

Higher Education Professional

EDUCATION:

Master of Public Administration
Valdosta State University, Valdosta, Georgia

Master of Education, Business Education
University of West Georgia, Carrollton, Georgia

Bachelor of Business Administration, Marketing
Jackson State University, Jackson, Mississippi

COLLEGE ACADEMIC AND STUDENT SERVICES EXPERIENCES:

Perimeter College of Georgia State University, Atlanta, GA, January 2016 – Current

**Academic Advisor III
University Advisement Center – Online**

January 2016 – Current

- Advise online students
- Supervise federal work study students
- Manage student success webinar outreach

Georgia Perimeter College, Clarkston, GA, August 2001-January 2016

**Coordinator for Student Success
GPC Online and Advising, Counseling, and Retention Services**

January 2009 – January 2016

- Advised online students
- Supervised federal work study students
- Compiled and submitted semester transfer admission guarantee reports in Excel
- Incorporated online Georgia Career Information Center to provide career advising
- Connected students to virtual campus resources and services to reduce need for campus visits
- Developed multi-semester academic plans for retention, graduation, transfer, and Financial Aid
- Collaborated with GPC Online and multiple departments to present Online Open House Events
- Collaborated with multiple departments to provide complete student success advising experiences
- Partnered with online faculty to provide new student, collegiate level, and degree completion advising

OUTREACH INITIATIVES:

- Coordinated student success webinar outreach
- Hosted online graduation outreach events with Online Advising Team to support Complete College Georgia initiative (DegreeWorks, SMARTS, eSAMS)

PROJECTS:

- Led SWOT Analysis of Advising, Counseling and Retention Services–Online, December 2014
- Created and presented framework for Online New Student Orientation Presentation, June 2014
 - Incorporated as a foundation for GPC Recruitment presentations, since February 2015
 - Distributed to new GPC Online students via email, since July 2014
- Served as Lead Coordinator/Instructor for Online Student Success Course, June 2009 – May 2013
 - Collaborated with GPC Online Instructional Technologists to develop modules on Netiquette (Online Communications), Goal-Setting, and Research Skills
 - Collaborated with Online Student Success Team to include modules on Civic Engagement, Dress for Success, and Financial Literacy
 - Interacted with up to 1,000 students registered for online classes during a semester
- Coordinated Online Open House Events, October 2009 – July 2011

PUBLICATIONS:

- September 2013: Video – Recorded, edited, and produced “Making the Grade is the Best Way to Keep Your Financial Aid.” https://www.youtube.com/watch?v=myeH_vdk9h0
- January 2013: Book review - *The Journal of the National Academic Advising Association Online, Danger to Self: On the front line with an ER psychiatrist.* (2010). Paul Linde, MD, University of California Press. <http://tinyurl.com/njeftm>
- June 2011: Article - *Academic Advising Today, Actively Including Online Students in the College Experience* <http://tinyurl.com/obysksp>

WEBINARS:

- Associate Degrees Open Career Doors, October 2015
- Choosing the Best Major for You, September 2015
- Guaranteeing Your Transfer with TAG, March 2015
- Career Advice and Insights, March 2013 and March 2014
- Transferring to the Next Level of Success, October 2013
- Making the Grade is the Best Way to Keep Your Aid, March 2013

PRESENTATIONS:

- Panelist, Distance Education Session, NACADA Summer Institute, Colorado Springs, CO, July 2015
- Presented “Writing for NACADA: A Brief Overview” for Staff Development Event hosted by Georgia Perimeter College Advising, Counseling & Retention Services, Clarkston, GA, December 2013
- Presented “Engaging Online Students Beyond the Advising Process,” National Academic Advising Association Region 4 Conference, Miami, FL, March 2012
- Presented “Actively Engaging Online Students in the Advising Process,” National Academic Advising Association Georgia Drive-In Conference, Clarkston, GA, September 2011
- Presented “Supporting Distance Learners through an Online Student Success Course,” Distance Learning Administration Conference, Savannah, GA, May 2011

AWARDS AND RECOGNITION:

- Leading Service Excellence Recognition, Georgia Perimeter College, October 2015
- Leading Service Excellence Recognition, Georgia Perimeter College, October 2014
- Customer Service Award for Advising, Counseling & Retention Services, December 2013
- Online Student Success Team Awarded for Excellence in Fostering Student Success, April 2012
- Extraordinary Customer Service Recognition, Georgia Perimeter College, October 2011

COMMITTEES:

- Online Academic Exclusion Committee, January 2010 - current
- Search Committee for Online Cultural Sciences Department Secretary, June 2015 – September 2015
- Search Committee for Online Humanities Department Secretary, March 2015 – June 2015
- Career Services Advisory Committee, July 2014 – June 2015
- Military Scholarships Selection Committee, June 2015
- GPC Foundation Scholarships Selection Committee, April 2014
- Financial Literacy Outreach with GPC Financial Aid, July 2011 – June 2012

PROFESSIONAL DEVELOPMENT:

- GPCS 1010/1020 First Year Experience Instructor Training, Georgia Perimeter College, May 2015
- Strengthening Our Advising Reach, Academic Advising Conference, Auburn University, April 2015
- Essentials of Strategic Planning for Managers, Emory Continuing Education, November 2014
- Leadership Development Program, Georgia Perimeter College, September – November 2014
- First Year Experience and Transitions Conference, Kennesaw State University, October 2014
- Georgia Career Information Center Advisor Training, Georgia Perimeter College, October 2014
- Complete College Georgia/Fifteen to Finish Conference, Macon State University, April 2014
- Georgia Perimeter College Staff Development Day, Clarkston Campus, May 2013, May 2012
- Managing Four Generations in the Workplace, Georgia Perimeter College, October 2011

PROFESSIONAL ASSOCIATIONS:

- American Society for Public Administration, since May 2013
- National Academic Advising Association, since March 2009

**Senior Accounting Assistant
Clarkston Campus Student Accounts**

August 2001 – January 2009

- Served approximately 7,000 students, faculty, and staff on the Clarkston Campus
- Managed vault, direct responsibility for funds in excess of payments and deposits
- Performed accounting, student financial services, and other related fiscal duties
- Collected payments, processed refunds, and accepted department deposits
- Maintained daily balancing records and prepared daily bank deposits
- Reconciled daily deposits to the general ledger using PeopleSoft
- Explained financial details of student and department accounts
- Prepared weekly petty cash reports using Excel
- Assisted with training Accounting Assistant

TECHNOLOGY:

Banner, GPC Internal Systems (iCollege, SMARTS, eSAMS, CRM/Oracle, Numara Footprints), DegreeWorks, Blackboard Collaborate, WIMBA, Microsoft Office (Outlook, Word, PowerPoint, Excel)