Pathways Certificate & International Exchanges Graduate Assistant

August 2014 – present

Center for Global Engagement, Florida State University

- Serve as primary advisor for students completing the Global Pathways Certificate with scheduled and walk-in advising hours
- Provide opportunities for students to synthesize global knowledge into practical skills and transferable abilities through events
- Work with stakeholders and campus partners to engage students with global knowledge and cultural understanding through Global Pathways and other programs available to students
- Review and approve students' reflections of their Global Pathways experience for academic transcript notation
- Manage BlackBoard site, providing updates and opportunities for students to further develop global knowledge across campus and throughout the greater Tallahassee community
- Collaborate with Intercultural Programming within the Center for Global Engagement to promote programs to students
- Continually assess and evaluate the Global Pathways program based on student experiences and interest
- Assist in the planning, maintenance, and implementation of international exchange programs across the world
- Aid in the scheduling and enrollment of incoming exchange students and transcript completion for outgoing students
- Recruit, select, hire, and train one unpaid undergraduate intern per semester

Assistant Coordinator – Broward/Landis/Gilchrist Complex

July 2013 – May 2014

University Housing, Florida State University

- Maintain a 750 bed co-educational suite style complex of three residence halls
- Manage front desk operations, including payroll and maintaining key banks
- Supervise, hire, and train an undergraduate staff of 18 Resident Assistants and 21 desk receptionists
- Advise Residence Hall Government and an executive board of 10 student leaders
- Maintain accurate assignment records by conducting all in-hall room reassignments, preparing weekly occupancy reports, and overseeing the check-in/check-out process
- Assist in the allocation and maintenance of the hall budget of \$5,000 supporting staff and community programming initiatives
- Adjudicate policy violations via Conduct Coordinator management system as a primary hearing officer
- Serve in a 24/7 on-call duty rotation for emergencies and crisis management for a residential population of 3,200 students for one week per semester
- Act as a member of the Head Staff Development Committee, working specifically with graduate student and professional staff recruitment as well as assessment and benchmarking for the Department

Related Professional Experience

Graduate Advising & Communications Intern

May – August 2014

United States – United Kingdom Fulbright Commission

London, United Kingdom

- Regularly advise students as to the processes and policies of admission into United States institutions of higher education as a member organization of the EducationUSA Network, sponsored by the US Department of State
- Contribute to grant-writing efforts to both US and UK governments to further increase funding to better serve students

- Provide outreach and advising at secondary schools and universities throughout the UK and Northern Ireland
- Assist in planning and marketing the US-UK College Day with over 160 United States institutions and 4,500 participants
- Create and maintain an online profile database of all universities attending USA College Day with data for student reference
- Provide logistical and advising support to the Sutton Trust US Programme, partnered with the Sutton Trust Social Mobility Scheme, including management of over 100 students on an educational programme college tour trip to the US
- Present information outlining US study in a culturally competent manner to be understood by a UK audience
- Supply individualized feedback to Sutton Trust US Programme students on all aspects of university admission, including but not limited to CSS Profile/Financial Aid for international students, admissions essay writing, extracurricular lists, testing strategies, and the Common Application
- Proctor the ACT examination for Sutton Trust US Programme students in accordance with ACT guidelines and regulations

Graduate Intern – Program Management

August – December 2014

International Programs, Florida State University

- Assist in faculty placement and enrollment in over 30 study abroad programs through Florida State University
- Provide logistics and support to the Study Abroad Fair, marketing over 50 programs with over 1,200 participants
- Support staff with internship placement, textbook compliance, visa applications, and faculty management
- Answer student queries with a firm knowledge of study abroad programs offered through Florida State University

Teaching Assistant, Undergraduate Leadership Certificate Program

October 2014 – present

College of Education, Florida State University

- Direct the marketing efforts and recruitment of students to the LDR 4404 – Leadership in Student Affairs course
- Develop syllabus and curriculum content with instructor, including interactive activities and practical assignments
- Educate students on theories, values, issues, and trends within higher education and the student affairs profession
- Foster reflection and synthesis of student experiences to further develop student leaders on campus

Selected Professional Involvement

Facilitator , E.T.H.I.C.S. Workshop, FSU Office of Student Rights and Responsibilities	September 2013 - present
Volunteer , Program Proposal Committee, FSU Dalton Institute for College Student Values	October 2013
Volunteer , FSU Hardee Center for Leadership and Ethics in Higher Education	October 2013
Volunteer , FSU Parents' Weekend, Department of Student Activities	October 2013 & 2014
Volunteer , FSU With Words Program, Center for Leadership & Social Change	November 2013
Volunteer , FSU Dalton Institute for College Student Values Conference Hospitality	February 2014
Volunteer , FSU Student Activities Center Spring Fling	April 2014
Volunteer , FSU International Programs Study Abroad Fair	October 2014
Participant , FSU Safe Zone Workshop, Student Government Association	October 2013 & 2014
Member , International Association of Student Affairs and Services (IASAS)	November 2013-present
Member , American College Personnel Association (ACPA)	November 2013-October 2014
Member , National Association of Student Personnel Administrators (NASPA)	November 2013-present
Student Assistant , FSU Insights of International Higher Education Practicum (London, UK)	April-May 2014

Presentations

Cecil, B. (2014). *Academics at US universities – What to expect as a UK student*. Presented at the Sutton Trust US Programme Pre-Departure for UK Students to the US Residential Event, US – UK Fulbright Commission, London, United Kingdom.

Cecil, B. (2014). *How to get the most from a college fair*. Presented at the Sutton Trust US Programme Summer School ACT Residential Event, US – UK Fulbright Commission, London, United Kingdom.

Awards and Honors

Seminole Torchbearer, Florida State University	October 2014
Eagle Scout Award, Boy Scouts of America	January 2008

Other Competencies

Spanish Language: moderate level of written and verbal communication skills

WILLIAM P. COLEMAN

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Education

Master of Science in Higher Education

(anticipated) May 2015

Florida State University - Tallahassee, FL

Bachelor of Arts in Psychology

May 2013

University of South Florida - Tampa, FL

Professional Experience

Graduate Assistant, Union Productions

August 2013 - Present

FSU Student Activities Center

- Supervise 60 students in the planning and execution of over 140 events per year, including concerts, lectures, comedy shows, and special events
- Work with a budget of over \$450,000 dollars to organize programs for the student body of FSU
- Manage events with attendances ranging from 50 to 8,000 patrons in a variety of venues
- Resolve risk situations such as natural phenomenon, student health concerns, and logistical conflicts utilizing crisis management protocol
- Incorporate leadership and professional development activities into the student programming board
- Finalize contracts for vendors and artists of multiple small and large-scale events, as well as organize event needs and day of show planning
- Review artist and vendor contracts including production and hospitality riders

Athletic Mentor, Student Athletics Academic Services

August 2014 – December 2014

Florida State University

- Orchestrated mentorship meetings with groups of three student athletes twice a week
- Planned meetings that included professional development activities, course discussion, and transitional advice to a variety of first-year student athletes
- Identified and reported concerning information to professional staff of SAAS
- Prepare a semester long curriculum of development for the student athletes

Graduate Intern, Office of Orientation

June 2014 – August 2014

Temple University

- Supervised a team of 33 student leaders through 8 overnight orientation sessions
- Managed the logistics and execution of presentations, debriefs, and entertainment for students in attendance
- Provided individual evaluation and professional development of each student leader throughout the summer
- Co-facilitated a two-day retreat for orientation leaders focused on building team dynamics and leadership growth
- Prevented risk situations by utilizing safety protocol in the day-to-day work of orientation
- Experience in recruiting, training, and supervising students

Involvement

TPE Intern/Ambassador

December 2013 – March 2014

The Placement Exchange/NASPA

- Served as a liaison between Florida State University and The Placement Exchange (TPE) for graduate students in the Higher Education/Student Affairs program
- Facilitated discussions on the structure of TPE and the job search process for TPE candidates
- Collaborated in the Education & Resources department of TPE by orchestrating roundtables, coaching sessions, and a TPE boot camp for candidates

Presentations

- Coleman, W., & Hicks, L. (2015, Feb). *Risky Business: A Discussion of Risk Management Best Practices*. Session presented at the NACA National Convention, Minneapolis, MN.
- Kazanecki, N., & Coleman, W. (2014, Feb). *The 'Stressed Out' Generation: What You Should Know*. Session presented at the Jon C. Dalton Institute on College Student Values, Tallahassee, FL.

Affiliations

- National Association of Campus Activities (NACA), Member 2013 – Present
- NASPA, Student Affairs Administrators in Higher Education, Member 2012 – Present
- Seminole Allies and Safe Zone Training, Certified 2013 – Present

Education

Masters of Science (*Higher Education, Student Affairs*)

Florida State University, May 2015

Thesis: *History and Development of Co-Curricular Transcripts*

Bachelor of Arts (*Major in History, Minor in European Studies*)

University of Oregon, June 2013

Semester at Sea, Summer 2010

Professional Experience

Center for Undergraduate Research and Academic Engagement, Graduate Assistant

Florida State University, August 2013-Present

- Support, guide, and advise students on academic engagement, undergraduate research, and academic and post-graduate career paths.
- Serve as the lead planner for events with attendance between 20-1,000 people. Organize and coordinate logistics, including event space, catering, creative scheduling for student presentations, print materials, marketing, fundraising and budgeting.
- Advise the Student Council on Undergraduate Research and Creativity in topics of management, marketing, recruitment, and interpersonal dynamics.
- Create and facilitate peer advisement training for undergraduate research ambassadors. Studied and taught advisement theory, strategies and best practices.
- Manage outreach for the office including social media, tabling, presentations, and website updates.
- Critique practice presentations of all students presenting at our three annual research symposia in order to provide valuable and educational feedback for improvement.
- Collaborate with colleagues on assessment and expansion strategies as our office has taken on additional responsibilities within the campus community.
- Serve as a liaison with campus partners, communicating with colleagues and pursuing collaboration.
- Present opportunities for academic engagement to classes, student organizations and offices around campus.
- Hold advertised drop-in office hours for students interested in pursuing deeper academic engagement.
- Interviewed and assisted in selection of student teachers for the Undergraduate Research Opportunity Program.

New Student and Family Programs, NODA Intern

University at Albany, State University of New York, June 2014-August 2014

- Assisted in training and supervision of 20 orientation leaders.
- Presented to families of incoming students during eight, two-day orientation sessions. Answered questions about what to expect as a student transitions into college, and introduced campus partners for their presentations.
- Created and facilitated StrengthsQuest workshop and follow-up for orientation leaders.
- Planned and coordinated bonding activities for student staff and professional staff once a week.
- Provided constructive feedback and suggestions for improvement to supervisors throughout the two months about orientation leader training and orientation sessions. This feedback included event planning logistics, communication strategies, and creative solutions to problems.

University Housing, Intern for Student Staff Recruitment and Selection

Florida State University, October 2013-April 2014

- Assisted in strategic planning of the recruitment and selection process.
- Developed materials geared toward the resident assistant position for recruitment, selection and orientation programs.
- Coordinated and assisted with interview weekend, orientation, and annual banquet for Resident Assistants.
- Learned new software, PeopleSoft, to assist in the interview and selection process.

Teaching and Training

Teaching Assistant, LDR2101: *Leadership Theory and Practice - Instructor: Dr. Kathie Guthrie*

- Fall 2014, Florida State University
- Distance Education Course: monitor and grade online discussion board.

Advisor and Trainer, *Undergraduate Research Ambassadors*

- 2014-2015 academic year, Florida State University
- Created training for peer advisors; supervise and mentor ambassadors who conduct office hours and present to peers.

Teaching Assistant, *Global Scholars Course – Instructors: Dr. Joe O’Shea and Latika Young*

- Spring 2014, Florida State University
- Advised students on upcoming international internship experiences. Managed assignments and organization for the course.

Research Experience

College Educational Quality Regional Research Team Member

- Summer and Fall 2014, Teachers College – Principle Investigator: Dr. Corbin Campbell
- Participated in training sessions and studied theoretical frameworks related to educational quality.
- Traveled to study site for one week with a team of researchers and rated classroom experiences.
- More information can be found at: collegeedquality.weebly.com

Conference Presentation

Coven, C. (2014, October). Creative Solutions to Integrating Creative Projects. Poster presented at the annual Florida Statewide Symposium for Engagement in Undergraduate Research, Orlando, FL.

Leadership Experience

- Participant in Safe Zone, the LGBTQ+ Training at Florida State University.
- NASPA Program Reviewer for the 2015 annual conference.
- Student Affairs Strategic Planning Committee Member, University of Oregon, 2013
- Vice President of Membership, Panhellenic Council, University of Oregon, 2011-2012

Related Skills and Trainings

- Graphic design, aptitude with the Adobe Creative Suite.
- Social media competence for marketing and communication.
- Proficiency in Microsoft Word, Excel and Powerpoint.
- Comfort and experience with public speaking.
- NASPA Webinar on Title IX and the future of gender inclusion in higher education.

Emily Eisenstadt

75. N. Woodward Ave Box# 2414 Tallahassee, FL 32313 eisenstadtea@gmail.com (803) 269-1783

EDUCATION

Florida State University, Tallahassee, FL **May 2015**
Masters of Science in Higher Education with a concentration in Student Affairs

Wofford College, Spartanburg SC **September 2009-May 2013**
Bachelors of Arts in Sociology and English with a concentration in Gender Studies

Goldsmiths, University of London, London, UK **January-June 2012**
Directly Enrolled in University during Study Abroad for Spring and Summer Terms
Studied Anthropology, Cultural Studies, English, History

GRADUATE EXPERIENCE

Assistant Coordinator **July 2013- Present**

Florida State University, University Housing

- Coordinated the residential experience of up to 580 predominately first year students in community style and suite style halls
- Supervised up to 19 Resident Assistants and 7 Receptionists
- Served as Hall Director in absence of a Residence Coordinator from November 2014-February 2015
- Advised Hall Government, a student organization focused on improving residential community
- Managed community building budget of \$5,000 to be allocated for programming and hall improvement
- Advised Hall Ambassador program, which is responsible for providing tours of the residence hall to incoming students and parents during University designated Preview Days.
- Interviewed, hired, trained, and evaluated Resident Assistants, Receptionists, and Night Staff students
- Managed residential conflicts, roommate conflicts, students of concern, and interpersonal issues
- Adjudicated conduct cases ranging from noise violations to alcohol and marijuana violations
- Served on a 24/7 on-call duty rotation providing crisis and emergency management for an area serving more than 3,000 students and 8 residence halls
- Assisted in the implementation of intentional interaction conversation model between residents and Resident Assistants
- Hosted 12 Jamaican students from the University of the West Indies who stayed with RAs in the building Worked with Resident Assistants and Hall Ambassadors to put on welcome events for the international students to facilitate cross-national collaboration
- Planned and executed two-day Halloween program for 106 members of the Boys and Girls Club and 400 FSU students, supervised 80 Resident Assistants, managing activities budget of \$300

Teaching Assistant **January 2014- Present**

LDR 2101: Leadership Theory and Practice, Florida State University

A 60 student undergraduate course within the Undergraduate Certificate in Leadership Studies program

- Organized and updated weekly discussion board questions through Blackboard
- Monitored weekly discussion board posts, encouraging discussion from participants
- Answered questions via email about course material, discussion board questions, and assignments
- Graded assignments based on professor's guidelines

Graduate Intern**August 2014-December 2014*****Student Activities Center, Florida State University***

Pow Wow is large scale pep-rally held annually during Homecoming week featuring top comedians. This year, 6,000 students, staff, faculty, and community members were in attendance.

- Directly advised four students directors and the Pow Wow committee
- Advised Homecoming 14 student executive council and 50 student Homecoming general council
- Advised weekly meetings for both Pow Wow Committee and Homecoming Council
- Conducted weekly 1:1 meetings with the four student directors
- Managed Pow Wow budget of approximately \$220,000
- Arranged the request and distribution process of over 400 complimentary tickets and VIP seating
- Arranged pyrotechnic permits with the State of Florida Fire Department
- Analyzed risk management with student staff and University Police
- Participated in weekly production meetings with technical and creative production companies
- Stage Manager for Pow Wow- performers Colin Jost and Kenan Thompson from Saturday Night Live
- Performed assessment based on student feedback who attended Pow Wow
- Supported fellow Student Activities staff at large scale events like performers Bill Nye and Big Sean and events Haunted Harvest and Spring Fling

Graduate Intern**May 2014-July 2014*****The Office of Student Union and Activities, The College at Brockport, State University of New York***

- Assisted with daily operation of the Seymour College Union
- Managed Seymour College Union during Summer Orientation
- Presented on The Office of Student Union and Activities during Summer Orientation
- Assisted with late night, alcohol alternative programming during Summer Orientation
- Organized Student Involvement panel for Summer Orientation sessions
- Interviewed students for panel and coach selected students on their stories
- Presented during student involvement panel at Summer Orientation
- Advertised and ran a summer movie series for students and local community members
- Attended development planning meetings for Homecoming and Family Weekend
- Organized the annual Welcome Week Fest with campus partners and outside vendors
- Maintained social media for the Union to advertise summer events
- Wrote “closing the loop” assessments for past Homecoming, Family Weekend, and student-staff
- Created Mid-Semester student staff assessment
- Create combined Homecoming and Family Weekend assessment for both student and families
- Wrote department analysis for Division of Enrollment Management and Student Affairs annual report
- Participated in Senior Year Experience planning committee
- Developed competency assessment for Seymour College Union using ACU-I learning outcomes

Graduate Intern**January-April 2014*****The Career Center, Florida State University***

The Garnet and Gold Scholar Society is an honor society within the Career Center that recognizes well-rounded undergraduate students who excel within and beyond the classroom.

- Coordinated and organized Appreciate Breakfast for University President, Deans, and Professors
- Assisted in planning the Spring Induction Ceremony for graduating seniors
- Advised students on the application process, program criteria, and involvement opportunities
- Conducted assessment project on alumni for the FSU Foundation
- Updated Garnet and Gold Scholar Society website

Mallory Garcia

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Education

- Master of Science, Higher Education and Student Affairs** **May 2015**
Florida State University, Tallahassee, FL
- Bachelor of Arts, Psychology | Business Foundations Certificate** **May 2013**
The University of Texas at Austin, Austin, TX

Work Experience

- Graduate Assistant for Organizations & Involvement, Student Activities Center** **August 2013 – Present**
Florida State University, Tallahassee, FL

- Oversee the annual student organization recognition process for 600+ student groups through the *CollegiateLink* organization management software and review all student organization constitutions to ensure they meet University Policy
- Continuously enhance recognition tracking process by developing new handbook materials and a constitution guide for Recognized Student Organizations (RSOs)
- Co-advise the 18 member Student Organization Advisory and Resource (SOAR) Board that serves the 600+ student organizations on campus by facilitating workshops and engagement opportunities
- Organize the recruitment, selection and leadership training for new members of SOAR Board, utilizing NACA Competencies and StrengthsQuest Finder assessment
- Coordinate Market Wednesday, a weekly tabling event and entertainment hour with over 75 RSOs in attendance
- Manage the registration and execution of Fall and Spring Student Involvement Fairs drawing over 2,000 attendees with participation from over 170 RSOs and campus departments
- Advise and assist event and risk management planning efforts in large-scale Student Activities Center events such as Seminole Sensation Week, Homecoming, Pow Wow, Leadership Awards Night and Dance Marathon

- Conference Intern, Jon C. Dalton Institute on College Student Values** **November 2014 – Present**
Florida State University, Tallahassee, FL

- Support 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
- Oversee program proposal selection process and create conference program schedule utilizing diverse presentations
- Coordinate with multiple committee chairs to support their responsibilities to the conference including hospitality, technology, keynote speakers, and transportation

- N2UFP Program Coordinator, Office of the Vice President for Student Affairs** **April 2014 – Present**
Florida State University, Tallahassee, FL

- Serve as the liaison between Division of Student Affairs and NASPA for the NASPA Undergraduate Fellows Program (NUFP) campus based program
- Work with undergraduate students and full-time professionals to create mentor/mentee pairings for students interested in pursuing student affairs as a career path
- Organize workshops and events for undergraduate students that encourage professional development, collaboration with the Higher Education program, and exploration of the Division of Student Affairs at FSU

- Teaching Assistant, Undergraduate Leadership Certificate Program** **August 2014 – December 2014**
Florida State University, Tallahassee, FL

- Educated 24 students on the importance of community service and how service learning translates to leadership within their personal communities in LDR 2162 – Leadership in Groups and Communities course
- Facilitated classroom discussions and developed interactive activities to support student learning of leadership theories

- NODA Graduate Intern, Orientation and Family Programs and Services** **May 2014 – July 2014**
George Mason University, Fairfax, VA

- Supervised a team of 35 Patriot leaders and 6 leadership team members that served approximately 6,000 incoming freshman and transfer students during 13 summer orientation sessions
- Assisted in the training and leadership development of Patriot Leaders during a two-week intensive training program
- Mediated a wide range of conflicts with families, students, campus partners, and orientation leaders
- Collaborated with campus departments and academic stakeholders to execute a large-scale informational fair

- Student Conduct Intern, Office of Student Rights and Responsibilities** **January 2014 – May 2014**
Florida State University, Tallahassee, FL

- Served as first-level informal hearing administrator for student conduct cases
- Facilitated educational conversations with students going through the University conduct process
- Aided staff in advising the student conduct board for Greek affiliated organizations

Work Experience (continued)

Summer Housing Intern, Department of Residence Life **May 2013 – July 2013**

The University of Texas at El Paso, El Paso, TX

- Designed and created a Resident Assistant (RA) Training Program for all incoming/returning resident assistants
- Implemented new assessment procedures to analyze customers served annually and trained front desk staff to utilize procedures effectively
- Served as staff member on-call in the Miner Heights Residence Hall during summer housing session

Student Assistant, Student Organization Center **August 2011–May 2013**

The University of Texas at Austin, Austin, TX

- Served as front line, customer service staff to the 1,000+ student organizations at UT Austin
- Effectively communicated information to 30,000 students annually via phone call and face-to-face customer service interactions
- Completed annual assessment to track customers served by the office, phone calls received, and programs implemented by student organizations on campus

Orientation Advisor, New Student Services **January 2012 –August 2012**

The University of Texas at Austin, Austin, TX

- Facilitated eight freshman orientation and three transfer sessions for over 10,000 incoming students
- Conducted individual advising sessions with new students about degree plans within the College of Liberal Arts
- Engaged in detailed training on social justice, campus issues and University history
- Created programming for new student “Welcome Night” with games, prizes and free university gear

Activities

Publications Coordinator, Higher Education Student Association Executive Board **May 2014 – Present**

Florida State University, Tallahassee, FL

- Oversee all social media accounts and maintain online website for the Higher Education Student Affairs Program
- Develop new marketing strategies to attract future applicants to the program, generating an increase of 24% in 2015
- Design and review all publication materials for HESA Program including New Student Guide and Looking Forward

Membership/Recruitment Advisor, Zeta Tau Alpha Women’s Fraternity **May 2013 – Present**

Florida State University & The University of Texas at El Paso

- Advise undergraduate officers in their leadership roles and oversee budgets totaling \$40,000 annually
- Work closely with Office of Fraternity and Sorority Life to ensure compliance with proper procedure, recruitment policies and software management system, *Interactive Collegiate Solutions (ICS)*

Student NUFPP Fellow, NASPA Undergraduate Fellows Program (NUFPP) **August 2012 – July 2013**

The University of Texas at Austin, Austin, TX

- Participated in mentoring relationship with student affairs professional to explore different areas of the field and prepare for the application process to Master’s Program in Higher Education

Affiliations/Memberships/Professional Development

Student Affairs Administrators in Higher Education (NASPA)

Association of Fraternity and Sorority Advisors (AFA)

Association for Orientation, Transition, and Retention (NODA)

Zeta Tau Alpha Women’s Fraternity

- State Conference Planning Team, El Paso, TX

February 2014

Association of Fraternal Leadership and Values

- Graduate Conference Intern, San Diego, CA

April 2014

Seminole Allies and SafeZone Training

February 2014

Multicultural Leadership Institute

- Conference facilitator

January 2014

NASPA Gwen Dungy Summer Leadership Institute

- Presented a Case Study to on-site faculty with 7 fellow NUFPPs

June 2013

LISA GILBERT

75 N. Woodward Avenue # 2419, Tallahassee, Florida 32313
239.464.9922 | gilbert.lisamarie@gmail.com | @LisaM_Gilbert

EDUCATION

FLORIDA STATE UNIVERSITY

Master of Science | Higher Education Administration

TALLAHASSEE, FL

May 2015

FLORIDA SOUTHERN COLLEGE

Bachelor of Arts | English Literature, Communication

LAKELAND, FL

April 2013

RESIDENCE LIFE EXPERIENCE

Assistant Coordinator

University Housing | Florida State University | Tallahassee, FL

General Functions

July 2013 – Present

- Serve on a 24/7 on-call duty rotation for emergencies and crisis management for a residential population of 3,300 students
- Work with building Facilities Supervisor to provide safe, secure, and properly functioning facilities
- 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
- Facilitate in-hall moves and track room reassignments in conjunction with the Assignments Office

Dorman & Deviney Complex

July 2014 – Present

- Oversee a two-building, community style housing complex of 529 predominantly first-year students collaboratively with a Residence Coordinator
- Co-supervise, hire, train, and evaluate 12 Resident Assistants and 12 Desk Receptionists
- Advise Hall Government and oversee a budget of \$4,600 for programming and supplies
- Manage all front desk procedures including key administration and occupancy management utilizing CBORD Odyssey Housing Management System
- Transition the current complex for closing and opening of the replacement residence hall

Ragans & Traditions Complex

July 2013 – May 2014

- Oversaw a five-building, apartment style housing complex of 831 upperclassmen and graduate students collaboratively with a Residence Coordinator
- Co-supervised, hired, trained, and evaluated 17 Resident Assistants and 15 Desk Receptionists
- Provided leadership for the planning and implementation of developmental programs using departmental programming model, PARIS

Conference Coordinator

University Housing | Florida State University | Tallahassee, FL

March – August 2014

- Served as a primary resource and contact for all clients, including athletic, service-based, and academic groups
- Co-supervised, hired, trained, and scheduled 3 Lead Conference Assistants and 25 Conference Assistants using ScheduleFly
- Maintained administrative records for conference groups including rosters, contracts, and billing records utilizing Conference Programmer
- Participated in on-call duty rotation serving up to 8 halls being utilized by Conference Services

Head Staff Professional Development Committee

University Housing | Florida State University | Tallahassee, FL

August 2014 – Present

- Benchmark other institutions' recruitment for graduate student and professional staff
- Aid in development of staff recruitment marketing strategies
- Assist Residence Life staff in creating and implementing professional development plans utilizing NASPA and ACUHO-I competencies

Student Leader Development Committee

August 2013 – August 2014

University Housing | Florida State University | Tallahassee, FL

- Developed and executed marketing strategies and advertising campaigns for Resident Assistant recruitment
- Planned, implemented, and assessed Resident Assistant Selection and Training utilizing Qualtrics survey and insight platform
- Designed and facilitated Resident Assistant orientation

RELEVANT EXPERIENCE

Graduate Issues & Involvement Communication Subcommittee

February 2014 – Present

Southeastern Association of Housing Officers (SEAO)

- Generate a database of graduate programs and students in housing across southeast region for networking initiatives
- Contribute to the committee's social networking presence through the utilization of social media platforms and blog posts

Diversity Education Training and Workshops Intern

May – August 2014

Center for Leadership and Social Change | Florida State University | Tallahassee, FL

- Created and facilitated core and elective sessions for the Diversity and Inclusion Certificate
- Generated an assessment plan for both individual certificate sessions and the entirety of the university-wide Diversity and Inclusion Certificate
- Designed a diversity training workshop for Residence Life professional, graduate, and student staff

Communication and Advertising Intern

January – April 2013

Honors College Living-Learning Community | University of South Florida | Tampa, FL

- Coordinated and facilitated advertising campaigns including print, online, and social media
- Partnered with Student Affairs and Academic Affairs professionals to discuss strategic approaches to execute departments' learning outcomes
- Assisted with assessment and data analysis of living-learning community programmatic satisfaction

PROFESSIONAL DEVELOPMENT

Jon C. Dalton Institute on College Student Values: February 2015

Southeastern Association of Housing Officers Conference: February 2014, 2015

Florida State University Mentoring Institute: December 2014

Florida Resident Assistant Seminar Delegation Advisor: February 2014

PRESENTATIONS

Gilbert, L., Rivers, N. & Nygaard, S. (2014, February). *From "One Hit Wonder" to "Hall of Fame": Development in the halls and in the office*. Presented at the Florida Resident Assistant Seminar, Gainesville, FL

Gilbert, L. & Shiner, M. (2014, February). *"I've Got the Power": How to R-E-S-P-E-C-T identities and become allies*. Presented at the Florida Resident Assistant Seminar, Gainesville, FL

Gilbert, L. & Lew, V. (2013, February). *How returning and first-year RAs can lend each other a helping hand*. Presented at the Florida Resident Assistant Seminar, Jacksonville, FL

Gilbert, L. (2012, November). *Becoming sex objects: Empowering or degrading?* Presented at the Florida Communication Association Annual Conference, Orlando, FL

Gilbert, L. & Simone, C. (2012, February). *The role of resident advisors in the transition from first-year to sophomore students*. Presented at the Florida Resident Assistant Seminar, Orlando, FL

Gilbert, L. (2011, November). *SlutWalk research: Being a slut isn't easy*. Presented at the Florida Communication Association Annual Conference, Orlando, FL

REFERENCES

Gabriel Solomon
Residence Coordinator, Residence Life
Current Supervisor
University Housing
Florida State University
gasolomon@fsu.edu
850.644.3229

Katie Kolkmeier
Assistant Director, Eastside
Indirect Supervisor
University Housing
Florida State University
kkolkmeier@fsu.edu
850.645.7311

LaFarin Meriwether
Residence Coordinator, Residence Life
Former Supervisor
University Housing
Florida State University
lmeriwether@fsu.edu
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Stacie Kurlick
Assistant Director, Conference Services & Marketing
Former Supervisor
University Housing
Florida State University
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ELAINE GILES

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EDUCATION

Florida State University
Master of Science, Higher Education Candidate

Tallahassee, FL
May 2015

Louisiana State University
Bachelor of Arts, Mass Communication

Baton Rouge, LA
May 2013

COMMUNITY ENGAGEMENT EXPERIENCE

Center for Leadership & Social Change, Florida State University
Community Engagement Graduate Assistant

Tallahassee, FL
August 2013 - Present

- Advise four students on the planning committee for Florida State Alternative Breaks (FSAB)
- Plan the leadership curriculum with weekly learning goals for the 10 students serving as site leaders
- Train 10 site leaders to facilitate service immersion trips through FSAB
- Evaluate and assess weekly site leader trainings
- Co-coordinate and implement the logistics of five FSAB service trips
- Plan and coordinate three major programs for FSAB students: a two-day site leader leadership retreat, a spring semester welcome event, and an end-of-the-year banquet
- Develop evaluations for participants, site leaders, and community partners
- Create the FSAB Annual Report document
- Implement and track the community engagement assessment on diversity and social justice institutional effectiveness plan for the 2014-2015 academic year
- Communicate with community partners to coordinate logistics
- Co-manage the \$31,000 budget for FSAB
- Market the application, recruitment, and selection process of student leadership within FSAB
- Provide written feedback to students' leadership and service reflection prompts as part of the Garnet and Gold Scholars Society
- Present on service-learning to service-learning courses at Florida State University
- Track service-learning courses offered at Florida State University
- Gathered data for Florida State University's application for the President's Higher Education Community Service Honor Roll
- Chosen to serve as a site leader for Break Away's Alternative Breaks Citizenship School: Baltimore conference
- Co-facilitated the reflection and service experience of 12 alternative break student leaders and staff at Break Away's Alternative Breaks Citizenship Schools: Baltimore conference
- Assist with other departmental events

SOCIAL JUSTICE EXPERIENCE

Center for Leadership & Social Change, Florida State University Tallahassee, FL
Identity Exploration Cluster Intern August 2014 – December 2014

- Facilitated the Social Justice Ally Training for FSU students, staff, and faculty
- Developed and implemented a social justice and diversity training for FSAB Site Leaders
- Created an assessment plan for the social justice and diversity trainings
- Assisted with the 2014 With Words social justice museum style exhibit
- Developed a resource guide on advocacy, social justice education, and social justice news

ADVISING EXPERIENCE

Advising First, Florida State University Tallahassee, FL
Graduate Intern April 2014 – July 2014

- Advised incoming exploratory students in selecting courses for their first semester
- Suggested courses to exploratory students that align with their interests, values, and skill set
- Assisted in developing a tentative schedule prior to meeting with a professional advisor
- Interpreted AP credit, IB credit, and previous collegiate course work to students and how that translates to course credit
- Explained general education and university requirement to students

COMMITTEES

Center for Leadership & Social Change, Florida State University Tallahassee, FL
Graduate Assistant

- Student Learning Committee, *Member* September 2013- present
- 2015 Moellership Program Selection Committee, *Member* January 2015
- Mentoring Institute Planning Committee, *Member* September 2014 – December 2014
- 2014 Moellership Program Selection Committee, *Member* January 2014

TRAININGS, PRESENTATIONS, WORKSHOPS

- Service-Learning Presentations, *Presenter and Co-presenter* August 2013 - present
- 2015 Multicultural Leadership Summit, *Cohort Facilitator* January 2015
- Dialogue and Medicine: Communication-Based Care, *Co-presenter* November 2014
- Social Justice Ally Training, *Co-facilitator* October 2014
- 2014 Multicultural Leadership Summit, *Cohort Facilitator* January 2014

ORGANIZATIONAL MEMBERSHIP

- National Association of Student Personnel Administrators, *Member* January 2010 - present
- Break Away, *Member* August 2013 – present
- Campus Compact, *Member* August 2013 - present

Eric Daniel Goins

2626 East Park Avenue - Tallahassee, FL - 32301 - (865) 684-8090 - eric.d.goins@gmail.com

EDUCATION

Masters of Science in Higher Education
Florida State University

May 2015

Bachelor of Arts in Psychology
The University of Tennessee, Knoxville

August 2013

EXPERIENCE

Office of New Student & Family Programs

Florida State University

Graduate Assistant

August 2013 – Present

Supervision

- Supervise four Orientation Team Leaders who are responsible for various office tasks to prepare for retreats, conferences, and other programming and are mentors to new Orientation Leaders
- Co-supervise a team of 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 to run day to day operations in the office

Orientation & Programming

- Coordinate Orientation Leader recruitment and selection, including marketing materials and information sessions
- Organize and conduct Orientation Leader group and individual interviews to select a team of 36 students
- Plan the Orientation Leader retreat which focuses on the development of team cohesion, mission, and education
- Assist with the preparation of First Time in College Orientation for 6,200 students and 7,000 family members in the summer, including contacting presenters, planning schedules, and reaching out to campus partners for orientation materials
- Assist with the preparation of Transfer Student Orientation
- Create Training Camp schedule for the Orientation Leaders, including the planning of campus partner presentations, orientation and facilitation 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 assessment report to present to campus partners
- Edit and distribute pre and post surveys for spring orientation sessions to gauge student and family member knowledge and expectations of Florida State
- Coordinate the distribution and compilation of a Week Six survey to gauge student success in relation to their experience at orientation
- Create an overall report of the Week Six survey to be distributed to campus partners in order to improve quality of orientation programs and assist with the implementation of a First Year Experience program
- Support the First Year Experience committee and University effort to design and implement a First Year Experience course

Teaching Assistant

- Co-teach the course *Peer Education, Mentoring, & Applied Campus Leadership* alongside the Associate Director of New Student & Family Programs
- Prepare weekly lesson plans that address various learning styles on topics such as crisis management, student development theory, and communication
- Evaluate student work based on their performance throughout the course
- Meet monthly with students who are struggling with coursework to ensure that they are successful in their academic endeavors

Office of Student Rights & Responsibilities**Florida State University**

Graduate Intern

August 2014 – Present

- Prepare reports for charge letters to be sent to students allegedly in violation of the Student Code of Conduct
- Conduct Information Sessions with students to inform them of the conduct process and set hearing dates
- Facilitate student learning and development regarding community standards through intentional conversations as a first-level hearing administrator
- Co-advise a Student Conduct Board of seven members who conduct fair and impartial hearings

The Career Center**Florida State University**

Graduate Intern for Employer Relations and Recruitment Services

July 2014 –December 2014

- Researched, benchmarked, and assessed nationwide programs and initiatives that help serve first-generation college students and their career development
- Identified unique characteristics about students who enroll in Florida State University's Center for Academic Retention and Enhancement in order to understand the needs of first-generation college students on Florida State's campus
- Developed programmatic ideas and/or initiatives for junior and senior first-generation college students that focus on career development and engagement
- Assisted with other Career Center events and office tasks as needed
- Sat-in on and assisted with mock interviews, employer meetings, and other employer relations centered programs

Office of New Student & Family Programs**The University of Tennessee, Knoxville**

Senior Student Assistant

August 2012 – May 2013

- Designed and coordinated Orientation Leader recruitment materials, prepared recruitment interest sessions, and contacted former Orientation Leaders for assistance
- Co-taught the Orientation Leader spring training course and assisted in the overall training of 24 Orientation Leaders
- Coordinated logistics for and headed committee that planned orientation evening programming events
- Assisted in the scheduling, programming, and staffing of each orientation throughout the year

HONORS & AWARDS

2014-2015 Seminole Torchbearer

2014 NODA Conference recipient of Best Problem Solving in the Graduate Student Case Study Competition

2014 SROW recipient of Best Problem Solving in the Graduate Student Case Study Competition

2013 Chancellor's Citation for Outstanding Campus Leadership & Service

2013 Dean of Student's Outstanding Contributor to Campus Life

PRESENTATIONS

2014 Southern Regional Orientation Workshop presenter, *How to Make Your Team Work*2013 Southern Regional Orientation Workshop presenter, *Leading with Emotional Intelligence*2012 Southern Regional Orientation Workshop presenter, *Learning to Trust Your Pit Crew*2011 Southern Regional Orientation Workshop presenter, *Orientation Leader to Full-Time Student Leader***AFFILIATIONS & COMMITTEES**

2014-2015 Master's Chair of Florida State University's Higher Education Student Association

2013-2015 Higher Education Student Association Member

2013-2015 National Orientation Directors Association Member

2013-2015 National Association of Student Personnel Administrators Member

2013-2015 Florida State University Dean of Students Professional Development Committee Member

2013-2014 First-Year Representative of Florida State University's Higher Education Student Association

SARAH HEINTZMAN

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heintzmansl@gmail.com

Education

Master of Science in Higher Education-Student Affairs May 2015
Florida State University, Tallahassee, Florida

Bachelor of Science in Psychology May 2013
Texas A&M University, College Station, Texas

Professional Experience

Student Activities Center, Graduate Assistant August 2013 - Present

Dance Marathon | Florida State University, Tallahassee, Florida

- Advise the 18 member Executive Board in their efforts to raise money for our local Children's Miracle Network Hospital and the Florida State University College of Medicine's Pediatric Outreach Program
- Plan and oversee the three-day, 40 hour event involving over 2,000 students, raising over \$780,000 in 2014
- Assess liabilities and risks for events and programs throughout the year
- Conduct one-on-one meetings and large group workshops with executive officers to ensure the development and success of students
- Interview and select 60 students for the leadership team from an applicant pool of over 150 students
- Conduct assessment to measure the engagement and growth of students on all levels of the organization
- Foster a supportive and engaging environment for sponsors, miracle families, participants, and volunteers
- Create and design training tools for student leaders including retreats and educational sessions

Late Night Programs

- Coordinate with marketing, entertainment, and catering for the Union's late night dining event
- Manage a \$35,000 budget for alcohol-free programs throughout the year
- Supervise student workers, entertainment acts, and an average of 500 students at the monthly event
- Support Student Activities Center events such as Seminole Sensation Week, Homecoming, Pow Wow, Involvement Fair, Haunted Harvest, and large scale programs for the student body

Center for Leadership & Social Change, Graduate Intern August 2014 - Present

Spiritual Life Project | Florida State University, Tallahassee, Florida

- Advise three student coordinators on marketing, campus outreach, and programming efforts
- Motivate student coordinators to create initiatives aligning with the Spiritual Life Project's mission of providing students opportunities to explore their understanding of meaning, purpose, and authenticity
- Develop leadership, diversity, conflict, and communication trainings for the student coordinators
- Serve as a member of the Spiritual Life Project steering committee, attending monthly meetings to bring the mission and vision of the Spiritual Life Project to life through dialogue events

Student Transitions & Orientation, Graduate Intern June 2014 - August 2014

NODA Internship Program | Southern Methodist University, Dallas, Texas

- Supervise ten Academic Advising Registration and Orientation (AARO) Leaders who transition and orient over 1,400 incoming first-year, transfer, and international students
- Develop and facilitate a three week training while coordinating with campus partners to present to AARO Leaders about campus resources, health and safety, emergency protocol, leadership, and group dialogue
- Design a scheduling mobile phone application downloaded by over 1,100 first year students and families, incorporating an assessment survey, rating system for sessions, maps, and important campus numbers
- Mediate a wide range of conflicts with families, students, campus partners, and AARO Leaders

SARAH HEINTZMAN

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Relevant Experience

Delta Gamma Fraternity, Vice President of Communications November 2013 - Present
Alumnae Association | Tallahassee, Florida

- Restore and strengthen membership and activity in the Tallahassee Alumnae Association
- Communicate with alumnae through social media, email, and mailings
- Promote and market programs and events to the wide range of alumnae members in the Tallahassee area

Higher Education Student Association, Masters Orientation Chair April 2014 - Present
College of Education | Florida State University, Tallahassee, Florida

- Coordinate the departmental orientation for incoming master's and doctoral students, including team building, cross-cohorts socials, and professional development workshops
- Provide weekly opportunities for relationship building between first and second year members of the program
- Correspond with incoming students throughout summer providing resources, a transition guide, and support

Jon C. Dalton Institute on College Student Values, Hospitality Chair September 2013 - February 2014
Division of Student Affairs | Florida State University, Tallahassee, Florida

- Generate a volunteer schedule for 18 committee members throughout the three-day conference
- Provide excellent customer service to conference attendees and guests by managing the registration desk, purchasing refreshments, and creating a warm and welcoming environment

Student Activities, Extended Orientation Chair November 2011 - September 2012
Fish Camp | Texas A&M University, College Station, Texas

- Interview and select 24 camp counselors from an applicant pool of over 2,000 undergraduate students
- Complete four sets of evaluations of camp counselors' performance, providing written and verbal feedback
- Manage \$1,000 budget, contracting orientation supplies and apparel
- Develop and facilitate five trainings for 24 counselors on leadership, effective group dialogue, diversity and inclusion, bystander effect, health and safety, emergency protocol, and engaging first year students
- Coach candidates applying for the chair position on interview techniques and applications

Professional Affiliation and Development

- Association for Orientation, Transition, and Retention (NODA)
- National Association of Student Personnel Administrators (NASPA)
- American College Personnel Association (ACPA)
- Seminole Allies and Safe Zone Training 101 and 201
- Delta Gamma Fraternity
- Jon C. Dalton Institute on College Student Values 2014 and 2015
- Dance Marathon Leadership Conference 2013 and 2014

Justina Jones

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Permanent Address
1133 Buckhead Trail
Mount Juliet, TN 37122

Education:

May of 2015	Florida State University College of Education Higher Education-MS	GPA 3.82/4.0
May of 2013	University of Tennessee College of Communication Communication Studies & Political Science	GPA 3.51/4.0

Professional Experiences:

The Florida State University: Center for Academic Retention & Enhancement (CARE) May 2014-present
Assistant Summer Bridge Program Coordinator

- Advise 24 CARE Ambassadors and 320 CARE first year students
- Assist in CARE Ambassador Training
- Plan and Implement weekly meetings/ workshops for CARE students
- Assist in day to day activities for the CARE Summer Bridge Program
- Live in residential assistant for CARE students

The Florida State University: Office of Student Rights & Responsibility April 2014-present
Summer Intern

- Review reports to determine Student Conduct violations and charge accordingly
- Conduct information session to notify and advise charged student of alleged Conduct code violations
- Serve as a hearing officer to adjudicate informal student conduct hearings
- Develop educational sanctions for students found responsible for conduct violations
- Administer Ethics Workshop

The Florida State University: Center for Leadership & Social Change August 2013-present
Leadership Development Graduate Assistant

- Social Justice Living & Learning Community (SJLLC)
 - Teaching Assistant for SJLLC Leadership Colloquium (30 student)
 - Assisted in designing curriculum & implemented/ facilitated lesson plans
 - Evaluated participation and provided student feedback
 - Assisted in developing mid-year and end of the year assessment.
 - Organized SJLLC Fall and Spring Retreat and community engagement opportunities each semester for 30 students
 - Assist with the recruitment, selection, and weekly training of the 4 second-year live-in mentors
- LeaderShape On-Site Coordinator
 - Assisted with the overall planning and implementation of The LeaderShape® Institute, including selection and logistics
 - Advised 2 Student Coordinators in coordinating LeaderShape
 - Developed a Student Leadership Development plan for the two Student Coordinators focusing on Social Justice, Diversity and Inclusion, Leadership Identity, and Self-Authorship
 - Managed a 1,800 budget
 - Organized LeaderShape's guest leader night presentation
 - Served as a primary contact for students
 - Planned LeaderShape's Service Day activities for 70 students, 6 cluster facilitators, and 2 co-leads

University of Tennessee Admissions Office

January 2010-May 2013

Student Ambassador

- Led campus tours for prospective students and their parents weekly
- Recruited perspective UT students
- Answered questions and stated facts about the University of Tennessee

University of Tennessee Admissions Office

January 2010-May 2013

Chair of the Minority Enhancement for the University of Tennessee (ME4UT)

- Recruited underrepresented students each year for the University of Tennessee
- Planning and facilitated over-night recruitment programming for over 200 hundred students.
- Planned and implemented on-campus programming for prospective minority students

The University of Tennessee: Leadership Learning Community

August 2012- May 2013

Teaching Assistant

- Assisted in designing curriculum and implemented/facilitated Introduction to Student Leadership for 30 students (Fall 2012)
- Assisted in designing curriculum and implemented/facilitated Servant Leadership & Social Justice Seminar for 30 students (Spring 2013)
- Mentored incoming freshman in leadership development, personal and social development

The University of Tennessee: Leadership and Service Ambassador (LSA)

January 2010-May 2013

Leadership and Service Chair

- Leadership and service educators dedicated to serving the campus and community as a resource group
- Connected students to leadership and service experiences
- Presented programs on a variety of topics related to leadership & service
- Strived to serve community needs through education, service & reflection

Memberships & Awards:

- NASPA-Student Affairs Administrators in Higher Education (2014- present)
- ACPA- College Student Education International (2014- present)
- University of Tennessee Vice Chancellor's Student Diversity Committee (2012-2013)
- University of Tennessee Provost's Student Advisory Council (2012-2013)
- Zeta Phi Beta Sorority Inc. (2012-present)
- 2013Chancellor's Citation for Extraordinary Campus Leadership & Service
- 2013 NPHC Greek Woman of the Year

Presentations:

Hampton, A., Jones, J.P., & Orozco, R. (December, 2013) *Dialogue for Social Justice*. Concurrent sessions presented at the Florida Association of Educational Program Personnel's (FAEOPP) Student Leadership Conference, Tallahassee, FL

Jones, J.P. & Wiborg, E. (2014, January) *Becoming a Social Change Agent*. Concurrent sessions presented at the Multicultural Leadership Summit, Tallahassee, FL

Freddy Juarez

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Education

Master of Science – Higher Education Administration

Florida State University - Tallahassee, FL

5/2015 (*Expected*)

Bachelor of Arts – Psychology; Minor: Business

Florida International University - Miami, FL

4/2013

Professional Experience

Program Coordinator - Office of Student Rights & Responsibilities

3/2014 to Present

Graduate Assistant - Office of Student Rights & Responsibilities

8/2013 to 3/2014

Florida State University – Dean of Students Department

- Manage the intake of approximately 725 reports annually regarding student misconduct and supervise the charging of Student Conduct Code violations
- Ensure compliance with Title IX expectations within the student conduct setting through the University's adherence to Complainant Rights as outlined in the Student Conduct Code
- Coordinate assessment efforts within the Office of Student Rights & Responsibilities
- Reshape learning outcomes of the conduct process to align with the mission and vision of the office, department, and division and assess the student conduct learning outcomes through the use of rubrics and writing samples to identify the attainment of learning through sanctions
- Collaborate with Residence Life staff in addressing misconduct allegations involving residents and the maintenance of the University's student conduct records database, Conduct Coordinator
- Work in partnership with the Florida State University Police Department and Tallahassee Police Department to receive reports of criminal misconduct that involve Florida State students
- Oversee charging meetings, information sessions, and preparing formal hearings for charged Fraternity and Sorority organizations and collaborate with Greek Life Office to manage Fraternity and Sorority Conduct caseload and database
- Build new curriculum, assessment practices, and workbooks for "Exploring Values and Ethics" workshop and facilitate the "Exploring Values and Ethics" workshops, a workshop that facilitates the exploration of a student's own personal values and decision making
- Assist in the administration and management of office functions, including maintaining conduct records, tracking, and processing records requests
- Create new system for adjudicating charges and drafting office documents utilizing Conduct Coordinator
- Develop a pathway for adjudicating Student Organization through conduct process, utilizing a restorative justice approach
- Serve on formal administrative panel hearings
- Supervise approximately 2 graduate interns a semester from the University's Higher Education program
- Train graduate assistants and interns in executing a procedurally sound- learning centered hearing process in conjunction with respective office staff
- Serve as a first-level informal hearing administrator for conduct cases
- Recruit, select, and train over 30 Student and Greek Conduct Board members and 7 student Chief Justices
- Advise Greek Conduct Board, Student Conduct Board, and several individual chairs within conduct board

Additional Experience

Graduate Intern- Florida State University LeaderShape Institute

11/2014 to Present

Florida State University – The Center for Leadership and Social Change

- Coordinate the service day for 140 students at various service sites in Panama City Beach during the Institute
- Manage onsite logistics and organize guest leader night during the Institute
- Advise the two Student Coordinators of the FSU LeaderShape Institute in conjunction with the other LeaderShape planning committee

Advisor

10/2014 to Present

Beta Theta Pi – Delta Lambda Colony

- Support the Vice President of Brotherhood regarding his functions as an executive officer of the colony
- Advise the Kai Committee (internal judicial committee) as an element of the brotherhood experience that is focused on holding brothers accountable to the values of being a brother of Beta Theta Pi
- Train Kai Committee members on how to ask appropriate questions regarding alleged misconduct, to review information critically, and utilize restorative justice in order to repair harm and reconnect brothers to their brotherhood.
- Serve as an active member of the Delta Lambda advising team, attending no less than 2 colony meetings per month, regularly supporting the Chapter Counselor in his efforts with the colony, and engage in scheduled Advisor meetings

- Attend at least two Beta Theta Pi educational programs per year, including and not limited to Keystone Regional Leadership Conference (officer training) and the 175th General Convention

Co-Chair – Dean of Students Assessment Committee

9/2014 to Present

Member – Dean of Students Assessment Committee

9/2013 to 9/2014

Florida State University – Dean of Students Department

- Coordinate programmatic and learning-centered assessment efforts for the Dean of Students department consisting of six offices and various programs
- Develop initiative for graduate students in the department, in conjunction with the committee, to measure graduate student learning attained while working in the department using ACPA/NASPA Professional Competencies and internal Wellness rubric
- Construct an assessment manual, in conjunction with committee, detailing how to write learning outcomes, utilize rubrics, and assessment plans to manage daily assessment tasks for professionals in the department
- Represent the department on division-wide assessment initiatives
- Lead the assessment committee team made up of six individuals from the different offices within the department

Graduate Intern- Service Leadership Seminar

4/2014 to 11/2014

Florida State University – The Center for Leadership and Social Change

- Managed the pre-test and post-test assessment for two Student Coordinators and over 40 participants
- Analyzed results of the Socially Responsible Leadership Scale assessment gathered from participants of Service Leadership Seminar using quantitative methods and produced end of the year assessment report for all aspects of Service Leadership Seminar
- Prepared a comprehensive assessment report and executive summary to distribute to stakeholders
- Presented on Social Change Model of Leadership during small-group facilitator training
- Developed a Student Leadership Development plan for the two Student Coordinators of Service Leadership Seminar focusing on social justice, diversity and inclusion, leadership identity, and self-authorship.
- Provided logistical support during the week long seminar
- Advised the two Student Coordinators of Service Leadership Seminar as they plan and execute the week-long seminar on Socially Responsible Leadership in conjunction with Center for Leadership and Social Change staff

Graduate Intern - Student Affairs Office of Research and Assessment

1/2014 to 4/2014

Florida State University – Office of the Vice President of Student Affairs

- Benchmarked learning outcomes based assessments done at other institutions
- Created and prepare rubrics to assess student learning and wellness for use across the Division of Student Affairs
- Assisted with the management of incoming assessment reports from units within the Division of Student Affairs
- Developed a Wellness Rubric utilizing the Wellness Wheel to assess student’s level of wellness

Honors and Affiliations

College Student Educators International (ACPA)	2014- Present
Association for Student Conduct Administration	2013- Present
• Graduate Presidential Assistantship	2014
• Gehring Academy Diversity Scholarship recipient	2014
National Association of Student Personnel Administrators	2011- Present
• Annual Conference Intern – Special Projects	2014
• Graduate Associate Program	2014
Omicron Delta Kappa National Leadership Honor Society	2011- Present
Order of Omega Greek Leadership National Honor Society	2011- Present
Beta Theta Pi Fraternity	2009- Present

Committee/Volunteer Participation

Data Strategic Health Committee, FSU Division of Student Affairs, 2014
 Alcohol Strategic Health Committee, FSU Division of Student Affairs, 2014
 Division of Student Affairs Assessment and Research Team, FSU Division of Student Affairs, 2013-Present

Presentations

Erle, A.; Juarez, F.; Lefall, A.; Legiste, J. (2014, February). *For the Grads, By the Grads*. Presented at the Association for Student Conduct Administrators Annual Conference.
 Fulks, A.; Juarez, F.; Ng, C. (2012, February). *Successful Co-Programming with other Councils*. Presented at the Southeastern Interfraternity Conference.

Skills and Abilities

Advanced working knowledge of computer media software (Adobe Creative Suite), Conduct Coordinator (Adirondack Solutions), HTML and website management, Orgsync, Qualtrics, Wordpress, statistical software (SPSS), and fluent in Spanish

Andrew S. La Haie

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EDUCATION

Masters of Science in Higher Education, Emphasis in Student Affairs
Florida State University, Tallahassee, FL

Anticipated May 2015

Bachelor of Science in Business Administration, Human Resource Management
Collateral in Marketing, Minor in Communication and Information
University of Tennessee, Knoxville, TN

May 2013

RESIDENCE LIFE EXPERIENCE

Assistant Coordinator – University Housing, *Florida State University*

July 2014 – Present

- Co-supervise, hire, train, and evaluate a staff of 18 Resident Assistants (RAs) in a coeducational community style residence hall of 562 residents, consisting of many FTIC students
- Serve as the primary Hall Government advisor for six Executive Board members and two RA Liaisons and manage a budget of \$3,600 for programming initiatives
- Adjudicate student conduct cases and develop creative and educational sanctions, as appropriate through Adirondack Conduct Coordinator
- Administer training for new staff members during comprehensive fall and spring student staff training programs
- Oversee front desk operations and key management and utilize CBORD Housing Management Software to track student records and updates
- Facilitate room reassignments and in-hall moves in collaboration with the Assignments Office
- Partner with the Facilities Supervisor and facilities staff, ensuring that building maintenance concerns are resolved
- Lead and assist with staff development opportunities during RA meetings, based on the desired growth areas of the RA staff
- Conduct weekly one-on-ones with RA staff to discuss professional and personal development in the RA role and at FSU
- Respond to crises situations on a weekly on-call rotation for the campus community of 3,400 students

Assistant Coordinator, Night Staff Program – University Housing, *Florida State University*

July 2013 – July 2014

- Supervised 70 general Night Staffers and 7 Night Staff Supervisors, who work the front desks of all residence halls from 11:00 PM – 7:00 AM
- Facilitated staff training sessions and evaluation processes throughout each semester
- Managed staff disciplinary issues on a needs basis and developed action plans for behavior improvement
- Implemented a thorough scheduling model for staffers, designed to meet individual academic and social needs
- Conducted one-on-ones and weekly meetings with Night Staff Supervisors and led meetings for all staff
- Screened and interviewed students for potential employment and organized two large-scale hiring drives for over 120 prospective candidates
- Designed and promoted staff recognition events, including individual recognition and full-scale programs
- Partnered with Conference Services staff in facilitating building coverage and managing occupancy issues
- Adjudicated student conduct cases and developed creative and educational sanctions, as appropriate
- Responded to crises situations on a weekly on-call rotation for the campus community of 3,200 students

Academic Initiatives Work Group – University Housing, *Florida State University*

August 2014 – Present

- Implemented the inaugural Residential Scholars Program, designed to promote collaboration among residential students and campus academic partners
- Plan for and conduct Seminole Scholars Week, a week-long recognition and programming effort for high-achieving residents
- Establish partnerships between other academic programs in order to enhance the scholastic achievement of on-campus students

Student Leader Development Work Group – University Housing, *Florida State University*

September 2013 – August 2014

- Coordinated a “resource fair” for all RAs through partnering with 25 departments and organizations on-campus
- Responsible for the organization, implementation, and evaluation of RA Selection Weekend for 500 prospective RAs
- Charged with assisting in planning the orientation of 90 new RAs during a one-day intensive training program

RELATED EXPERIENCE

Graduate Issues and Involvement Committee – Southeastern Association of Housing Officers (SEAHO) April 2014 – Present

Communication Sub-Committee Chair

- Lead a group of twelve graduate students and professional staff in increasing communication and recruitment efforts among graduate students in the SEAHO region
- Manage and contribute to the @SEAHOGrad Blog and other social media accounts designed for collaboration among SEAHO professionals and new housing graduate students
- Implement strategies to recruit future graduate students through partnership with the Recognition Subcommittee and developing relationships with state representatives

Special Projects Intern – Office of National Fellowships, Florida State University July 2014 – December 2014

- Designed and created three new assessment measures through Qualtrics to evaluate office procedures and overall program effectiveness
- Assisted in advising first-time students interested in learning more about nationally-competitive scholarships and other involvement areas on campus
- Handled website upkeep, essay revisions, and other administrative tasks as assigned

Academic Advising Intern – Advising First, Florida State University April 2014 – July 2014

- Engaged freshmen students in values-based conversations in order to determine an academic area of interest to explore
- Recommended summer and fall coursework based on student preferences, Freshmen Interest Groups, and four-year course mapping
- Analyzed developmental advising models and observed professional advisors to determine personal advising styles

INVOLVEMENT OPPORTUNITIES

Florida State University

- Member, Homecoming Court Judging Panel October 2014
- Member, Assistant Director of University Housing Search Committee April 2014 – May 2014
- Co-advisor, Cawthon Hall Government January 2014 – May 2014
- Advisor, Conference Delegation – Florida Association of Residence Halls (FARH) January 2014 – February 2014
- Member, Southeastern Association of Housing Officers (SEAHO) December 2013 – Present
- Participant, Seminole Allies and Safe Zones November 2013
- Member, National Association of Student Personnel Administrators (NASPA) October 2013 – Present

University of Tennessee, Knoxville

- Member, University Housing Staff Recognition Committee September 2012 – May 2013

HONORS AND AWARDS

Florida State University

- Hardee Fellow October 2014
- Seminole Torchbearer September 2014

University of Tennessee, Knoxville

- Magna Cum Laude May 2013
- Outstanding Contributions to Student Life May 2013
- “Volunteer Award” for Promoting Involvement on Campus – University Housing April 2013
- Mortar Board National College Senior Honor Society April 2012 – May 2013

PRESENTATIONS AND PUBLICATIONS

La Haie, A. & Winland, C. (2015, February). *Real talk: The five unspoken truths about life as a housing professional*. SEAHO Conference, Mobile, AL

La Haie, A. (2014, July 24). Transitioning. @SEAHOGrad Blog.

La Haie, A. (2014). Dalton institute dinner dialogue with Dr. Paine and Dr. Chickering. *The LifeNet*, (Spring 2014), 6.

La Haie, A. (2014). Roundtables on current issues in higher education. *The LifeNet*, (Fall 2013), 11.

HEBERT FRANK LOPEZ

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Education

Florida State University-Tallahassee, FL
Masters of Arts in Higher Education and Student Affairs

Expected May 2015

University of Texas at Arlington- Arlington, TX
Bachelors of Arts in Communication Public Relations, Business Minor

May 2013

Related Student Affairs Experience

Office of Greek Life, Florida State University, Tallahassee, FL
Graduate Assistant

August 2013-Present

Management & Supervision

- Support the management and implementation of Panhellenic Fall Recruitment by supporting 4 recruitment staff members as they facilitate a year-round values-based recruitment processes through recruitment counselor selection and training, \$250,000 budget management for over 4,000 sorority women and prospective members

Advising

- Advise 2 Head Recruitment Counselors and 9 Returning Recruitment Counselors, in the development of curriculum and lesson plans for a weekly 2 hour course that consists of 120 new recruitment counselors, and works to empower the women into confident and effective peer mentors.
- Co-Advise executive board members and chapter presidents in the Panhellenic Association including 17 inter/national sororities and the Multicultural Greek Council including 10 national social and culturally-based fraternity and sororities
- Aid Greek Conduct Board leaders and members as they assess information from FSU Police Department and Tallahassee Police Department, Residence Life, community and non-community members to determine if the alleged behavior(s) of a student and/or organization warrants a violation of the Student Code of Conduct and adjudicated various cases of alleged violations of the Student Code of Conduct, including guiding chapter leaders as organization(s) progress through the Greek conduct process
- Assist individual chapter leaders, as the office chapter liaison by holding one on one meetings to set chapter goals, discuss crisis management and problem solving while partnering with inter/national offices and alumni advisors
- Serve as advisor for the Rho Lambda Honor Society, which consist of 4 executive officers, and approximately 75 students in managing organizational membership, finances, and monthly community service efforts

Program Design, Development, & Implementation

- Executed the logistics, curriculum, and facilitation for the annual Greek Leadership Summit, a weekend long leadership retreat for approximately 100 student leaders in the fraternity and sorority community and 7 professional staff facilitators
- Instruct a 3 credit hour leadership development course for 27 students, meet weekly with a teaching team of 6, four of which are peer leaders to develop curriculum and lesson plans.

Program Facilitation

- Led a small group of students during the annual Greek Leadership Summit, where students build relationships with staff and peers, engage in conversations about issues within the fraternity and sorority community, and create action plans to implement during the term of their leadership role
- Facilitated a Mandatory Interest Meeting for prospective students interested in any of the 17 Multicultural and National Pan-Hellenic organizations which educate current students of policies, intake procedures, and connecting with newest members
- Organize monthly All Chapter Presidents meetings that provide the opportunity for community leaders to develop in five key areas including: leadership, collaboration, multiculturalism, civility and education, additionally, to discuss current community issues, how to address them, as well as topics that include accountability, judicial procedures, chapter management, and inform them of office updates
- Presented at New Student Orientation sessions which covered information about the community, mission, vision, signature programs, and general information about all 4 councils and how to join the community

Other Duties

- Coordinate sexual violence prevention trainings for all 54 chapters, new member healthy relationships presentations for 17 Panhellenic chapters, in partnership with the universities Sexual Violence Prevention Coordinator
- Represent office on various campus committees such as Healthy Campus 2020, Event Planning, Dean of Students Assessment, and Convocation planning.

Office of Student Rights and Responsibilities, *Florida State University, Tallahassee, FL*

January 2015-Present

Graduate Intern

- Assess information from reports filed by the FSU and Tallahassee Police Departments, Residence Life, staff, and faculty to determine if alleged student behavior violated the FSU Student Code of Conduct
- Compose charge letters which are sent to students who have allegedly violated the FSU Student Conduct Code
- Conduct information meetings for charged students to inform them of their rights as students, the learning outcomes of the office, and answer questions they have regarding the conduct process
- Lead student conduct hearings to determine the responsibility of a charged student, and assign the necessary educational sanctions for those found responsible
- Facilitate an ethics workshop that focused on values exploration through the use of videos, discussion, and individual reflection for sanctioned students

Division of Undergraduate Studies, *Florida State University, Tallahassee, FL*

May 2014-August 2014

Academic Advisor Graduate Intern

- Facilitated small group discussions that allowed students to process their personal interests in a variety of academic major areas in order to further their understanding of the different academic majors
- Provided students with information about available courses and mapping requirements
- Developed class schedules for exploratory students under the supervision of professional staff
- Guided exploratory students through the beginning phase of the academic major selection process
- Participated in a course that explored areas of academic advising and coaching styles, and the theories of academic advising

University of Texas at Arlington Leadership Experience

Alpha Tau Omega Fraternity

Vice President

- Maintained internal communication and actions of an executive board of 9 members and 9 committee chair members
- Educated executive board and committee chair members on university policies and regulations
- Headed all judicial affairs and enforced bylaws
- Disseminated information in regards to chapter by-laws and by-law changes to fraternity members

New Maverick Orientation Leader

- Facilitated and provided a structured orientation program in order to better acclimate students to the university
- Gained knowledge of different aspects of student life including student activities, university housing, academic advising, recreational sports, health services, and faculty relations through extensive training
- Provided a guided advising and class registration process
- Prepared all of supplies needed to hand out to students prior to orientations and set up the logistical aspects of each day in orientation.

Resident Assistant of Brazos House

- Assisted 100 students living in Brazos House by helping with residential and communal concerns
- Organized and hosted programs that covered various educational topics
- Maintained front office and study room supplies and environment
- Fulfilled weekly on-call duties that included after hours crisis management
- Served on Apartment and Residence Life facility maintenance committee

Professional Affiliations

- Association of Fraternity and Sorority Advisors, **2013-Present**
- National Association of Student Personnel Administrators, **2013-Present**
- Alpha Tau Omega, Kappa Alpha Chapter, **2010-Present**

Arianna Maggard

1405-1 Deer Haven Lane, Tallahassee, FL 32303
ariannamaggard@gmail.com ♦ (410) 371-9155

EDUCATION

Master of Science, Higher Education Administration

Florida State University – Tallahassee, FL

May 2015

Bachelor of Arts, Communication Arts, Public Relations

University of West Florida – Pensacola, FL

May 2012

RELEVANT EXPERIENCE

Union Board Advisor, Administration Graduate Assistant

August 2013 - Present

Oglesby Union Administration

Florida State University - Tallahassee, FL

- ♦ Advise and mentor the 12-student Union Board responsible for the Oglesby Union's \$4 million budget request, bylaws and policies, space allocations, and long-range planning
- ♦ Oversee the progress of the four Union Board committees and facilitate individual member development using the National Association for Campus Activities (NACA) student leader competencies
- ♦ Plan and execute university-wide events including Constitution Day, Union 50th Celebration, and Appreciation and Recognition Banquet
- ♦ Assess Union programs and manage assessment plans for 12 large-scale Union events
- ♦ Provide professional and personal development opportunities to Union staff members, student employees, and student leaders by coordinating monthly educational sessions utilizing Association for College Unions International (ACUI) and NACA competencies

New Student Orientation Graduate Intern

December 2013 - November 2014

Office of New Student and Family Programs

Florida State University - Tallahassee, FL

- ♦ Co-taught the Peer Education, Mentoring, and Applied Campus Leadership three-credit hour course which is a part of FSU's Undergraduate Leadership Certificate Series
- ♦ 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

Fraternity and Sorority Life Graduate Intern

June 2013 - July 2013

Residential Education

Stanford University - Palo Alto, CA

- ♦ Developed five training guides for Greek organization leaders focused on serving as chapter president, utilizing social media, assessing program success, and planning social events and philanthropy fundraisers
- ♦ Created a three-part advisor training webinar series, including curriculum and facilitation guide

Chapter Consultant

May 2012 - April 2013

Alpha Chi Omega Fraternity, Inc.

Indianapolis, IN

- ♦ Traveled nationally to college campuses, working with groups ranging from 41 to 212 members, to assist in leadership development, chapter operations, recruitment, and event planning
- ♦ Assisted in a month-long colonization process of a new chapter while also providing continuous support for 16 other chapters in the Northeast in day-to-day operational management
- ♦ Analyzed and studied each chapter's strengths and weaknesses so as to determine possible courses of action to promote values-based change including probationary plans for two chapters working to operate in congruence with the national organization's policies and standards
- ♦ Fostered and maintained positive and professional relationships with chapter leadership, the Greek community, staff, volunteers, and host institutions
- ♦ Developed and facilitated workshops for 21 student groups to educate on safety and risk management, marketing and recruitment, ritual and values, and communication skills

Arianna Maggard

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ADDITIONAL EXPERIENCE:

Master's Visiting Days Coordinator

September 2013 - Present

Higher Education Student Association

Florida State University - Tallahassee, FL

- ♦ Designed the strategic outreach plan for recruiting prospective graduate students, which included a published Visiting Days guide, social media marketing, and the implementation of a referral form resulting in increased applicants to the program from 92 to 118 in one year
- ♦ Collaborate with a nine-member committee to plan and execute a four-day Visiting Days program consisting of candidate interviews, an employer reception, and program presentations for 50 prospective students

Alumni Relations and Development Graduate Intern

July 2014

Alumni Relations

University of West Florida - Pensacola, FL

- ♦ Designed outlines for the implementation of an alumni mentoring program
- ♦ Benchmarked GOLD (Graduates Of the Last Decade) programs with peer institutions to provide recommendations for UWF's developing GOLD program

Collegiate Experience Volunteer

June 2013 - Present

Alpha Chi Omega Fraternity, Inc.

Indianapolis, IN

- ♦ **Risk Management Advisor:** Review Event Planning Packets for collegiate chapter events to provide guidance on Fraternity Information and Programming Group (FIPG) and national policy compliance
- ♦ **Recruitment Specialist:** Work with collegiate chapters in the Southeast region on preparation, execution and assessment of recruitment operations and strategies to improve the organization's recruitment strength
- ♦ **Colony Advisor:** Provide new officer training and assist in the strategic planning for colony growth
- ♦ Serve as a facilitator for the Recruitment and Life Skills Training conference hosted annually in Indianapolis

Young Alumnae Board, Fundraising Committee

July 2014 - Present

Alpha Chi Omega Foundation

Indianapolis, IN

- ♦ Cultivate young alumnae donors and develop outreach and engagement programs
- ♦ Serve concurrently as a Foundation Ambassador to fundraise and educate members about the Foundation

REPRESENT Facilitator

September 2013 - Present

Alpha Chi Omega Fraternity, Inc.

Indianapolis, IN

- ♦ Travel to college campuses to facilitate the national program "REPRESENT" focused on branding and marketing for the individual, chapter and national organization

PRESENTATIONS & PROFESSIONAL DEVELOPMENT:

- ♦ "An OL Survival Guide: Tips and Tricks for Maintaining Personal Wellness," *Southern Regional Orientation Workshop* (NODA regional conference), Clemson, SC. March 2014.
- ♦ Diversity and Inclusion Certificate Series, *Florida State University*
- ♦ Seminole Allies and Safe Zone Training, *Florida State University*
- ♦ Sponsorship Committee, Division of Student Affairs Awards Ceremony, *Florida State University*
- ♦ Hospitality and Registration Committee, Jon C. Dalton Institute on College Student Values

TECHNICAL SKILLS:

Qualtrics, Collegiate Link, ICS (Interactive Collegiate Solutions), Adobe Creative Suite

Brian McDermott

(661) 301-5109 | 1439 Pine Street, Tallahassee, FL 32303 | bmmcdermott15@gmail.com

Education

Florida State University, Tallahassee, Florida
Masters of Science in Higher Education

May 2015

Texas Christian University, Fort Worth, Texas
Bachelor of Science in Economics

May 2013

Student Affairs Experience

Graduate Assistant, Office of Greek Life
Florida State University, Tallahassee, Florida

August 2013 - Present

Program Design and Development

- Executed the logistics, curriculum, and facilitation for the annual Greek Leadership Summit, a weekend long leadership retreat for approximately 100 student leaders in the fraternity and sorority community and 8 professional staff facilitators where students build relationships with staff and peers, engage in conversations about issues within the fraternity and sorority community, and create action plans to implement during the term of their leadership role
- Instruct a 3 credit hour leadership course for 25 students as part of a 3 member teaching team; meet weekly to develop curriculum and create lesson plans for each class
- Developed a service learning curriculum for a week long alternative spring break trip to Jamaica grounded in The Social Change Model of Leadership Development and instructed in 3 pre-trip meetings, nightly reflections, and at a post-trip gathering

Advising

- Advise executive board members and chapter presidents in the Interfraternity Council (21 fraternities) and the National Pan-Hellenic Council (8 fraternities and sororities) in partnership with a professional staff member
- Serve as a chapter liaison for 11 (5 Interfraternity Council, 3 Panhellenic Council, 2 Multicultural Greek Council, and 1 National Pan-Hellenic Council) organizations to the Greek Life Office by holding monthly meetings with chapter leadership to discuss goal setting, crisis management, and problem solving while collaborating with their inter/national offices and alumni advisors
- Advise Order of Omega, which consists of 7 executive officers and approximately 150 members as they execute large scale communitywide events during the academic year, including Greek Week and the Boys and Girls Club Trick-or-Treat on Greek Street

Supervision

- Oversee a student intern responsible for recruitment, selection, and training of student participants going on the alternative spring break trip
- Select and train student interns who serve on the teaching team for the 3 credit hour leadership course
- Supervised two student interns who developed a large group facilitation session and coordinated logistics for the Greek Leadership Summit

Other Duties

- Acted as primary office resource for Phi Gamma Delta Fraternity during their expansion process from summer planning to colonization through connecting consultants to campus partners and resources
- Coordinate monthly All Chapter President's meetings to provide a space for major updates and build community for 55 presidents
- Represent Greek Life staff on various campus committees to help build relationships with campus partners

NODA Intern, Office of New Student Orientation

University of Northern Colorado, Greeley, Colorado

May 2014 - August 2014

- Co-supervised 20 orientation leaders including assigning job responsibilities and conducting performance evaluations with each student
- Overhauled the Extended Orientation program through restructuring the curriculum of the five day outdoor experience trip involving 18 first year students
- Coordinated a half day training session for the 5 student staff members on the new Extended Orientation curriculum and understanding how to facilitate small and large group activities
- Facilitated focus groups to collect assessment data on a newly implemented first generation student seminar, then compiled the data into a report to identify successes while understanding areas needing improvement

- Presented to approximately 200 incoming first year students about the academic transition from high school to college, specifically common challenges and campus resources, at 9 orientation sessions

Intern, Student Rights and Responsibilities

August 2014 - December 2014

Florida State University, Tallahassee, Florida

- Assessed information from reports filed by the FSU and Tallahassee Police Departments, Residence Life, staff, and faculty to determine if alleged student behavior violated the FSU Student Code of Conduct
- Composed charge letters which are sent to students who have allegedly violated the FSU Student Conduct Code.
- Conducted information meetings for charged students to inform them of their rights as students, the learning outcomes of the office, and answer questions they have regarding the conduct process
- Led student conduct hearings to determine the responsibility of a charged student, and assign the necessary educational sanctions for those found responsible
- Facilitated an ethics workshop that focused on values exploration through the use of videos, discussion, and individual reflection for sanctioned students

Related Undergraduate Experience

Sigma Phi Epsilon Fraternity

Texas Christian University, Fort Worth, Texas

2012 President

August 2009 - May 2013

- Oversaw an executive board of 8 Vice Presidents and a secretary that ran chapter operations and worked collectively toward accomplishing chapter goals
- Managed all aspects of the 150 man chapter including: a \$100,000 budget, creating and implementing risk management plans and presiding over chapter/executive board meetings

Frog Camp – Extended Orientation Program

February 2010 - December 2012

Texas Christian University, Fort Worth, Texas

Facilitator Development and Casa Nueva Camp Director

- Planned and oversaw all aspects of the three Casa Nueva Frog Camps including: interviewing and hiring a facilitator staff from 350 applicants, creating the camp schedule, and organizing all activities of the camp
- Organized and led 2 all day training sessions for 180 student facilitators

Leadership for Life Coaching Program

August 2010 - May 2013

Texas Christian University, Fort Worth, Texas

2012 – 2013 Executive Director

- Provided leadership to a coaching program in which upperclassmen students coach first year students and help them form and develop their leadership goals
- Oversaw and trained a staff of 5 directors and 50 upperclassmen coaches
- Revised curriculum in response to assessment data that showed unmet program outcomes
- Secured funding for training sessions through partnership with the Dean of Student Development Services

Professional Affiliations, Honors, and Awards

- Association of Fraternity/Sorority Advisors, *member*
- National Orientation Directors Association, *member*
- 2014 Seminole Torchbearer Inductee
- 2012 Sigma Phi Epsilon National Competition Scholarship, *recipient*
- 2013 Sigma Phi Epsilon J. Edward Zollinger Outstanding Senior Award, *regional recipient*

KAITLYN E. O'KEEFE

◆ 75 North Woodward Avenue, Box 2417, Tallahassee, FL 32313 ◆ (770) 833-5340 ◆ kokeefe1990@gmail.com ◆

Education

FLORIDA STATE UNIVERSITY – Tallahassee, FL

Master of Science in Higher Education and Student Affairs

May 2015

THE UNIVERSITY OF GEORGIA – Athens, GA

Major: Bachelor of Arts in Anthropology Minor: Religion

May 2013

Residence Life Experience

FLORIDA STATE UNIVERSITY – UNIVERSITY HOUSING

Assistant Coordinator – General Responsibilities

July 2013 to Present

- Select, supervise, and evaluate 18 and 17 Resident Assistants respectively
- Supervise 15 and 21 Receptionists and oversee all front desk procedures including key and occupancy management using Odyssey HMS and School Dude programs
- Adjudicate conduct hearings and assign sanctions using Adirondack Conduct Coordinator
- Oversee tenet based programming and community development within the halls
- Collaborate with facilities staff by participating in weekly walk-throughs of each building to ensure effective maintenance and cleanliness of the halls
- Complete health and safety inspections, assess damages, and track student billing within the halls
- Mediate roommate conflicts and respond to incidents of crisis

Assistant Coordinator – Jennie Murphree, Reynolds, and Bryan Complex

July 2014 to Present

- Provide a positive residential experience for 701 primarily first year residents in a triplex community including an all-female residence hall
- Serve on a duty rotation for 3,500 on campus students in 10 residence halls
- Oversee the Wellness Lifestyle Program and enforce the policies associated with the Wellness Agreement
- Partner with the Pre-Health and a first year exploratory experience Living Learning-Communities in the complex
- Advise Hall Government and oversee a budget of \$5,400 for all-hall programming and supplies

Assistant Coordinator – Wildwood Hall

July 2013 to May 2014

- Fostered community in a dual-building suit style housing complex of up to 706 residents
- Participated in an on-call rotation serving 3,000 on campus students in 8 residence halls
- Provided individualized counseling for academically at risk residents through academic concern meetings
- Oversaw monthly hall and semesterly area wide programming addressing five educational tenets set forth by the department
- Collaborated with Social Justice and Nursing Living-Learning Communities located in the halls

FLORIDA STATE UNIVERSITY – UNIVERSITY HOUSING

Conference Services Coordinator

March 2014 to August 2014

- Served as a primary resource and contact for outside clients and camp directors of athletic, service-based, and academic groups
- Supervised three Lead Conference Assistants and 25 Conference Assistants, with responsibilities including hiring, training, and shift assignments utilizing Schedulefly software system
- Maintained administrative records for conference groups including rosters, contracts, and billing information utilizing Conference Programmer
- Participated in on-call duty rotation serving up to eight halls being utilized by conferences

THE UNIVERSITY OF GEORGIA – DEPARTMENT OF HOUSING

Resident Assistant

August 2010 to May 2013

- Assisted, oversaw, and mentored a hall of 30 first year female residents
- Managed a yearly programming budget of \$300
- Participated in a building duty rotation for 950 residents
- Served on the Community Service and Safety and Security Auxiliaries

Related Leadership Experience

THE CENTER FOR LEADERSHIP AND SOCIAL CHANGE, Florida State University

Identity Exploration Cluster Intern

January 2015 to Present

- Evaluate and further develop current student discrimination and bias reporting system
- Create a comprehensive training workshop on discrimination and bias reporting for student affairs professionals
- Observe and assess students participation in intergroup dialoged course
- Assist in the creation of community engagement program focused on diversity and inclusion

ADVISING FIRST, Florida State University

Academic Advising Intern

May 2014 to July 2014

- Engaged between 10-15 students daily in conversations of their values and skills to determine a major of interest
- Advised small group sessions with between 15-20 students regarding course requirements and course mapping

SHOP WITH A BULLDAWG, The University of Georgia

Founder

September 2009 to May 2013

- Raised \$50,000 yearly through canning, letter writing, and percentage night efforts to ensure underprivileged children from Athens-Clarke County would be able to participate in a holiday celebration
- Recruited 400 UGA students to serve as mentors for elementary school aged children
- Directed the organization and execution of the day of events with over 900 people in attendance

Committee Involvement

HIGHER EDUCATION STUDENT ASSOCIATION, Florida State University

Master's Visiting Days Committee – Logistics Coordinator

September 2014 to Present

- Oversee the three person Logistics Committee for Higher Education Master's Visiting Days
- Create and organize the candidate travel arrangements, interview schedules, and employer reception

UNIVERSITY HOUSING, Florida State University

Community Development Committee

August 2014 to Present

- Plan and execute campus wide tenet based programming for 6,500 on campus students
- Evaluate current community development and RA programming model
- Assess students needs through intentional interaction data collection

HIGHER EDUCATION STUDENT ASSOCIATION, Florida State University

Master's Visiting Days Committee – Registration Chair

September 2013 to March 2014

- Created and organized the registration process and itinerary for the Higher Education Master's Visiting Days
- Coordinated the travel and lodging arrangements for Visiting Days candidates and hosts

UNIVERSITY HOUSING, Florida State University

Constituency Management Committee

August 2013 to May 2014

- Created an alumni network and accompanying database to connect with former FSU housing professionals
- Critiqued and amended all departmental forms in an administrative review
- Reviewed and revised emergency procedures to be in compliance with federal mandates and to be included in the departmental manual

UNIVERSITY HOUSING, Florida State University

Housing Contract Appeals

November 2013 to December 2013

- Reviewed student appeals for release from housing contracts for unforeseen medical or financial hardships
- Evaluated submitted documentation and made recommendations to the Assistant Director for Contracts and Assignments regarding student release

Additional Professional Development

THE NATIONAL RESIDENCE HALL HONORARY

- *Residence Life Faculty/Staff of the Month*

October 2014

SEMINOLE ALLIES AND SAFE ZONES TRAINING

- *Safe Zone and Ally Training 202 – Personal Identity Development*

October 2014

- *Safe Zone and Ally Training 101*

March 2014

SOUTHEASTERN ASSOCIATION OF HOUSING OFFICERS

February 2014

Roberto Carlos Orozco

1309 W. 4th St. Sioux City, Iowa 51103 | (712) 333-2887 | rcorozco91@gmail.com

January 7th, 2015

Dear LifeNet Family,

It is with great excitement that I present to you my all-encompassing resume focused on the functional areas of multicultural student affairs and support services for students of color. I am a graduate paraprofessional in the Higher Education Program at Florida State University. I am enthusiastic to be able to assist in the continuing development of a strong pipeline towards success for students of color in higher education.

I have a strong interest in the holistic development of students of color, and, as you can see in my resume, I have had a multitude of learning experiences in various offices geared towards student services. My commitment to serving as an advocate for these students stems from my involvement with pre-collegiate and collegiate programs aimed at serving this student population, such as TRIO. I am dedicated to the practices that account for the multi-faceted experiences of students of color and the continued effort to mobilize our community to advance future generations of these students into the increasing number of bachelor degree earners. Moreover, my experience with leadership development, multiculturalism, facilitating trainings, developing co-curricular programming, assessment and evaluation, and implementing cross-collaboration efforts among campus partners makes me a qualified candidate for positions that work directly with students of color.

I currently serve as a graduate assistant in the Center for Leadership & Social Change within the Identity Exploration Cluster, I oversee different co-curricular programs that tie student development with leadership, identity development, critical thinking, and social justice. Taking the initiative to build partnerships across campus and the surrounding community in order to successfully implement various new initiatives has allowed us to reach student populations from three distinct institutions in the city of Tallahassee. Additionally, my futuristic and activator strengths have served well in developing new initiatives towards our student leadership programs such as the Multicultural Leadership Summit, which serves over 250 students in developing leadership skills around multiculturalism, diversity, and social justice. In addition, I assist in overseeing programs such as With Words, a multi-sensory style exhibit similar to that of the Tunnel of Oppression, commUNITY Dialogue Series, focused on creating spaces of dialogue on a particular social justice issue, and I have experience in assisting in the development of cultural months as the advisor for the Hispanic Latino Student Union. These strengths would serve well in taking initiative and strategy to assist universities in their efforts towards diversity and inclusion of students.

As a fun and diligent worker, I look forward to adapting to and learning from a new institution. Please consider my qualifications for positions focused around multicultural student affairs and support services catered towards students of color.

Respectfully,



Roberto Carlos Orozco

Roberto Carlos Orozco

1309 W. 4th St. Sioux City, Iowa 51103 | (712) 333-2887 | rcorozco91@gmail.com

Education

Florida State University

M.S. Higher Education Candidate

Anticipated: May 2015

Iowa State University

B.S. Marketing and International Business

May 2013

B.S. Psychology

May 2013

Cultural Experience Abroad-University of New Haven

July 2011

Barcelona, Spain

- ❖ Coursework in International Marketing and Advanced Spanish

Higher Education Work Experience

Florida State University, Hispanic Latino Student Union (HLSU) Advisor

May 2014-Present

- ❖ Oversee a student agency that stands to serve 15% of the student population at Florida State University
- ❖ Assist in providing direction to the executive and committee board composed of 15 students
- ❖ Guide students in making effective decisions on their annual budget of \$54,000
- ❖ Develop and implement opportunities for students to gain insight into the importance of their role on campus and the impact they can make as Latino student leaders

Association for Institutional Research (AIR), Research Assistant

May 2014-Present

- ❖ Support members in the Data and Decisions® Academy by providing member check-ins
- ❖ Develop, implement, analyze, and write-up results of surveys conducted by AIR
- ❖ Conduct qualitative interviews of the association's members to develop more effective means to serving our membership base
- ❖ Assist in archiving historical documents to prepare for the upcoming 50th anniversary
- ❖ Served as a quality control reviewer for session recordings from AIR's Forum national conference
- ❖ Developed a comprehensive database of institutional contacts for various Institutional Research offices
- ❖ Examined over 3,000+ websites to gather contact information for a database used in a special grant project funded by a large national private foundation

Florida State University, Center for Leadership and Social Change

Aug. 2013-Present

- ❖ Develop and facilitate co-curricular programming, trainings, presentations, and workshops based around identity development, identity exploration, and social justice education
- ❖ Coordinate the annual With Words program, a week long multi-sensory exhibit showcasing different social justice issues
- ❖ Organize the newly implemented commUNITY Dialogue Series that brings together faculty, staff and administrators to create a space for dialogue around a topic presented by a community member
- ❖ Coordinate a two-day Multicultural Leadership Summit, for 250 students based on multiculturalism, social justice, and diversity with over 24 presenters and a keynote speaker
- ❖ Develop and implement the two-day Social Justice Ally Training for students, staff, faculty and administrators at Florida State University and the Tallahassee community
- ❖ Work with a \$10,000 budget for cluster programming efforts
- ❖ Supervise one student assistant
- ❖ Serve as a graduate student mentor for five partner student organizations in our office
- ❖ Develop opportunities and events through the professional development committee for office staff
- ❖ Trained as a facilitator for the Leadership through Intergroup Dialogue course
- ❖ Trained as a facilitator for the conduct and ethics class for Student Right and Responsibilities

Roberto Carlos Orozco

1309 W. 4th St. Sioux City, Iowa 51103 | (712) 333-2887 | rcorozco91@gmail.com

Higher Education Work Experiences (continued)

Florida State University, Project Conversation Co-Advisor **Aug. 2013-May 2014**

- ❖ Served as the co-advisor for Project Conversation, a student organization focused on educating the campus community about different social justice issues
- ❖ Assisted in programming development, such as the Conversation Couch, a traveling inflatable couch space for conversations around identity and current events through the use of dialogue
- ❖ Coordinated training and leadership opportunities for active members of the organization

Oregon State University Diversity Initiatives and Programs Intern for UHDS **June 2013-Aug. 2013**

- ❖ Developed a twenty-day training program for incoming peer-diversity student educators that focused on social justice content, knowledge, and facilitation skills
- ❖ Developed a Bias Incident Assessment and Response protocol for University Housing and Dining Services (UHDS) and the Intercultural Student Services (ISS), along with a training component for student staff and professional staff
- ❖ Collaborated with campus partners, through effective communication efforts to put together training workshops for community relation facilitators in the residence halls

Iowa State University TRIO Student Support Services Program Mentor **May 2010- May 2013**

- ❖ Met one-on-one with first year students in the program to provide academic/personal assistance
- ❖ Adapted to new role as a peer mentor during transition in program structure
- ❖ Created and implemented recruitment, retention, and academic efforts through community building, cultural, and educational programming

Research Experiences

Research Internship **Jan. 2014 – Present**

- ❖ Research Topic: Self-Authorship Experiences of Gay Latino College Men
- ❖ Faculty Professor: Dr. Lara Perez-Felkner
- ❖ Currently in review for journal publication

Ronald E. McNair Postbaccalaureate Achievement Program **May 2011-May 2013**

- ❖ Research Topic: Racial Stress, Acculturation, and Social Support for Latino/as in PanHellenic Organizations Within Predominantly European American Collegiate Institutions
- ❖ Faculty Professor: Dr. Loreto Prieto

Teaching Experiences

Iowa State University: Co-teaching with graduate student Leticia Maldonado **Aug.-Dec. 2010**

Psychology 131: Academic Learning Skills; 1 credit course from the Multicultural SA Office

- ❖ Facilitated course for first semester freshmen Multicultural Vision Program (MVP) scholars, exposing them to learning and study skills
- ❖ Assisted in developing weekly lesson plans for the class and facilitating the classroom discussions on the topics around study skills and resources

Iowa State University: Co-teaching with graduate student Timothy Hall **Jan.-May 2012**

University Studies 102: MVP Course from the Multicultural SA Office

- ❖ Facilitated course for second semester freshmen MVP scholars, which promoted academic success by focusing on community, leadership development and the effective use of resources to build a support network on campus
- ❖ Emphasized identity development using self-reflection and critical thinking skills to increase understanding of self and others, as well as developing a sense of agency/voice to guide their own path at ISU.

Roberto Carlos Orozco

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Leadership Experiences

<i>Chapter Alumni Advisor for Gamma Chi Chapter of Lambda Theta Phi</i>	May 2013-Dec. 2014
<i>Administrative Assistant for Lambda Beta Alumni Chapter of Lambda Theta Phi</i>	Apr. 2013-Jun. 2014
<i>Co-developer of the 1st Latino/a Graduation Ceremony</i>	Oct. 2012-May 2013
<i>Co-developer of the annual Latin@ Leadership Retreat</i>	Jan. 2012-May 2013
<i>Dean of Student Search Committee Member</i>	Apr.-May 2012
<i>Multicultural Greek Council (MGC) President</i>	Jan. 2012-Dec. 2012
<i>Founding Brother of Lambda Theta Phi Latin Fraternity, Inc. Iowa State University, Gamma Chi Chapter</i>	

Conference Presentations

Hernandez, E. & Orozco, R.C. (2015, February). Navigating Multiple Identities in Contrasting Spaces: Graduate Student Experiences of Marginality. Will be presented at the 2015 Jon C. Dalton Institute on College Values, Tallahassee, Florida.

Juarez, F., Orozco, R.C., Peña, J., Williams, C. (2014, November). Reconstruyendo el Camino (Reconstructing the Journey): Mentorship Experiences of Latino Males in Higher Education. Presented at the 2014 Mentoring Institute, Tallahassee, Florida.

Orozco, R.C. & Quintin, K.A. (2014, January). When you Wish Upon Oppression: Shtuff Disney Didn't Tell You. Presented at the 2014 Multicultural Leadership Summit, Tallahassee, Florida.

Hampton, A.E., Jones, J., & Orozco, R. (2013, December). Dialogue for Social Justice. Presented at the Florida Association of Educational Program Personnel Student Leadership Conference, Tallahassee, Florida.

Camacho, T., Cuevas, F., Garcia, A., & Orozco, R.C. (2013, March). La Frontera: From Aspiration to Attainment NASPA Pre-Conference Compadre Circle. Presented at the National Association of Student Personnel Administrators Annual Conference, Orlando, Florida.

Orozco, R.C. (2013, April). Racial Stress, Acculturation and Social Support for Latino/as in PanHellenic Organizations within Predominantly European American Collegiate Institutions. Presented at the National Research Conference for McNair Scholars and Undergraduate Research, College Park, Maryland.

Jamison, B., Orozco, R.C., & Tepper, A. (2012, March). But that is not what was shown to me! Inaccurate portrayals of Indegenious Peoples in Media and Literature. Presented at the 13th Annual Iowa State Conference on Race and Ethnicity, Ames, Iowa.

Evans, Nancy., Gonzales, M.J., Orozco, R.C., Salinas, C. (2012, March). Reconceptualizing Leadership Development for Latino/a Graduate Students. Presented at the 13th Annual Iowa State Conference on Race and Ethnicity, Ames, Iowa.

Membership in Professional Organizations

- ❖ National Association of Student Personnel Administrators
- ❖ National Association of Student Personnel Administrators, NASPA Undergraduate Fellowship Program
- ❖ ACPA College Student Educators International
- ❖ Ronald E. McNair Postbaccalaureate Achievement Program 2011 Cohort
- ❖ Lambda Theta Phi Latin Fraternity, Inc.

Nicole Ramos

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Education

Florida State University | Tallahassee, FL

Master of Science in Higher Education and Student Affairs

May 2015

Auburn University | Auburn, AL

Bachelor of Arts in Political Science

May 2013

Experience

Career Center, Florida State University | Tallahassee, FL

Graduate Assistant for Employer Relations and Career Events

August 2013- present

- Assist in the planning, coordination, and marketing of 8 career-related events per year, including Seminole Futures, Florida State's largest career fair, hosting over 160 employers and 1,600 students
- Recruit, train and supervise 20- 50 Seminole Futures Ambassadors, official student volunteers for the Seminole Futures Fairs
- Deliver workshops and presentations on career and job related topics to classes and student groups
- Critique and suggest improvements to student resumes weekly, utilizing ResumeBuilder and Screenr systems
- Aided in the development and implementation of Student Ambassador Program, to provide 17 students with an opportunity for lasting involvement and professional development in the Career Center
- Serve as Co-Advisor for Student Ambassador Program providing direction and feedback on performance; Design and conduct annual training for program participants

Mock Interview Mentor

August 2014- December 2014

- Conduct mock interviews for undergraduate and graduate students, tailored to specific positions, or employers
- Research various companies and fields of work and study to create realistic interview experiences
- Facilitate self reflection through feedback sessions and offer a plan for improvement and overall success

Co- Instructor for SDS 3340: Career Development and Planning

January 2014- May 2014

- Organized and facilitated classroom lessons and activities for undergraduate course and independently conducted 4 lectures
- Managed and evaluated 20 assignments for 8 students
- Interacted with a diverse population of students and team of 3 other instructors

LDR 2162, Leadership in Groups and Communities, Florida State University | Tallahassee, FL

Community Liaison

July 2014 – present

- Conduct Outreach efforts to establish and maintain relationships with 4 local volunteer agencies to provide volunteer experiences for 45 students
- Serve as the primary contact for agencies and serve as a liaison between agencies and students
- Field student and agency complaints and act as a mediator

Advising First, Florida State University | Tallahassee, FL

Graduate Intern

June 2014 – August 2014

- Facilitated a one on one academic advising experience for 6-10 first year, exploratory students per advising session
- 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
- Maintained knowledge on transfer credit, advanced credit (IB, AP, AICE, Dual Enrollment), liberal studies curriculum, remedial courses, and honors classes
- Participated in an academic advising class covering advising techniques for different student populations and issues within the field

Student Rights and Responsibilities, Florida State University | Tallahassee, FL*Graduate Intern***June 2014- July 2014**

- Analyzed incoming police reports, applied charges to the Student Code of Conduct and drafted charge letters
- Utilized the Conduct Coordinator software to document student sanctions
- Created a new Creative Sanctions Manual for the Office of Student Rights and Responsibilities that covered different learning styles and could be applicable to different levels of student growth in order to personalize sanctions for maximum student learning and growth
- Assisted and conducted Information Sessions and Informal Hearings as requested

Memberships and Honors

Florida State University Higher Education Student Association (HESA) | Tallahassee, FL*Board Member: Professional Development Chair***April 2014 – present**

- Coordinate and facilitate Professional Development for 50 Higher Education and Student Affairs students
- Assess effectiveness of workshops using Qualtrics and facilitate informal feedback forums
- Act as a liaison between the students of the program, the HESA board, and Higher Education professionals around campus and the surrounding community

Seminole Torchbearer, Florida State University | Tallahassee, FL**October 2014- present**

- Recognized as a student leader in the Florida State University Community that represents the university values of strength, skill and character

Visiting Days Committee, Florida State University | Tallahassee, FL*First Year Logistics Chair***October 2013 – February 2014**

- Coordinated campus and/or office tours during Visiting Days, the Graduate Assistant recruitment program for Higher Education and Student Affairs students in the College of Education
- Organized volunteer and hospitality efforts for 50 prospective students
- Ensured candidates had a holistic experience by introducing students to the university and Tallahassee area
- Planned and executed social activities during Visiting Days
- Maintained knowledge of the Higher Education and Student Affairs program in order to aid candidates with questions

Undergraduate Experience

First Year Experience, Auburn University | Auburn, AL*Camp War Eagle Parent Counselor***January 2011 – October 2012**

- Completed three and a half hour training sessions, weekly, during spring semester
- Assisted parents during 10 two-day sessions
- Led 10 small group sessions of 30-50 parents regarding University policy, resources, information and student life, as well as bus tours around campus
- Developed personal relationships with fellow parent counselors, staff, parents, and the student counselors

Office of the Provost, Auburn University | Auburn, AL*Tiger Advisor, Peer Advisor***September 2012 – May 2013**

- Provided general curricular knowledge to undergraduate students
- Maintained extensive knowledge of academic resources, policies and procedures for a large research institution
- Encouraged student use of academic resources, as well as facilitated a connection with their academic advisor
- Interacted with a diverse population of students and professionals

Delta Gamma Fraternity | Auburn, AL*Vice President of Communications***November 2011- November 2012**

- Managed all attendance excuses from 200 chapter members
- Maintained a current and updated roster of chapter members
- Acted as official correspondence liaison to Executive Offices by organizing minutes for all chapter meetings, and writing quarterly updates to be published in the fraternity's magazine

Aaron Z. Reistad

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Education

Master of Science, Higher Education
Florida State University

May 2015
Tallahassee, FL

Bachelor of Arts, History
Colorado State University

May 2013
Fort Collins, CO

Assistantship Experience

Graduate Assistant

Aug 2014 - Present

Student Rights and Responsibilities / Florida State University

Tallahassee, FL

- Conduct information sessions to notify and advise charged students of alleged violations of the FSU Conduct Code.
- Serve as a hearing officer to adjudicate informal student conduct hearings.
- Develop meaningful sanctions for students found responsible for code violations that were aligned with the learning outcomes of the office.
- Oversee the administration and scheduling of weekly Student Conduct Board hearings.
- Organize and execute training sessions for Student Conduct Boards to improve on judicial hearing skills and furthering professional development.
- Advise Student Conduct Board members during weekly hearings to ensure due process and challenge members to consider issues from different perspectives.
- Facilitate discussion during the hearings that allowed students to identify the causes and effects of their actions along with what steps they have implemented to prevent further infractions.
- Coordinate the scheduling for two other Student Conduct Boards.
- Plan the logistics for the recruitment and hiring of the 2015-2016 Conduct Board.

Graduate Assistant

Aug 2013 – May 2014

Office of National Fellowships / Florida State University

Tallahassee, FL

- Assisted students through the application process for nationally competitive awards and scholarships.
- Promoted and recruited potential applicants through campus workshops and presentations.
- Provided opportunities for structured reflection that allowed students to clearly articulate their goals and values.
- Displayed interpersonal skills by conducting first meetings with interested students.
- Educated students in understanding the services of the Office of National Fellowships.
- Oriented students towards other campus and community involvements.
- Mentored applicants to compose well-written application materials.
- Communicated with current and prospective students involved with the Office of National Fellowships.

Internship Experience

Co-Instructor

Jan 2014 – Present

Center for Leadership & Social Change / Florida State University

Tallahassee, FL

- Instruct 10 students on the process of dialogue and how to effectively utilize dialogue practices.
- Facilitate conversations surrounding a variety of topics including Identity Development, Diversity, and Social Justice.
- Create classroom assignments, syllabi, and other educational materials.
- Provide feedback to students regarding assignments, participation, and class performance.

Graduate InternAug 2014 – Dec 2014
Tallahassee, FL**New Student and Family Programs** / Florida State University

- Assisted in laying the foundation for Florida State's first extended orientation program (EOP).
- Benchmarked institutions that are currently operating an EOP.
- Created learning outcomes that shifted the traditional orientation outcomes to those of an EOP.
- Drafted schedules with activities that aligned with the EOP's learning outcomes.
- Collaborated with campus partners to formulate how to best implement an EOP.
- Surveyed students who had recently attended an orientation session to gauge their interest in attending an EOP.
- Interviewed and evaluated students for the 2015 Orientation Leader position.

NODA InternMay 2014 – Jul 2014
Newark, DE**New Student Orientation** / University of Delaware

- Collaborated with campus partners prior to and during the summer orientation sessions.
- Supervised 22 New Student Orientation leaders.
- Acted as an advisor for two Student Coordinators whose responsibilities included execution for the orientation program and coaching of the orientation leaders.
- Facilitated presentations for parents and families of commuter students.
- Assisted in the planning and implementation of the two weeks of intensive training.
- Served as a resource for the new students, families, and guests throughout the 20 one day orientation sessions.
- Conducted assessment on the orientation leaders and student coordinators.

Graduate InternJan 2014 – May 2014
Tallahassee, FL**Student Rights and Responsibilities** / Florida State University

- Advised student conduct boards composed of 7 students regarding conduct proceedings in conjunction with other staff.
- Gained knowledge regarding the law, policy, and governance of both the university and the state.
- Provided information sessions, formal and informal hearings, and appeals for students who violate Conduct Code.

Undergraduate Experience**Orientation Leader**Dec 2010 – Jul 2012
Fort Collins, CO**Orientation and Transition Programs** / Colorado State University

- Provided a welcoming and purposeful transition experience to over 4,000 new students, families, and guests.
- Guided groups of approximately 20-25 students during a two-day orientation.
- Facilitated approximately 80 small group conversations focusing on transitioning to college.
- Guided smaller groups through a two-day/two-night extended orientation at a mountain campus.
- Directed group-hiring sessions focusing on group interaction, leadership, and capability to fulfill job description.
- Mentored 20 new orientation leaders on how to effectively meet all first-year students' needs.

Theta Chi FraternityMar 2012 – May 2013
Fort Collins, CO**Greek Life Office** / Colorado State University

- Founding Father of the Delta Eta chapter.
- Served as Scholarship Chairman with the main responsibility of ensuring high academic marks from all members.
- Achieved the highest GPA of any student organization (Greek and non-Greek) at CSU during spring and fall 2012.
- Enforced policy that each member must be involved in a student organization outside of Greek Life.

Conference Presentations

"If You Are Not Good For You, You Are Not Good For Anyone Else: The Importance of Self Care."

Jon C. Dalton Institute on College Student Values, Tallahassee, FL---February 2014.

Professional Associations

National Orientation Directors Association (NODA)

Nov 2013 – Present

National Association of Student Personnel Administrators (NASPA)

Jan 2014 – Present

Sydney Abril Torres

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Education

Florida State University
Master of Science I May 2015
Higher Education Administration & Student Affairs

University of California, Irvine
Bachelor of Art I June 2012
Urban Studies & Global Sustainability

Experience

The Center for Leadership & Social Change, Florida State University

Graduate Intern, Women's Leadership Institute (WLI)

May 2014 - Present

- Coordinates WLI communications amongst committee members from various offices and outside alumna organizations.
- Contributes to overall program development and management. Provides logistical support for the institute.
- Assists with curriculum development on the concepts of gender identity, social structures, and leadership identity. Specifically concentrating on the presentation of the relationship between socialization and gender in the media.
- Supports and facilitates training for the institute's facilitators on topics of emotional intelligent leadership theory, social structures, small group facilitating, and institute logistics.
- Hosts guest leader conversations session during WLI to stimulate dialogue amongst participants on women leadership.
- Implements recruitment and selection of student participants. Organizes marketing and manages application review.
- Facilitates planning and outreach for student alumnae events that occur post institute in the fall and spring semester.
- Coordinates pre- and post-assessment during the institute. Creates assessment report to present to planning committee and campus partners.

Women's Leadership Office, Mount St. Mary's College

NODA Graduate Intern, Orientation

May 2014 – Aug 2014

- Planned Orientation Leader staff development opportunities prior to orientation dates.
- Supported planning and facilitation of orientation leader training before orientation sessions.
- Assisted in the overall planning and implementation of the orientation programs at two university campuses.
- Created orientation schedule and finalized presenter and workshop details for all orientation sessions.
- Organized orientation logistics related to registration, scheduling, and accommodations.
- Worked with community organizations to plan and implement night time entertainment for orientation sessions.
- Developed workshop program assessments. Compiled assessment reports and shared with campus staff.
- Created women's leadership office marketing material for orientation programs and fall semester programs.
- Completed historical audit of greek organizations and evaluated documents to track conduct issues.

Sustainable Campus, Florida State University

Graduate Assistant

Aug 2014 - Present

Leadership

- Serves as the advisor to the Eco-rep (Sustainability Peer Educators) program and the Eco-rep student coordinator.
- Oversees planning for student development and leadership development through bi-monthly meetings.
- Develops leadership sustainability curriculum with the Student Coordinator around sustainability related topics including environmental justice and environmental leadership.
- Provides programmatic support for environmental justice and community engagement Eco-rep development events.

Event Planning

- Plans, develops, and implements campus wide events including earth month programs and several faculty, student, and staff sustainability initiatives. Interfaces and collaborates with campus departments and student organizations to market events to various student populations.
- Navigates university reservation system to reserve space, manage permit requests, and submit external contract forms.
- Works with various community businesses and liaisons to incorporate partnerships into sustainable campus events.

Teaching Assistant

- Serves as the teaching assistant for the *Leadership and Sustainability in Action* class offered in the spring semester.
- Evaluates student work based on performance throughout the course.
- Meets with students who are struggling with coursework to ensure they are successful in their academic endeavors.

Assessment

- Coordinates fall training for student coordinators. Facilitates learning outcomes and SMART goal sessions. Plans and implements staff development plan each semester.
- Works with student coordinators in developing learning outcomes for all campus programs within the office.
- Assists in implementing individual assessment plans throughout the year.
- Synthesizes assessment data from the eco-reps program to complete eco-reps year long assessment report.

Student Athlete Academic Services, Florida State University

Student Athlete Mentor

Aug 2014 - Present

- Leads first year student athlete study hall group week. Sessions are focused around an academic and personal growth.
- Conducts one on one advising to keep at risk student athletes on track academically. Promotes self-reflection and discussion to improve academic planning skills.
- Teaches life skills with an emphasis on practical skills necessary to be successful in college.
- Fosters a safe space and academic environment that aims at developing a deeper sense of self awareness,

University Housing, Florida State University

Assistant Coordinator, DeGraff Hall

July 2013 – May 2014

- Served as the primary advisor to Hall government, a programming and advocacy student board.
- Co-supervised, hired, trained, and evaluated 18 student leader Resident Assistants and 15 student desk receptionists.
- Provided leadership for the planning and implementation of inclusive programming using the departmental model focusing on appreciation of differences, responsible citizenship, and personal wellness.
- Provided one on one student leader support through weekly meetings focusing on leadership & personal development.
- Co-managed 700+bed co-ed residential community: first-year complex and suite style halls. Facilitated in-hall moves and tracked room reassignments in conjunction with the Assignments Office.
- Assisted in student crisis, intervention, and prevention for residents and made referrals to campus resources.
- Adjudicated university and housing policy violations through conduct hearings with a focus on guiding students through education in awareness of self and community. Maintained accurate and confidential paper and electronic records.
- Served on a 24/7 on-call duty rotation for emergencies and crisis management for a residential population of 3,200 students during a one week period each semester.

Student Housing – UC Irvine

Student Development Coordinator, Mesa Court

Jan 2013 – July 2013

- Served as the advisor to a student programming and advocacy group. Facilitated executive board student leadership development and training. Managed large-scale program planning.
- Managed and approved spending for a budget of \$25,000, which included line items for Spring Housing Tours, Mesa Court Council activities, Celebrate UCI (Preview Days), and facility and center expenses.
- Supervised four student center managers and student center staff of 32 attendants for housing facilities in Mesa Court, which included the Housing Office, the Community Center, the Mesa Academic Center, and the Recreation Center. Approved and reviewed timesheets for all center attendants and held disciplinary meetings for center workers.
- Facilitated the Mesa Court Housing 2013-2014 student staff selection process and spring recruitment efforts. Created marketing material, collected and sorted application data, and conducted interviews for selected applicants.
- Organized and executed Spring Housing Tours in Mesa Court. Worked with the Campus Representatives office and Housing Administrative Services to provide a seamless tour process for prospective students.
- Supervised the daily operations of Mesa Court facilities and centers. Approved reservation requests and reviewed weekly event set up and take down. Approved marketing materials allowed in the facilities and centers.
- Provided assistance in upkeep of Mesa Court social media channels including Facebook and the Wordpress blog.

Committee Work

Florida State University

Center for Leadership & Social Change and Women for FSU Planning Committee: Women's Leadership Institute
University Housing Head Staff Development Committee: Recognition and Professional & Graduate Recruitment

Mount St. Mary's College

Student Affairs Departmental Committee: Women's Leadership Initiatives

University of California, Irvine

Student Housing Cross Programming Committee: Spring Formal and Hall Council Advisor Roundtable
Student Housing Recognition Committee: Community Wide Housing Banquet
Student Life & Leadership All University Leadership Conference Committee: Student Government Liaison and Facilitator

Professional Activities

NASPA Latino/a Knowledge Community

Social Conference Events Committee – Fall 2014 & Spring 2015

John C. Dalton Institute on College Student Values

Sponsorship & Gifts Committee Chair September 2013 – February 2014

Hardee Center for Leadership & Ethics in Higher Education

The LifeNet Newsletter Contributing Writer November 2013 & November 2014

Professional Affiliations

NASPA – Student Affairs Administrators in Higher Education: Member and NUPF Alumna

Awards

Seminole Torchbearer: Outstanding Leadership and Service to Student Life: 2013-2014
UCLA: University of California, District of Columbia Public Service Fellowship: Summer 2012

MATTHEW TRIPSAS

(518) 291-0250 | 2626 E. Park Ave. #3307, Tallahassee, Florida 32301 | tripsasm@gmail.com

EDUCATION

Master of Science, Higher Education
Florida State University

May 2015
Tallahassee, Florida

Bachelor of Arts, History
University of Maryland

May 2013
College Park, Maryland

International Academic Program
Universidad Pablo de Olavide

January 2012 – May 2012
Seville, Andalucía, Spain

PROFESSIONAL EXPERIENCE

Graduate Assistant, Identity Exploration Cluster
Center for Leadership & Social Change | Florida State University

August 2013 – Present
Tallahassee, Florida

- Advise four second-year mentors for the Social Justice Living Learning Community.
- Develop and implement the Social Justice Living Learning Community Fall retreat and community engagement opportunities each semester for 30 first-year students.
- Coordinate programs to expose faculty, staff and students to dialogue practices, such as the community Dialogue Lunch Series and the Martin Luther King, Jr. Dinner Dialogue.
- Supervise one work-study student assistant, providing them with direction and support.
- Serve on department wide Assessment Committee to examine and evaluate current learning outcomes in order to promote usability and understanding by professionals.
- Co-Coordinate Rite of Arakkectv, a graduation recognition ceremony to honor the culture of the graduating students and the Seminole Tribe of Florida.
- Manage a budget of \$6,000, which supports departmental programming initiatives.
- Perform research on participation in Intergroup Dialogue and the development of multicultural competency.
- Assist in training undergraduate, graduate and professional members of the campus to serve as dialogue facilitators.
- Present diversity trainings and workshops for campus partners and student organizations on a variety of topics including Identity Development, Diversity, and Social Justice.

Dance Marathon Intern
Student Activities Center | Florida State University

August 2014 – Present
Tallahassee, Florida

- Advise a 4 member Management Team and a 15 member Executive Committee that raises more than \$700,000 annually for Children's Miracle Network.
- Work in collaboration with the Director of Student Activities to advise students in decision-making, contracts, event planning, university policies and procedures, risk management techniques and leadership development.
- Manage the development of the Alumni Board of Dance Marathon at Florida State University.
- Oversee and manage the 40-hour Dance Marathon event in March, including 1,800 undergraduate participants.
- Aid the department in implementing all campus homecoming programs such as Pow Wow and Warchant.

Residence Life Intern
Department of Residence Life | University of Essex

June 2014 – August 2014
Colchester, England

- Contributed in the recruitment process of inaugural resident director positions to include: shortlisted candidates, developed a rubric to assess interview presentations, and organized various components of the interview day.
- Assisted in the implementation and facilitation of Resident Assistant June training.
- Supported the administration and oversight of the online foundational training program.
- Revised the Residence Life Handbook for Resident Assistants as well as Senior Team members.
- Assessed Resident Assistant incident reporting through the department Lean Review Process.
- Researched best practices in policy and procedure to develop training materials for the Residence Life staff.
- Provided additional support for professional staff during times of crisis.
- Served on a committee to plan Arrivals Day for the 2014-2015 academic year.

TEACHING & FACILITATION

Co-Instructor, HUM 1921: Social Justice Colloquium January 2015
Center for Leadership & Social Change | Florida State University Tallahassee, Florida

- Instruct 29 first-year Social Justice Living Learning Community Students on transformative leadership models related to social change, advocacy, and activism.
- Create classroom assignments, syllabi, and other educational materials.

Facilitator, Diversity & Inclusion Certificate January 2014 – Present
Office of Human Resources | Florida State University Tallahassee, Florida

- Develop outlines and materials for the university-wide professional certificate.
- Facilitate workshops discussing core competencies in Higher Education as they relate to Diversity and Inclusion
- Manage the online certificate components such as quizzes and discussion board prompts via Blackboard.

Co-Instructor, LDR 2210: Leadership through Intergroup Dialogue August 2013 – Present
Center for Leadership & Social Change | Florida State University Tallahassee, Florida

- Instruct students on the process of dialogue and how to effectively utilize dialogue practices.
- Create classroom assignments, syllabi, and other educational materials.
- Provide feedback to students regarding assignments, participation, and class performance.
- Develop training materials and agenda for future course facilitators.

UNDERGRADUATE EXPERIENCE

Intern, Capital One Leadership Internship Program August 2010 – May 2011
Office of Leadership & Community Service Learning | University of Maryland College Park, Maryland

- Engaged in an academic program focusing on asset-based community development.
- Traveled to Uganda during a ten-day global immersion experience.

CIVICUS Living & Learning Program August 2009 – May 2011
College of Behavioral & Social Sciences | University of Maryland College Park, Maryland

- Two year invitational academic citation program focused on leadership, citizenship, scholarship, community service-learning and community building in a diverse society.

PROFESSIONAL PRESENTATIONS

Torres, S & Tripsas, M. (2015, February). The Power of Words: Implementation of Inclusive Language Campaigns on Campus to Promote Student Engagement. Presented at the Dalton Institute on College Student Values, Tallahassee, FL. (Anticipated).

Chamberlain, A., Frost, V., & Tripsas, M., (2014, June). Panel Discussion: Resident life: What is the same and what is different from the USA? Presented at the UNIPOL Conference, London, England.

Frasier, J & Tripsas, M. (2014, January). Social justice in 140 characters or less: Social media's role in allyship and activism. Presented at the Multicultural Leadership Summit, Tallahassee, Florida.

LEADERSHIP & VOLUNTEER EXPERIENCE

Administrative Chair, Higher Education Student Association May 2014 – Present
Facilitator, Social Justice Ally Training April 2014 – Present
Member, Martin Luther King, Jr. Week Planning Committee September 2013 – February 2014
Peer Dialogue Leader, Common Ground Dialogue Program January 2011– May 2013

PROFESSIONAL ASSOCIATION & CERTIFICATION

American College Personnel Association (ACPA) October 2014- Present
Association of College and University Housing Officers – International (ACUHO-I) January 2014 – Present
National Association of Student Personnel Administrators (NASPA) November 2013 – Present
Seminoles Allies and Safe Zones Training October 2013

KAITLIN NICOLE TUFTS

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EDUCATION

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

May 2015

The Pennsylvania State University, University Park, PA
Bachelor of Science in Marketing
Bachelor of Arts in Public Relations

May 2012

PROFESSIONAL EXPERIENCE

Career Center, Florida State University | Tallahassee, FL

March 2014 – present

Graduate Assistant, Garnet and Gold Scholar Society (GGSS)

- Provide administrative support for over 700 students enrolled in an engagement recognition program
- Connect students to involvement opportunities in the program's five engagement areas: Leadership, Internship, Service, International, and Research
- Advise approximately 30 students per week regarding program criteria and completion of program requirements
- Host 8 informational sessions and coordinate approximately 20 tabling events to promote GGSS each school year
- Conduct outreach presentations to over 25 student groups and academic courses each semester
- Plan GGSS induction ceremonies each semester by securing locations, selecting student speakers, preparing printed materials and decorations, and coordinating logistics
- Communicate with program participants through developing a bi-monthly listserv
- Assist with career advising and resume, cover letter, and personal statement critiques for a department that sees over 14,000 students a year

Student Activities Center, Florida State University | Tallahassee, FL

January 2015 – present

Graduate Intern, Registered Student Organization (RSO) Conduct Review Board

- Collaborate with the Office of Student Rights and Responsibilities to manage RSO Review Board's process for alleged organizational violations of the Code of Conduct and university policies and procedures
- Adjudicate student organization conduct and assess educational sanctions through Student Activities Center disciplinary processes
- Co-facilitate weekly meetings on student leader development and training for a board of 10 students

Student Activities Center, Florida State University | Tallahassee, FL

August 2014 – December 2014

Graduate Intern, Alcohol-Alternative Programming

- Developed event layouts and schedules for Haunted Harvest and Jimbo's True Seminole Tailgates
- Conceived and developed event risk management materials for alcohol-alternative events including risk identification and management, inclement weather planning, and communications strategy
- Developed, distributed, and compiled assessment instruments related to alcohol-alternative events for the season
- Served as staff for Student Activities Center fall events including Homecoming and Golden Tribe Lecture Series

Haunted Harvest

- Advised programming board student staff in planning and implementing an annual interdepartmental alcohol-alternative event with a budget of \$22,500 and an average attendance of 2,500 students
- Conducted bi-monthly meetings with 12 Student Affairs departments and collaborators
- Implemented a marketing plan with the Union Marketing and Communications Department

Jimbo's True Seminole Tailgates

- Planned and implemented five alcohol-free tailgates before home football games with a final season attendance of 1,490 participants
- Collaborated with nine event co-sponsors throughout the season and led a team of 20 volunteers at each tailgate
- Negotiated and contracted talent, food, and novelties for each tailgate with a \$7,500 budget

Office of Student Involvement, Xavier University | Cincinnati, OH

May 2014 – August 2014

NODA Orientation Intern

- Assisted in the planning and implementation of a comprehensive fall orientation program for approximately 1,100 new students
- Co-advised a board of five student leaders and supervised their coordination of training sessions for 150 orientation leaders and volunteers
- Conducted presentations on *Facilitating a Group* and the *First Year Experience* during orientation leader training
- Designed a one-day transfer orientation program
- Implemented a one-day transfer orientation leader training program for 11 new transfer orientation leaders
- Created the parent and family schedule of events and orientation materials for move-in day
- Developed comprehensive assessments for program evaluation and learning outcomes associated with the orientation process for new students, the orientation team, families, and faculty

Career Center, Florida State University | Tallahassee, FL

August 2013 – May 2014

Graduate Assistant, ePortfolio and First Year Outreach

- Managed ePortfolio and guided approximately 3,700 students through using the online tool
- Advertised and conducted the annual Career Portfolio contest
- Contacted 80 teaching assistants to organize over 200 Career Center first-year outreach presentations each semester; personally conducted over 20 presentations each semester
- Designed, distributed, and documented assessment on ePortfolio and First Year Outreach programs
- Created a marketing display and coordinated volunteers for FSU Preview Days to promote Career Center services to approximately 8,000 incoming students

TEACHING EXPERIENCE

Center for Leadership and Social Change, Florida State University | Tallahassee, FL

January 2015 – present

Graduate Teaching Assistant, Leadership in Groups and Communities

- Co-facilitate discussion and group activities during class
- Create lesson plans, group activities, and discussion questions for four class periods
- Grade reading reflections and essay exams for 25 enrolled students twice a week via Blackboard
- Supervise 25 students in their service-learning assignments with 5 agencies across Tallahassee
- Guide 5 small groups through their own facilitation of an assigned class period

Career Center, Florida State University | Tallahassee, FL

January 2014 – May 2014

Graduate Teaching Assistant, Introduction to Career Development

- Co-taught the foundational course for the Florida State Career Center
- Provided classroom management and instruction for 32 undergraduate students
- Counseled eight students through assignments and career planning
- Planned course lectures covering the basic foundations and resources for making career choices
- Managed classroom grades, attendance, and assignments via Blackboard

LEADERSHIP AND SERVICE

New Programs Committee, Career Center

January 2015 – present

HESA Social Coordinator, FSU College of Education

May 2014 – present

Seminole Torchbearers, Florida State University

October 2014 – present

Program Reviewer and Volunteer, John C. Dalton Institute on College Values

October 2013 – present

PROFESSIONAL ASSOCIATIONS

American College Personnel Association (ACPA)

October 2014 – present

National Orientation Directors Association (NODA)

February 2014 – present

National Association for Campus Activities (NACA)

November 2013 – present

Student Affairs Administrators in Higher Education (NASPA)

September 2013 – present

Higher Education Student Association, Florida State University

August 2013 – present

PRESENTATIONS

Barringer, C., Tufts, K., & Zaideman, K. (2015). "Creating your Personole Brand," Florida State University Student Success Conference, Tallahassee, FL.

Cassandra M. Winland

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EDUCATION

Florida State University, Tallahassee, Florida
Masters of Science, May 2015
Concentration: Higher Education, emphasis in Student Affairs

Texas Christian University, Fort Worth, Texas
Bachelor of Arts, May 2013, *Magna Cum Laude*
Majors: Sociology, Modern Language Studies in French

RELEVANT EXPERIENCE

Assistant Coordinator – Wildwood Hall

August 2014 - present

University Housing, Florida State University, Tallahassee, FL

- Co-manage two 353 bed suite-style residence halls and co-supervised 18 Resident Assistants and 15 Desk Receptionists
- Support campus partners in programmatic efforts in two Living Learning Communities (Nursing and Social Justice)
- Complete daily administrative tasks for a two building complex including in-hall reassignments and damage billing
- Serve on a 24/7 on-call duty rotation for emergencies and crisis management for a residential population on 3,200 students
- Work with the Academic Initiatives Work Group to establish a campus-wide Residential Scholars Program

Teaching Assistant – Leadership in Groups and Communities

August 2014 – December 2014

Center for Leadership and Social Change, Florida State University

- Documented the fulfillment of students' required 30 hours of service in the Tallahassee community
- Critiqued student reading syntheses assigned for each class session
- Led class sessions and facilitated in-class activities throughout the semester
- Served as the primary point of contact for students regarding class work and concepts discussed in-class
- Managed the Blackboard course site, including the administration of grades and course content

Assistant Coordinator – Special Projects

May 2014 – July 2014

University Housing, Florida State University, Tallahassee, FL

- Collaborated with the Office of New Students and Family Programs for summer orientation housing
- Oversaw the preparation and execution of the check-in/check-out process for first-year students during orientation
- Held judicial hearings regarding policy violations and discussed responsible decision making and one's role in the community
- Contributed to the Student Leadership Development Work Group to plan August training for 150+ Resident Assistants
- Organized meals during RA training from five outside vendors and assisted with purchase order arrangements

Academic Advising Intern

April 2014 – July 2014

Advising First, Florida State University

- Utilized a values-based approach to discuss and develop academic areas of interest
- Advised small group sessions of exploratory students regarding course mapping and major requirements
- Studied a variety of advising styles through the observation of professional staff members
- Encouraged participation in Freshmen Interest Groups when the subject corresponded with students' expressed interests
- Designed schedules for specific populations: student athletes, CARE Summer Bridge participants, and study abroad students

Assistant Coordinator – Smith Hall

July 2013 – May 2014

University Housing, Florida State University, Tallahassee, FL

- Co-managed a 562 bed community style residence hall and co-supervised 18 Resident Assistants and 6 Desk Receptionists
- Advised hall government with an executive board of 6 student members and maintained a \$4,100 budget
- Adjudicated judicial hearings regarding alleged student code of conduct policy violations
- Served on a 24/7 on-call duty rotation for emergencies and crisis management during a one week period each semester
- Worked on the Community Development Work Group on the redesign of the department's programming model

Academic Advising Intern

September 2012 – July 2013

John V. Roach Honors College, Texas Christian University, Fort Worth, TX

- Facilitated personal advising sessions with honors students throughout the year and during summer orientation
- Documented honors course contracts and worked with both students and staff on special projects
- Performed audits on student files to ensure requirement completion

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Building Supervisor

May 2012 – July 2013

Brown-Lupton University Union, Texas Christian University, Fort Worth, TX

- Oversaw building operations and event facilitation during non-business hours
- Partnered with the Student Activities Office on various programming initiatives
- Monitored audio visual support for events up to 1000 people

VOLUNTEER EXPERIENCE

Philanthropy Adviser

July 2014 – present

Alpha Omicron Pi – Alpha Pi Chapter, Florida State University

- Assist the Philanthropy Chair in the planning and execution of an event aimed at raising awareness for Juvenile Arthritis
- Oversee the partnership with the FSU ROTC program and the creation of a letter writing/donation campaign for soldiers

Research Assistant – Exploring Gender and Field of Study at Cambodian Universities

May 2014 – July 2014

Dr. Perez-Felkner, Florida State University

- Cataloged written responses into Qualtrics for electronic retrieval
- Tracked and organized discrepancies between written and electronic survey entries

Conference Volunteer

March 2014

Annual American College Personnel Association Convention, Indianapolis, IN

- Welcomed individuals to the conference, provided assistance, and liaised with fellow volunteers
- Fielded general inquires and provided information regarding the host city of Indianapolis to interested attendees

Research Assistant – Linking Institutional Policies to Student Success

October 2013 – present

Dr. Bradley Cox, Florida State University

- Analyze data from specific student populations within the original data set
- Explore institutional policies that show a positive correlation to particular student success outcomes

Jon C. Dalton Institute – Technology Committee

October 2013 – February 2014

Division of Student Affairs, Florida State University

- Participated in the operation of the Jon C. Dalton Institute on College Student Values
- Assisted with presentation technology and overall conference logistics

ORGANIZATION INVOLVEMENT

Member, Student Affairs Professionals in Higher Education (NASPA)

January 2015 – present

Member, Association for the Study of Higher Education

October 2014 – present

Member, Southeastern Association of Housing Officers

October 2014 – present

Member, American College Personnel Association

October 2013 – present

Member, Higher Education Student Association, Florida State University

August 2013 – present

Member, Phi Beta Kappa Honor Society

May 2013 – present

Member, Alpha Omicron Pi Fraternity

November 2012 – present

PRESENTATIONS AND CONFERENCE PAPERS

La Haie, A. & Winland, C. (2015, February). *Real Talk: The Five Unspoken Truths About Life as a Housing Professional*. To be presented at the Annual Conference of the Southeastern Association of Housing Officers, Mobile, AL.

Winland, C. & Cox, B. (2014, November). *Institutional policies: Hispanic Student Success*. Paper Presented at the Annual Conference of the Association for the Study of Higher Education, Washington, D.C..

Winland, C. (2014, February). *Step-Up Seminoles: A call-to-action on bystander intervention*. Presented at the Multicultural Leadership Summit, Tallahassee, FL.

Winland, C. (2013, May). *A sociological understanding of community on university campuses: An evaluation of the student union as a social space*. Presented at TCU Honors Week 2013, Fort Worth, TX.