

#### Education

#### The University of Oklahoma, May 2013

Norman, Oklahoma

Master of Human Relations, emphasis in Counseling and Student Services

## Lakeland College, May 2011

Sheboygan, Wisconsin

Bachelor of Arts, Sociology and Business Administration

#### **Professional Experience**

#### June 2016 - Uni

## University of Wisconsin – Stout

#### Menomonie, Wisconsin

# Present

**Residence Life Coordinator** July 2017 – Present

- Oversee all students, staff, operational and community development functions for two residential complexes consisting of 750 first year and upper-class students
- Supervise (select, train, evaluate) 30 undergraduate residence life student staff in residential complexes
- Implement university and housing conduct policies and serve as the conduct hearing administrator in assigned housing area. Address community standards and respond to incidents of hate and/or bias
- Assume responsibility for effective crisis response and management including responding as needed to emergency situations and preparing staff to adequately respond to residence hall emergencies; serve on-call and respond to facility and crisis situations as they arise
- Manage decentralized business and administrative operations for assigned residential area; oversee a
  budget for two residential complexes including Hall Executive Committee, professional development,
  programming, office supplies, student staff training, and hall desk operations
- Supervise Housing Design, a team of 4 dedicated student staff specializing in areas of web and graphic design, and social media outreach
- Serve as a member of the summer operations team with supervision and administrative oversight **Hall Director** June 2016 June 2017
- Train and supervise a hall staff consisting of 12 Resident Advisors, 1 Academic Resource Coordinator, 1 Desk Service Manager, and 3 additional student assistants
- Advise and manage the day to day operations of a traditional residence hall consisting of 475 first year upper-class students
- Coordinate the Honors residential community and serve as liaison between University Housing and Honors College
- Advise the Residence Hall Association (RHA) and National Residence Hall Honorary (NRHH); oversee a \$50,000 budget
- Developed student interaction guide to promote student academic success, retention, and diverse interactions
- Advise the Hall Executive Committee (HEC) and manage a \$4,000 budget
- Serve as professional staff on call and respond to facility and crisis situations as they arise
- Coordinate student behavior meetings for UWS Chapter 17 and University Housing contract disciplinary hearings; maintain accurate and up to date student conduct records
- Manage a budget for professional development, programming, office supplies, student staff training, and hall desk operations

#### Dec 2015 – June 2016

# University of Wisconsin – Milwaukee

Milwaukee, Wisconsin

#### Interim - Residence Life Coordinator (Fixed Term Contract)

- Created residential environments that demonstrate inclusive excellence, promote academic success, and enhance student retention for the University of Wisconsin Milwaukee
- Advised and developed students through academic coaching sessions, behavior conference meetings, educational presentations, and training opportunities



#### Residence Life Coordinator Experience Continued

- Managed a residential area consisting of 500 residents within a residential facility complex of 2900 residents
- Served as professional staff on call and responded to emergency and crisis situations as they arise
- Selected, trained, supervised, and evaluated 13 Resident Advisors
- Collaborated with campus partners and stakeholders to support the UWM.NET Living Learning Community through engaging social media and networking program opportunities for students
- Co-advised the North Tower Community Council and administered a budget of \$6,500

#### June 2015 – The University of Iowa Dec 2015

Iowa City, Iowa

## Residence Education Coordinator

- Selected, trained, and supervised the Graduate Assistant for Community Education and Learning
- Provided advisement and secondary supervision to 15 student tutors through the Graduate Assistant for Community Education and Learning
- Provided ongoing support for Residential Tutoring Program at 3 locations across campus
- Established strong collaborative relationships with campus partners and program stakeholders to promote academic success
- Fostered outreach and on-going recruitment of new campus and community stakeholders
- Developed, implemented, and administered programs to support the growing residential international student population
- Collaborated with academic support services (academic advising, career services, personal librarians, etc.) on campus to provide resources for living-learning communities' students
- Developed weekly Living Learning Community programs in each community during the first 4-6 weeks of the fall semester to encourage community bonding, develop sense of belonging, and student identity
- Managed day to day administrative responsibilities for 8 living learning programs including a budget of \$40,000
- Facilitated and evaluated the Resident Advisor training course for entry level paraprofessionals
- Revamped, evaluated, and revised training course content and curriculum in collaboration with the College of Education

#### July 2013-University of Wisconsin – Stevens Point June 2015 Residence Hall Director

Stevens Point, Wisconsin

- Advised and managed a traditional residence hall of 320 residents primarily identified as first generation college students
- Selected, trained, supervised, and evaluated 8 Community Advisors, 3 Academic Resource Coordinators, and 1 Desk Manager
- Advised a hall government consisting of 12 dedicated student leaders
- Developed and maintained accurate hall budget of \$7,500
- Maintained an accurate record of hall occupancy
- Served as primary investigating officer for hall conduct; met with students and adjudicated student concerns and maintained accurate records utilizing Maxient
- Supported community development efforts by being visible within the hall and assessing the residential population programmatic needs
- Advised the Life Sciences Living Learning Community and supervised the Academic Resource Coordinator (ARC) in charge of facilitating educational, developmental, and social programs
- Coordinated academic probation meetings and monitored students ongoing academic progress
- Served as the Assistant Director for Summer Camps and Conferences; supervised 2 Conference Managers and 12 Summer Advisors



#### July 2011-The University of Oklahoma June 2013 **Graduate Resident Director**

Norman, Oklahoma

- Advised the Housing Center Student Association (HCSA) and Resident Student Association hall government (RSA)
- Advised student delegates at regional and national conferences
- Coordinated ongoing trainings and created leadership curriculum for new student leader program
- Recruited and advised residential education programmers; created marketing materials and promoted department services and resources via social media
- Facilitated a section of the Resident Advisor training course through the College of Education with a strong focus on leadership development, social justice initiatives, career exploration, and service learning

## **Committee Experience**

Search and Screen: University Housing Custodial	University of Wisconsin – Stout	2017
UW System Mental Health and First Amendment Training	University of Wisconsin – Stout	2017
Search and Screen: University Police Sargent	University of Wisconsin – Stout	2017
UMR-ACUHO Membership Involvement Committee	Upper Midwest Region	2015 - 2017
Professional Development Committee	University of Wisconsin - Stout	2016
Social Justice Education Committee	University of Wisconsin - Milwaukee	2015 - 2016
Student Affairs Drive-in Workshop Committee	University of Iowa	2015
Co-chair, RA Training Committee	University of Iowa	2015
Search and Screen: Residence Hall Director	University of Wisconsin – Stevens Point	2015
Summer Housing Operations Committee	University of Wisconsin - Stevens Point	2014 - 2015
Committee Chair, Student Staff Selection & Training	University of Wisconsin - Stevens Point	2014 - 2015
Search and Screen: University Retention Specialist	University of Wisconsin - Stevens Point	2014
Co-chair, Professional Recruitment Committee	University of Wisconsin - Stevens Point	2013 - 2015
Faculty Staff Gay Straight Alliance	University of Wisconsin - Stevens Point	2013 - 2015
Committee Chair, Gender Inclusive Housing	University of Wisconsin - Stevens Point	2013 - 2015
Graduate Assistant Recruitment Committee	The University of Oklahoma	2012 - 2013
Advising Experience		
National Residence Hall Honorary (NRHH)	University of Wisconsin - Stout	2017 - Dresent

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Graduate Assistant Recruitment Committee	The University of Oklahoma	2012 - 2013
Advising Experience		
National Residence Hall Honorary (NRHH)	University of Wisconsin - Stout	2017 - Present
Residence Hall Association (RHA)	University of Wisconsin - Stout	2016 - 2017
Leadership and Events Committee	University of Wisconsin - Stout	2016 - 2017
AFM Hall Executive Committee	University of Wisconsin - Stout	2016 - 2017
GLACURH Conference Advisor	University of Wisconsin - Stout	2016
MACURH Conference Advisor	University of Iowa	2015
North Tower Community Council	University of Wisconsin - Milwaukee	2015 - 2016
Residence Hall Association (RHA)	University of Wisconsin - Stevens Point	2014 - 2015
WURHA Conference Advisor	University of Wisconsin - Stevens Point	2015
Student Academic Initiatives Committee	University of Wisconsin - Stevens Point	2013 - 2015
Academic Advising Intern	The University of Oklahoma	2012 - 2013
Leadershape Program Coordinator and Group Facilitator	The University of Oklahoma	2011 - 2012
NACURH Student Conference Advisor	The University of Oklahoma	2011 - 2012
No Frills Student Business Conference Advisor	The University of Oklahoma	2011 - 2012
SWACURH Student Conference Advisor	The University of Oklahoma	2011 - 2012
Housing Center Student Association Advisor	The University of Oklahoma	2011 - 2013



# Presentations & Programs

Tools for Creating and Academically Sound Work Environment	UMR-ACUHO Conference Presentation	2017
Mental Health in the Residence Halls	UMR-ACUHO Conference Presentation	2017
Basic Helping Skills	University of Wisconsin - Stout	2016
Engaging Residents with Inclusive Language Dialogue	University of Wisconsin - Milwaukee	2016
Building Sustainable Relationships with Campus Partners	University of Iowa	2015
LGBTQIA+ and beyond – Safe Space Training	University of Wisconsin - Stevens Point	2014
UMR-ACUHO Poster Symposium Participant	UMR-ACUHO Conference Presentation	2014
Opportunity Awaits	University of Wisconsin - Stevens Point	2014
Tunnel of Oppression	University of Wisconsin - Stevens Point	2014
Emotional Intelligence for Student Leaders	The University of Oklahoma	2012
Involvement & Related Experience		
UMR-ACUHO Conference Attendee	Upper Midwest Region	2013 - 2017
Mental Health First Aid Certification	University of Wisconsin - Stout	2016
Regional Entry Level Institute (RELI) Participant	University of Northern Iowa	2016
Educational Psychology 279 Instructor	University of Wisconsin - Milwaukee	2016
Step In – Speak Out Program Graduate Assistant	The University of Oklahoma	2011 - 2013
EDAH 2963/4993 Teaching Assistant	The University of Oklahoma	2011 - 2013
Office of Student Conduct - Alcohol Compliance Officer	The University of Oklahoma	2011 - 2013