

Sheila Keaton

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Education

University of Wisconsin – Whitewater

Master of Science in Counseling with an emphasis in Higher Education, May 2005

University of Wisconsin – Madison

Bachelor of Arts in Communicative Disorders, May 2000

Professional Development and Recognition

Wisconsin College Personnel Association (WCPA)

Treasurer

Commission Chair (New Professionals and Graduate Students)

Member of executive board (Secretary, Graduate Student Representative)

Presented at annual conference and student affairs conference

2000-Present

October 2015-Present

October 2009-2012

October 2003-2008

2007, 2008, 2010-2012

American College Personnel Association (ACPA)

Presented at annual conference

2006-2015

2011

Student Personnel Association, University of Wisconsin-Madison (SPA)

Presented at annual conference

2005-2015

2010, 2012

National Academic Advising Association (NACADA)

2007-2010

Madison Academic & Career Advising Association (MACAA)

Presented professional staff workshops

2006-2010

2009, 2010

National Career Development Association (NCDA)

2006-2010

UW System Advising Conference Pre-Conference Session Speaker

September 2009, 2010

Student Affairs Experience

Center for Leadership & Involvement, University of Wisconsin-Madison

Assistant Director of Advising and Technology

September 2010-January 2015

- Redesigned the registration process for over 900 Registered Student Organizations on campus utilizing the CollegiateLink software program, branded on campus as the Wisconsin Involvement Network (WIN)
- Supervised professional staff member and provided technology support and guidance to staff of 10
- Trained Student Organization Advisors through a series of workshops and resources
- Advised Student Organization leaders on finances, grant-writing, organization communication
- Chaired the Wisconsin Experience Grant committee and supervised the student grant administrator

Letters and Science Career Services, University of Wisconsin-Madison

Career Counselor, Advising Team Leader

September 2005-September 2010

Intern Career Advisor

September 2004-May 2005

- Assumed leadership and organizing responsibilities while serving as leader of the advising team, coordinating weekly advising meetings and overseeing the scheduling of all advising activities
- Counseled students on career issues such as writing a resume and cover letter, effective job search strategies, interviewing skills, transition out of college, and other personal concerns
- Created the majority of the office handouts, developed and maintained the organization of these resources and planned and presented interactive workshops
- Supervised graduate and undergraduate interns including hiring, training, and mentoring the students
- Developed and implemented a comprehensive orientation program and manual for new interns and staff

Engineering Student Leadership Center, University of Wisconsin-Madison

SLC Office Coordinator

May 2003-June 2005

- Managed financial accounts for Student Leadership Center and 13 major Engineering student organizations as well as providing fundraising, budgeting, and money management assistance for the student organizations
- Participated twice as a Family Cluster Facilitator for the LeaderShape Institute, a week-long, intensive workshop for 35 student leaders using group facilitation skills, modeling leadership, and maintaining high energy
- Arranged room reservations, key checkout, and other administrative functions of Student Leadership Center

Edgewood College, Madison, WI

Student Life Administrative Assistant

September 2000-August 2002

Programming and Housing Operations Coordinator

September 2000-June 2001

- Provided exceptional customer service to students and parents regarding housing processes
- Participated in new student orientation program, assisting with hiring and training the orientation leaders
- Initiated and advised Campus Chapter of Habitat for Humanity and co-directed Alternative Spring Break Program, serving as staff supervisor on three week-long work trips

Additional Student Affairs Experience

Career Services Office, University of Wisconsin-Whitewater

Graduate Assistant Advisor, Volunteer

August 2002-December 2003

- Provided one-on-one advising to first and second-year students on major choices and careers decisions
- Co-facilitated 5-week group workshops on choosing majors, minors and careers

College of Engineering Dean's Office, University of Wisconsin-Madison

Graduate Assistant

September-December 2004

- Staffed busy front desk and helped Engineering students, staff and faculty find the assistance they required
- Interacted with Deans of college in a professional manner, often being assigned special projects for them

International and Volunteer Experience

First Unitarian Society, Madison, WI

High School Youth Group Advisor

September 2008-May 2010

- Provided leadership and coordination for team of advisors to create and lead activities for student growth
- Used excellent group facilitation skills in weekly group meetings and on two week-long summer service trips

Covent Garden Bureau Temporary Agency, London, United Kingdom

Human Resources Administrative Assistant

July-August 2005

- Quickly assimilated to challenging atmosphere of a major International Non-Governmental Organization
- Readily took on added responsibility, proving to be a hard-working and reliable member of the temporary team

Computer Skills

- CollegiateLink (Student Organization Management software)
- StudentVoice/Baseline (Assessment program)
- ISIS (Student database), AS-400 (Student Life Module), eRecruiting and Symplicity (Career Services programs)
- Calendar and scheduling programs: Corporate Time, Oracle, Meeting Maker, WiscCal, Google Calendar