

Education

CLEMSON UNIVERSITY

Aug. 2019 - June 2021

Master of Education in Counselor Education, Student Affairs

ST. JOHN FISHER COLLEGE

Sept. 2013 - May 2017

Bachelor of Science in Media Management

Higher Education Experience

CAREER COACH

June 2021 - June 2023

Business Career Services | David Eccles School of Business, University of Utah

- Listened, supported, and empowered 425+ undergraduate students throughout their holistic career and leadership journey to ensure their academic and personal success
- Co-taught 2 sections of BCOR 1010 Career Exploration (1 credit) for first-year and transfer students
 - Applied a combination of activities, assessments, discussion, and reflections to support student development
- Co-instructed MGT 5880: Daniels Fund Ethics Initiative (3 credits) for Management students with an internship
 - Facilitated career development through experiential learning via individual, ethics-based learning objectives
- Oversaw and mentored 3 student club executive boards with new officer transition, events, and membership
- Planned and executed hybrid conference for 65 Business School leaderships including RFP creation, marketing, timelines, management of 13 volunteers, and presenter support
- Creatively developed, marketed, presented, and evaluated career-related workshops to student populations
- Partnered with faculty and staff on 5 case competitions and School Events (e.g., Orientations, Commencement)
- Managed changing caseload through conducting individual and group appointments to understand student needs, experiences, career goals, life updates, and other information with strong detail and organizational skills

CU BUSINESS EDGE GRADUATE ASSISTANT

June 2019 - May 2021

The Office of Career and Global Engagement | College of Business

- Supervised and empowered student intern to enhance and implement various career engagement projects
- Developed and coordinated online resource library for career development and global engagement topics
- Organized, implemented, and evaluated Truist Financial leadership development program in multiple formats
 - Increased student engagement by 218% through partnership with faculty and staff; (from 22 to 70 participants)
 - Led assessment to measure impact of program and presented results for future considerations
- Coordinated with Alumni Loyalty Board on opportunities to engage with students
- Collaborated with Academic Advising stakeholders to compliment classroom experience for Community of Undergraduate Business Students (LLC)
 - Developed program framework of learning outcomes, certificate language and requirements, including professional development workshops for first-year College of Business students
- Co-led banking industry and networking trek for 15 undergraduate students in Raleigh, NC
 - Coordinated student experience (registration, communication and expectations, post-trip reflection)
- Led and coordinated strategy and implementation of office rebrand timeline, logo creation, and communication
- Created formal onboarding/offboarding practice, including training module for 7 new student staff hires
- Contributed to weekly newsletter to 5,000 students and monthly newsletter to faculty/staff
- Designed and ordered office branding assets (promotional items, calendar of semester events)

Higher Education Experience (cont.)

CAREER AMBASSADOR

June 2020 - May 2021

Center for Career and Professional Development | Clemson University

- Delivered exceptional customer service to every student that walks through the door or connects virtually
- Prioritized each student by engaging in 1:1 conversations on their career interests and develop rapport
- Assisted students in recognizing their full potential and career possibilities

GRADUATE INTERN

June 2020 - Aug. 2020

Student Affairs Business Operations | Clemson University

- Analyzed quantitative/qualitative data from survey and developed executive summary for division leadership
- Conducted listening tour of Division of Student Affairs that resulted in 45 page resource document on onboarding practice in alignment with ClemsonFORWARD core tenets of enhancing staff experience
- Interviewed 6 department heads to learn about their onboarding practices and needs

RESIDENTIAL LIFE INTERN

Jan. 2020 - Apr. 2020

Clark Murphy Housing Complex | Furman University

- Developed ideas for programs that align with pieces of community development models
- Created program planning guides available to student staff with examples of active and passive programs
- Conducted needs based assessment and created infographic for future implementation to enhance student staff resource room
- Planned Halfway There Fair celebration event for all second year students (overview, timeline with task items, collaboration and program ideas, prize packs, and marketing assets)

Work Experience

ASSISTANT DEVELOPMENT COORDINATOR

Nov. 2018 - May 2019

Mercy Flight Central | Canandaigua, NY

- Organized and executed annual fundraising events, including sponsor and donation outreach, marketing strategy and relationship cultivation, increasing revenue by
- Led projects within the Development department to improve efficiency and productivity (electronic filing system and event timeline templates)

COMMUNITY ENGAGEMENT INTERN AND ON-SITE COORDINATOR

July 2017 - May 2019

LeaderShape, Inc. | Champaign, IL

- Ensured high quality six-day immersive leadership development experience for 210+ participants through logistical tasks and assisted 8 to 10 facilitators with activities
- Designed, wrote and scheduled social media posts consistent with brand tone across all channels, increasing follower growth by 9% and consistent high engagement rates
- Established monthly reporting of social media KPIs and data-informed recommendations

INTERIM ASSISTANT DIRECTOR OF CAMPUS LIFE

Oct. 2017 - Jan. 2018

St. John Fisher College | Rochester, NY

- Advised 5 student organizations focusing on student development and student leadership
- Provided guidance and support to SGA recognized clubs (approx. 70)
- Supervised daily operations and 12 student staff in the Campus Center
- Coordinated major events: Transfer Orientation and January Jumpstart
- Facilitated planning of leadership programs alongside Director of Campus Life