

Bill Mueller

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Education

Concordia University Wisconsin, 2011

Master's Degree (Student Personnel Administration)

University of Wisconsin-Oshkosh, 2006

B.A. in Communication (Radio-TV-Film), Minor/Emphasis: Journalism

Skills

- Experience using Microsoft Office
- Excel within team and independent environments
- Handle several tasks at once
- Experience with Student Success Collaborative-Campus and Peoplesoft

Student Affairs Experience

Academic Advisor, UW-Milwaukee, Milwaukee Feb. 2013-Present

- Advised current and prospective traditional and non-traditional students in UW-Milwaukee's College of Health Sciences
- Committee Involvement: SAP Appeals, Student Retention and Admissions Committee, Meet and Go Milwaukee Planning (prospective and accepted student events), CHS Black and Gold Advisor, E-Learning Advisory Committee
- Helped create accepted student welcomes for the College of Health Sciences
- Office member of Student Success Collaborative Campus Support Team that trains colleagues on use of the online system

Graduate and Accelerated Admissions/Academic Advisor, Concordia University Wisconsin, Mequon Oct. 2011-Present

- Advised potential students for MBA, MS IT, SPA, Church Music and Nursing programs
- Admissions and academic advisor for our adult, accelerated programming
- Established MBA Orientation to be conducted six times per year
- Established Twitter and Facebook accounts for department
- Coordinate Graduate Information Sessions and graduate student socials

Admissions Advisor, Bryant & Stratton College, Milwaukee Apr. 2010-Oct. 2011

- Admissions advisor for both traditional and non-traditional students
- Participate in off-campus admissions marketing events
- Member of orientation committee and leader during orientation

Academic Advising Intern, UW-Milwaukee, Milwaukee Jan. 2011-June 2011

- Help with programming for prospective students
- Presented the School of Nursing overview and curriculum during Preview Days, UVisits, and orientation
- Advise prospective, at-risk, change-of-major and transfer students on nursing classes and procedures within College of Nursing
- Led class presentation during nursing freshman seminar

Other Work Experience

Account Coordinator, Milwaukee Journal Sentinel, Milwaukee Nov. 2007-Aug. 2009

- Both sold and serviced accounts for leading employment site
- Managed a team of print reps with their accounts' online advertising

Intern, Hagerstown Suns, Hagerstown, MD, Jan. 2007-Sept. 2007

- Worked on projects to promote community outreach
- Helped develop several team and community promotions
- Assisted in on-field promotions

Honors and Activities

- Memberships: WCPA, NACADA, WACADA
- First-Year Student Success Award Recipient: 2013, 2014
- Speaker: Oshkosh Placement Exchange professional panel
- Speaker: WCPA Exploring Panel for students seeking work in higher education
- Student Advocate Award-Bryant and Stratton College
- Junior Achievement-2009-2010
- Capstone project investigating graduation rates among DIII athletes at Concordia
- Finisher, Twin Cities Marathon

References available upon request