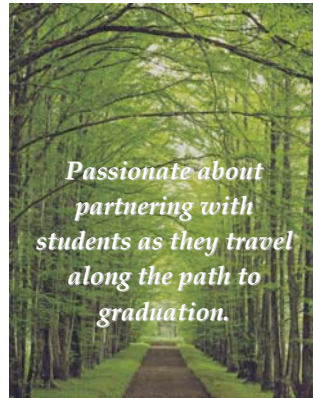


Hands-on recruitment, admissions, and academic advising experience working with a collaborative team to serve the needs of students.

Support cross-functional teams in creating, maintaining, and identifying Best Practices in academic advising and student services.

Facilitate proactive communication and collaboration through diligent data management and sharing.



Comfortable as a liaison to students and parents; excellent presentation, communication, organization, and interpersonal skills.

Understanding of learning disabilities and compensatory strategies; skilled in interpreting test results and identifying opportunities for academic growth.

Strong technical acumen spanning MS Office, Banner, Blackboard, Kurzweil, and Recruitment Plus applications.

## Experience & Achievements

Boston University ♦ Boston, Massachusetts ♦ 2002 to Present

*Provided administrative and student support to the Admissions ('02-'04) and Auxiliary Services ('04-'05) departments, moving to directly support the entire student athlete population as Assistant to the Coordinator of Athletic Academic Advising and Director of Academic Advising ('06-Present).*

Support college athletes by providing sound academic guidance as they navigate the challenge of performing in and outside the classroom. Work in concert with Registration, Department Chairs, Deans, and faculty members to monitor students' progress, impart timely information, and ensure each surpass eligibility requirements. Update and maintain the integrity of databases, publications, and budget reports. With Auxiliary Services, ensured students were aware of campus amenities and programs and maintained budgets for six organizations. Gained experience in college recruitment and admissions processes during initial tenure, attending recruitment events, promoting offerings, and assisting with application processing. *Contributed value in the areas of:*

- ♦ **Student Advising:** Built genuine bonds with 275 college athletes each year, serving as an accessible point of contact for academic advising, placement testing, registration, and athletic eligibility concerns.
- ♦ **Efficiency Improvement:** Established new procedures for priority registration by meeting with the registration and athletic academic advising teams to streamline systems; new process was regarded as "much improved."
- ♦ **Process Redesign:** Secured a 100% return rate (previously 85%) of textbooks and equipment by revamping the system to increase accountability; recaptured lost revenue from charges for non-returned materials.
- ♦ **Academic Monitoring:** Diligently tracked athletes' progress toward completion of degree requirements, ensuring each student was aware and complied with registration deadlines.
- ♦ **Event Coordination:** Planned and executed campus-wide events to recognize and promote achievement; coordinated logistics for Honors Day and the 1<sup>st</sup> Athletic Faculty Appreciation Luncheon for up to 250 guests.
- ♦ **Academic Performance:** Researched, secured funding for, and led the implementation of reading software for student athletes, recognizing and responding to a need to increase literacy and subject matter comprehension.
- ♦ **Diversity Awareness:** Co-chaired and presented findings of the Support Staff Committee on Diversity to the President's Advisory Council and the University Board of Trustees.

*Initial experience as a teacher ('00-'02) with St. Peter's School, primarily working with at-risk students, creating custom curriculum, and providing appropriate learning opportunities to reach desired outcomes.*

## Education, Licensure, & Affiliations

M.Ed. in Special Education (*In Progress*) ♦ Boston University

B.S. in Elementary Education ♦ New England College

Teaching License

Learning Disabilities Association of America ♦ Council for Exceptional Children