 



Indiana University

**M.S.Ed. Class of 2024 Resume Book**

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| **Indiana University** |
| **Higher Education and Student Affairs** |
| **M.S.Ed. Class of 2024 Job Preferences** |
| **Name** | **Interested Functional Area (s)** | **Preferred****Location(s)** | **Email Address** | **E-portfolio****Release Date** |
| Jennifer Argumedo | Diversity, Equity, and Inclusion; Community Engagement; Orientation; Curriculum; First- Generation Resource Programs; LGBTQ+ and/ or BIPOC Resource Programs; Multicultural Student Programs and Services; TRIO andCollege Access Programs | Indianapolis, IN; Chicago, IL; Denver, CO; Seattle, WA; OR; Midwest; East Coast | jeargume@iu.edu | April 17,2024 |
| Olivia Ayon | Residential Life | Midwest, Chicago IL, Indianapolis IN | orayon13@gmail.com | April 18,2024 |
| Evan Bonello | Residence Life, Student Conduct | Midwest (Specifically Michigan &Indiana) | ebonello@iu.edu | April 18,2024 |
| Gillian Dauer | Academic Advising, Tutoring/Learning Centers, Career Advising, DiversityInitiatives, Orientation | Northeast, Midwest | gillian.dauer@gmail.com | April 18,2024 |
| Rachel T. Downey | Academic Advising and Career Counseling | In order of preference: Bloomington, IN; Cincinnati, OH; or Indiana, Ohio, theMidwest | rachdown@iu.edu | May 3, 2024 |
| David Eron | Admissions, Fraternity and Sorority Life, Advising, Recruitment | Indianapolis |  djderon12@gmail.com | April 17,2024 |
| Samantha Huang | Academic Advising (design, fine arts); New Student & Family Transition Programs; Residential Life (student involvement, academic programs); Asian, Multicultural, First-gen, and LGBTQ Resource Centers | In order of preference: Southeast (Georgia, North Carolina South Carolina, Tennessee, Virginia); North East (Maryland, New Jersey); Midwest (Indiana,Ohio, Michigan) | sah.huang@gmail.com | April 18,2024 |
| Michael Ivy | International Education | Midwest, East Coast | ivy4927@outlook.com | April 15,2024 |

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| Mikala Leath | Student Union (Facilities, Events & Services, Administration, etc.), Advising (Academic, Enrollment, Student Success, Career, etc.), Residence Life, Student Organizations Advisor, Disability Accommodations Coordinator, working with first-generation college students, New Student and Family Transitions, International Education, Professional Association staff, Student Affairs Coordinator,Project Manager | Preferred: Tennessee, Mississippi, Arkansas, Alabama, Missouri, Kentucky; Also interested in: The South (primarily Southeast), Illinois, Indiana, Minnesota, Washington, New England, Alaska,Hawaii | mikalaleath@gmail.com | April 18,2024 |
| Maddy Mead | Career Advising, AcademicAdvising | West coast andOhio | madmead@iu.edu | April 16,2024 |
| Jasmin Perez | Academic Advising; DEI/Multicultural Student Programs and Services; TRIO and College Access Programs; CareerAdvising; Learning Communities | Indianapolis, Indiana | perez.l.jasmin@gmail.com | April 17,2024 |
| Serena Reyes | Residential Life, Academic Advising, Fraternity & Sorority Life, Student Involvement andEngagement | East, West Coast: California, Texas, Arizona, New York,Virginia, Florida | serenareyes2000@gmail.com | April 15,2024 |
| Kandace Rippy | Culture Center, Diversity Initiatives, First Year Experience, Fraternity & Sorority Life, Public Safety, Student Conduct, Student Life/Affairs, New StudentOrientation | Midwest, North Carolina, East Coast | kandacerippy724@gmail.com | April 15,2024 |
| Jill Romack | First Year Experience, New Student Orientation, Campus Activities, Public Safety, Admissions and Recruitment, Academic/Career Advising,Athletics | Midwest & South | jrromack@iu.edu | April 15,2024 |
| Ayanna Samuels- Francis | Student Involvement/Engagement, Leadership Development, Admissions/Recruiting, Institutional Effectiveness, Student Success, DEI, and State &Federal Relations. | Southern region (excluding Florida): North Carolina, Tennessee, Georgia, Texas DMV: Virginia | ayannasamuelsfrancis1@gmail.c om | April 19,2024 |
| Madeline Stephens | Leadership Education, PublicRelations, Alumni Relations, Career Development, Athletics | East Central,Southeast, Tennessee, North | maddie.stephens817@gmail.co m | April 19,2024 |

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|  |  | Carolina, Chicago |  |  |
| Ring Te | Cultural Center, Residential Life, Admission | Midwest | ringted3@gmail.com | April 16,2024 |
| Bekka Zawisza | Residential Life | Midwest - GreatLakes, East Coast | rebekkazawisza@gmail.com | April 19,2024 |

#### Jennifer Argumedo

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| jeargume@iu.edu |  |
| **EDUCATION** |  |
| **Master of Science in Education in Higher Education & Student Affairs** | Expected May 2024 |
| *Certificate in College Pedagogy* |  |
| Indiana University Bloomington |  |
| **Bachelor of Arts in Spanish****Bachelor of Science in International Studies** | May 2022May 2022 |
| *Minor in Business* |  |
| Indiana University Bloomington |  |
| **PROFESSIONAL EXPERIENCE** |  |
| **The Office of Residence Life,** Indiana University Bloomington | July 2022- Present |
| *Graduate Assistant for Curriculum Development* |  |
| * Collaborate with departmental committees to develop and evaluate course curriculum for a 3-hour, 2 credit, 8-week course taken by 300 prospective Resident Assistants, Community Educators, and aspiring student leaders while generating $31,500 of revenue for the School of Education.
* Provide leadership and direct 35 facilitators to instruct EDUC-U450 in accordance with departmental

learning goals, outcomes, and policies by strategically curating a facilitation guide, student assignments, and learning opportunities that forefront diversity and inclusion. |
| * Design and deliver comprehensive classes integrating lectures and student activities to foster student

leadership, global awareness, conflict management, and knowledge in diversity, equity, and social justice while counseling students on facilitation preparation, professional development, and conflict resolutionstrategies to enhance student retention within the broader university community.* Utilize Canvas Learning Management System to create and manage course pages, leveraging multimedia content, discussion boards, and interactive modules to enhance student engagement and facilitate seamless communication.
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| **New Student Orientation (NSO)**, Indiana University | October 2022- Sept. 2023 |
| *Graduate Intern* |  |
| * Led the strategic planning and execution of New Student Orientation (NSO) initiatives, impacting over 10,000 incoming first-year undergraduate students.
* Organized program supervision, policy formulation, and seamless student coordination to ensure a smooth transition into university life.
 |
| * Orchestrated comprehensive programming for Student Transfer Orientation, collaborating with University and Campus partners to facilitate seamless information dissemination. Evaluated program effectiveness through rigorous assessment methodologies, driving continuous improvement and enhanced support for transfer students.
 |
| * Designed and delivered tailored training modules for 40 Orientation Leaders, equipping them with essential

leadership skills and knowledge. Coordinated dynamic Spring leadership programming to empower leaders in fostering a welcoming and inclusive campus environment. |
| * Delivered presentations to 10,000 parents and supporters, coordinating speakers, and arranging accessibility measures to enhance their understanding of higher education resources Provided language support to

Spanish-speaking parents for a comprehensive orientation experience. |
| **The Office of Residence Life**, Indiana University Bloomington | August 2019 – May 2022 |
| *Community Educator (CUE)* |  |
| * Spearheaded self-directed learning initiatives within LLCs, affinity spaces, and residence halls that

encouraged the multidimensional and DEI awareness development of approximately 10,000 IU community members. |

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| * Facilitated bi-weekly, 2-hour workshops about identity and diversity within the residence halls to foster an

environment of well-being, understanding of self and others, intellectual engagement, and civic stewardship. |
| * Engaged in weekly meetings and collaborations with other CUEs, Resident Assistants, supervisors, and full- time staff to cultivate an environment of understanding, relationship building, and student development.
 |
| * Advocated for the LGBTQ+ community as a dialogue facilitator and event programmer for the McNutt LGBTQ+ Affinity Council, assessing community needs and organizing inclusive programming for approximately 50 patrons per meeting.
* Collaborated with the Luis Davilla Thematic floor community for one year, curating tailored programming and educational content to support Latinx students while championing diversity and inclusion within the residential setting.
 |
| **The Office of Residence Life**, Indiana University Bloomington August 2022- May 2023*Training and Selection Committee** Served on a campus committee to coordinate and facilitate all aspects of the CUE, RA, and graduate recruitment/selection processes by developing an application review process and updating interview phases.
* Market positions and facilitate information session by reviewing current and future policy to create easily communicated position and process descriptions for approximately five hundred applicants.
* Aided in the integration and transition of other services, such as residential desk staff, into future selection processes.
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| **PROFESSIONAL LEADERSHIP EXPERIENCE** |  |
| **Student Personnel Association,** Indiana University Bloomington | December 2022- December 2023 |
| *Vice President* |  |
| * Part of an 11-member board that provides programming, developmental opportunities, policy building and enforcing to the HESA program, students, alumni, and broader IU community.
 |
| * Prepared and coordinate with HESA students to arrange transportation, attendee stay, recreational and celebrations community experiences, and appropriate personal scheduling.
 |
| * Created a comprehensive budget and financial spreadsheet, leveraging effective money rollover strategies, to successfully advocate for $5,000 in funding for major events.
 |
| * Planned and facilitated day-of operations for hooding, including aesthetics and visuals, informational opportunities, and connecting with vendors.
 |
| * Effectively oversaw and directed the election and transition of the new government board, meticulously coordinating constitutionally appropriate voting procedures, platform submissions, headshots, and

nominations to facilitate a smooth and transparent leadership transition. |
| **GLACUHO Facilities and Operations Committee** | December 2023- Present |
| *Committee Member* |  |
| * Actively contribute to the committee's mission of providing professional development and networking for housing and facilities professionals.
 |
| * Support the learning outcomes for committee members, especially in technology, budgeting, sustainability, and career development.
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| * Spearheading the authorship of a trends paper focusing on the intersection of students of color and emerging trends in single housing.
* Oversee the coordination of a GLACUHO special program dedicated to addressing accessibility challenges within facilities, fostering dialogue and collaboration among professionals to implement innovative solutions and enhance inclusion across residential spaces.
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| **PRESENTATIONS** |  |
| * Argumedo, J. & Bonello, E. (2022). First-Generation College Student Executive Brief. Poster presentation for the IU School of Education, virtual.
* Argumedo, J., Ayon, O., Bonello, E., Dauer, G., & Mead, M. (Year). Finding Meaning in Community: The Perceived Effects of Identity-Focused Learning Community Participation for Marginalized Students.

Presented at IU School of Education, virtual. |

###### Olivia Ayon (She/Her/Her)

orayon13@gmail.com | (773) 954-3790 | linkedin.com/in/oliviaayon13

**EDUCATION**

**Master of Education (M.S. Ed.): Higher Education and Student Affairs**

Certificate: College Pedagogy

*Indiana University, Bloomington, IN* **Anticipated May 2024**

**Bachelor of Science: Human Development and Family Sciences | Music Minor**

Honors*:* National Council on Family Relations Honors Graduate

*Indiana State University, Terre Haute, IN* **May 2022**

**EXPERIENCE**

**Assistant Residence Coordinator of McNutt | Residence Life**

*Indiana University, Bloomington, IN* **July 2022-Present**

* Provide day-to-day supervision to 30 live-in student staff members and resident support in the largest residence hall in the country totaling nearly 1,300 students.
* Serve on a weekly rotation for duty response and crisis intervention in a residential area of approximately 4,200 students and 17 halls.
* Advise 57 undergraduates in student leadership, student government, and opening/closing week activities.
* Facilitate and monitor Student CARE and Conduct meetings/sanctions with residents weekly to provide holistic support and educational opportunities for growth.
* Provided leadership and supervision in hall for RA summer training and new graduate assistants when there was a vacancy in our full-time leadership.
* Develop and implement semesterly lesson plans for department student staff training in coordination with the department training committee.
* Coordinate communication between the Kelley School of Business and Residence Life for Jelison LLC.
* Crafted and delivered a proposal to the Director of Housing, leveraging qualitative data to advocate for a departmental title transition from "Graduate Supervisor" to "Assistant Residence Coordinator."

**New Student Orientation Academic Advisor | University Division**

*Indiana University, Bloomington, IN* **May 2023-Aug 2023**

* Academically advised over 200 students in assessing their interests, values, and academic skills in relation to first-semester course planning.
* Provided students with individualized information based on their major needs, and general education requirements while abiding by academic policies and procedures.
* Assessed and evaluated students' test scores and academic records (high school and college) to recommend appropriate courses based on evaluation in consultation with the students.
* Guided students in effectively utilizing self-service tools and accessing academic planning resources to enhance their educational experience.
* Maintained accurate, detailed records of advising interactions and ensured the confidentiality of all academic records.

**Student Organizations Practicum Graduate | Student Involvement and Leadership Center**

*Indiana University, Bloomington, IN* **Jan 2023-May 2023**

* Participated in facilitating registrations for new student organizations, oversaw re-registrations, remained readily available for walk-in advising, and aided in beINvolved operations.
* Presented a comprehensive proposal for a new advisor training program utilizing research, data and best practices.
* Launched three dynamic networking events, fostering connections among advisors and offering tailored support to enhance knowledge on advising student organizations.
* Motivated and coached advisors on how to enhance supporting skills and involvement with their organizations.
* Contributed to the planning of the Student Organization Awards and actively served on three award committees.

**EDUC-U450 Instructor | IU School of Education**

*Indiana University, Bloomington, Indiana* **Jan 2023-May 2023**

* Co-Instructed class of 22 undergraduate students called Foundations of Residential Leadership.
* Guided students through identity development, self-reflection, cognitive dissonance, decision-making, community development, and navigating campus environments.
* Graded course materials and rendered appropriate feedback to students allowing for growth and development.
* Employed decision-making skills to participate in the selection and hiring process of the 2023-2024 Resident Assistant staff, ensuring a comprehensive evaluation of candidates based on predetermined criteria.

**Assistant Hall Director | Residential Life**

*Indiana State University, Terre Haute, IN* **Aug 2020 - May 2022**

* Orchestrated and executed 64 curricular initiatives throughout the academic year, collaborating with student staff to strategically develop and implement programs aimed at fostering building community and advancing learning goals within the residential curriculum.
* Managed building desk operations conducted key audits employing attention to detail and accuracy, and aided with room changes to address resident needs and concerns during the process.
* Directly assisted in creating and developing a Latinx Living Learning Community with departmental leaders.
* Demonstrated leadership skills by directly supervising, evaluating, and providing training for a team of 8 student staff members and overseeing the performance of 15-20 desk attendants.
* Managed and optimized building operations for apartment-style living and communal bathroom communities tailored for upperclassmen and transfer students.
* Executed duty response weekly for a neighborhood comprising 8 residence halls, demonstrating crisis management and emergency response skills.

**Resident Assistant | Residential Life**

*Indiana State University, Terre Haute, IN* **Jul 2017-Aug 2020**

* Employed adaptability and flexibility to tailor programs to different community styles and student needs, enhancing overall engagement and participation.
* Utilized conflict resolution skills to mediate roommate conflicts, fostering an inclusive living environment and enhancing the overall student experience.
* Implemented and enforced campus policies to uphold student safety, demonstrating an understanding of regulatory compliance and risk management.
* Utilized organizational skills to efficiently manage resident mail, keys, and related administrative tasks, ensuring accuracy and timeliness in desk operations.

**PRESENTATIONS AND SCHOLARLY WORK**

Argumedo, J., **Ayon, O.**, Bonello, E., Dauer, G., Mead, M. (2023). Finding Meaning In Community: The Perceived Effects of Identity-Focused Learning Community Participation for Marginalized Students. Quantitative study for 2023 Masters Student Research Exhibition, Indiana University.

**Ayon, O**., (2023). Environmental Observation Assessment. Examination of Higher Education Environment using the Culturally Engaging Campus Environments (CECE) Model for Environmental Theory and Assessment Course, Indiana University.

**Ayon, O.**, & Perez, J. (2022). Latina/o Student Population in Higher Education. Academic poster and executive brief for 2022 Masters Student Research Exhibition, Indiana University.

**INSTITUTIONAL SERVICE AND LEADERSHIP**

**Chances and Services for Youth: Teen Court |** Indiana State University **Jan 2022-May 2022**

**Terre Haute Boys and Girls Club |** Indiana State University **Oct 2021-Dec 2021**

**Five Star Living: Sycamore Manor |** Indiana State University **Aug 2021-Oct 2021 Inclusive Excellence Committee Member |** Residential Life Indiana State University **Aug 2021- May 2022**

Coordinated in conjunction with the committee chair, the Social Justice Summit including outreach and recruitment of Intersectionality expert and award-winning writer Feminista Jones, and CEO and founder of the Lead Firm, Jarrod Benjamin who were guest speakers and leaders of the Social Justice Summit Academy.

**Curriculum Committee Member |** Residential Life Indiana State University **Aug 2020- May 2022 President and Founder (Alpha Gamma Chapter) |** Gamma Phi Omega International Sorority, Inc**. Mar 2020**

**EDUCATION**

## EVAN M. BONELLO

ebonello@iu.edu | linkedin.com/in/evanbonello

**Master of Science in Education (Higher Education & Student Affairs)** *Expected May 2024*

Indiana University Bloomington

*Certificate in College Pedagogy*

**Bachelor of Science (Behavioral Neuroscience and Gender Studies)** *December 2021*

Grand Valley State University

*Frederick Meijer Honors College*

**EXPERIENCE**

**Assistant Coordinator for Center Management** *July 2022 – Present*

Indiana University Bloomington Office of Residence Life

*Wells Quadrangle (23-24)*

*McNutt Quadrangle (22-23)*

* + Serve as direct supervisor, train, and evaluate 8 undergraduate student staff members responsible for floors of up to 50 undergraduate residents.
	+ Serve as a member of center leadership team to assist with the day-to-day operations of residence centers housing up to 1300 first-year students.
	+ Respond to emergencies in a duty rotation and provide crisis intervention for 4,000 undergraduate students in 5 residence centers.
	+ Care with students by following up on referrals from the Student Care and Resource Center.
	+ Manage notes, schedules, tasks, and student records using Advocate conduct management, Maxient conduct management, Canvas learning management, and Roompact occupancy management software.
	+ Advise, coach, and educate students about well-being, understanding of self and others, intellectual engagement, and civic stewardship by assessing learning outcomes.

**Senior Conference Assistant** *May – August 2023*

Indiana University Bloomington Office of Residence Life

* + Assisted with the coordination and logistical operations for 9 camps and conferences housing up to 3200 guests.
	+ Supervised and evaluated 11 Conference Assistants and Center Desk Assistants.
	+ Provided excellent customer service to camps and conference guests.

**Graduate Intern for Medical Service Learning** *January – May 2023*

Indiana University School of Medicine Office of Medical Service Learning

* + Planned and coordinated Alternative Break trip to Fort Wayne, Indiana for 20 students in the IU Hoosier Public Health Corps AmeriCorps program.
	+ Advised Indiana University School of Medicine First-Generation Student Committee by

hosting virtual meetings, coordinating in-person bonding events, and sending out monthly blog post.



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**Housing & Residence Life Part-Time Assistant** *May 2021 – July 2022*

Grand Valley State University Department of Housing & Residence Life

* + Managed notes, schedules, tasks, and student records using Advocate conduct and The Housing Director occupancy management software.
	+ Coordinated daily schedule, room reservations, meals, transportation, and other logistics related to Fall Training and in-service development sessions for over 100 Resident Assistants (RA).
	+ Managed communication, marketing, events, and documentation related to RA recruitment.
	+ Served on department committees including Undergraduate Training & Recruitment and Professional Staff Recruitment.
	+ Reviewed, coded, and summarized data to develop detailed reports & provide data-driven recommendations for recruitment, procedures, and policies related to RAs.
	+ Assisted in the ongoing training, hiring, and onboarding of professional & support staff members.

**Resident Assistant (RA)** *August 2019 – May 2021*

Grand Valley State University Department of Housing & Residence Life

* + Facilitated student development in living-learning communities for 50-100 Honors College students.
	+ Promoted academic, professional, and personal success of students in accordance with residential curriculum model.
	+ Implemented community development and service-learning initiatives.
	+ Mentored first-year RA staff members as a Civic Engagement Mentor.

**ADVISORSHIPS**

**STEM Thematic Community Advisor** *August 2023 – Present*

Indiana University Office of Residence Life

* + - Advise 6-member programming board of undergraduate students responsible for ethical stewardship of $8,000 Thematic Community fee fund used for building community with 70 students.

**Residence Hall Association Student Government Advisor** *August 2022 – Present*

Indiana University Office of Residence Life

* + - Advise 16-member executive board of undergraduate students responsible for ethical stewardship of $15,000 student activity fee fund used for building community with up to 1300 students.

**Residence Hall Student Conduct Board Advisor** *October 2022 – April 2023*

Indiana University Office of Student Conduct

* + - Advise and train 6-member undergraduate student conduct board on proper procedures and restorative justice practices related to adjudicating student conduct in 14 residence halls.



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**TEACHING EXPERIENCE**

**EDUC-U450 Foundations of Residential Leadership** *Spring 2023, Spring 2024*

Co-Instructor

* + Coach, grade, and evaluate 20 undergraduate students in preparation for potential recruitment as a Resident Assistant.

**PRESENTATIONS**

**Bonello, E.** (2023). Finding Meaning in Community: The Perceived Effects of Identity-Focused Learning Community Participation for Marginalized Students. Research presentation at the Indiana University Higher Education and Student Affairs Master’s Student Research Exhibition.

**Bonello, E.** (2023). Building a Supportive Community for Gender-Diverse Students. Conference presentation at the Great Lakes Association of College & University Housing Officers Conference in Fort Wayne, IN.

**Bonello, E.**, Garrison, S., Mercker, B., & Messmore, N. (2023). Trauma-Informed Care (TIC) and Gender-Diverse Patients: Building Resiliency, Trust, and Improved Clinical Encounters.

Conference presentation at the IU School of Medicine LGBTQ+ Health Care Conference.

Argumedo, J. & **Bonello, E.** (2022). First-Generation College Student Executive Brief. Poster

presentation for the Indiana University Higher Education and Student Affairs Master’s Student Research Exhibition.

**Bonello, E.** (2021). An Investigation into LGBTQ+ Programming and Climate at a Midwest

Master’s Comprehensive University. Capstone project for the Frederick Meijer Honors College program.

**Bonello, E.** (2021). Being Queer on Campus: An Investigation into Diversity, Equity, and

Inclusion Efforts on College Campuses. Capstone project for Women, Gender, & Sexuality Studies major.

**PROFESSIONAL AFFILIATIONS**

**Indiana University Office of Institutional Equity** *October 2023-Present*

Title IX Panel Assistant

**Indiana University Office of Student Conduct Hearing Commission** *August 2023-Present*

Graduate Student Representative

**Great Lakes Association of College & University Housing Officers** *November 2022-Present*

Campus Safety & Crisis Management Committee Member



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## GILLIAN S. DAUER

she/her/hers | gillian.dauer@gmail.com | <http://www.linkedin.com/in/gillian-dauer/>

EDUCATION

**Indiana University – Bloomington** Expected Graduation: May 2024 Master of Science in Education (M.S.Ed.) in Higher Education & Student Affairs GPA: 4.0/4.0 Certificate in College Pedagogy

**Rutgers University – New Brunswick** Graduation: May 2022 **Honors College Class of 2022, Phi Beta Kappa Honors Society** GPA: 4.0/4.0 Bachelor of Arts (B.A.) in American Studies with minors in Political Science and Labor Studies

Certificate in Curation & Cultural Programming

EXPERIENCE

**Indiana University Office of Residence Life** *July 2022-Present*

Assistant Residence Life Coordinator

* Directly supervise, train, and evaluate undergraduate student staff members
* Assist with building management and student support for a center of 4 buildings and 750 residents
* Respond to crises and guide student staff through incidents in a 24/7 on-call rotation for a residential neighborhood of 4,000 undergraduate students across 6 residence centers
* Oversee expenditure of an $8,000 budget, event planning, and execution of residential curriculum
* Serve as a CommUNITY Educator liaison to advocate for diversity education and inclusion within the center, assist with lesson planning, programming, and bias response
* Hear and process roughly 25 student conduct cases per semester and keep detailed records of student meetings and action plans

**Rutgers University Residence Life** *May 2023-July 2023*

ACUHO-I Academic Initiatives & Living-Learning Communities Intern

* Reviewed over 700 first year and transfer student applications to 11 Living-Learning Communities (LLCs), including scoring supplemental applications and verifying academic eligibility using test scores
* Guided the selection and room assignment of over 300 LLC students
* Administered the course registration of all LLC students across seven academic units and four campus programs in collaboration with their respective advising offices
* Provided student-centered aid regarding application status, academic advising, accommodation requests, campus resources, and more

**Indiana University School of Medicine** *January 2023-May 2023*

Graduate Intern for Service Learning

* Managed application, selection, and onboarding for the Hoosier Public Health Corps AmeriCorps project
* Developed mutually beneficial relationships with local nonprofits to match with AmeriCorps members
* Engaged in research and learning regarding critical service learning theory, critical race theory, and trauma- informed practices

**Rutgers University Residence Life** *August 2021-May 2022*

Resident Assistant

* Led a university residence hall building which hosted the Rainbow Perspectives Living-Learning Community for LGBTQIA+ students and allies
* Fostered community wellness through the development of monthly programs and bulletin boards
* Counseled students on various personal and academic challenges
* Collaborated with other Resident Assistants on event programming and policy enforcement
* Managed administrative tasks: budgeting, maintenance requests, incident reports, duty logs, room transfers

**Rutgers University Honors College** *July 2021-August 2021*

Enrollment & First-Year Experience Undergraduate Intern

* Managed administrative tasks: COVID-19 event approval, Welcome Week program scheduling, purchases
* Designed diversity education programming and a wellness resource fair for first-year students
* Conducted an equitable evaluation of the emergency funding application

TEACHING

**EDUC-U450 Foundations of Residential Leadership (2 credits)** *Spring 2023, Spring 2024*

* Co-instructed 8-week course for prospective residential student staff
* Engaged students in activities about identity development, leadership styles, foundations of residential curriculum, and conflict management
* Graded weekly reflection journals, course participation, cumulative assignments
* Evaluated students holistically in end-of-course evaluations to assist with hiring process for student staff positions

VOLUNTEERING

**The Trevor Project** *December 2023-Present*

TrevorText/Chat Crisis Counselor

* Support contacts through crises during peak night hours in alignment with the Trevor Project’s mission to end suicide in LGBTQ+ youth

LEADERSHIP AND INVOLVEMENT

**Student Personnel Association at Indiana University** *September 2022-Present*

Journal Co-Editor

* Oversee the submission, review, and publication process for the 2023 and 2024 SPA Journals
* Oversee the application, selection, and transition for new Co-Editors
* Voting member of the 2023 Student Personnel Association executive board

**Indiana University Office of Institutional Equity** *October 2023-Present*

Title IX Panel Assistant

* Use trauma-informed care to hear and adjudicate Title IX and sexual misconduct cases

**Indiana University Office of Residence Life** *September 2022-May 2023*

Residence Life Training Committee Member

* Created training sessions on FERPA and Confidentiality, and Bias Response

PRESENTATIONS AND PUBLICATIONS

* Ayon, O., Argumedo, J., Bonello, E., **Dauer, G.,** Mead, M. (2023, December). Finding Meaning in Community: The Perceived Effects of Identity-Focused Learning Community Participation for Marginalized Students.

Research presented at Indiana University Higher Education and Student Affairs Master’s Symposium, Bloomington, IN.

* **Dauer, G.** (2023, September). Foundations of Antisemitism and Supporting Jewish College Students. Presentation to the CommUNITY Education program in the IU Office of Residence Life, Bloomington, IN.
* **Dauer, G.,** & Zawisza, R. (2022, December). Transgender College Students. Poster presented at Indiana University Higher Education and Student Affairs Master’s Symposium, Bloomington, IN.
* **Dauer, G.** (2022, April). “Good and Useful Women”: The Rutgers Female College and Nineteenth-Century Women’s Higher Education Reform. Rutgers University Senior Honors Thesis.

HONORS & AWARDS

* Matthew Leydt Society: 2022
* Henry Rutgers Scholar Award: 2022
* Dean’s Award for Academic Excellence: 2022
* Rutgers Trustee Award Scholarship
* JFCS Mensch Award: 2018
* Ralph Dobrich Memorial Scholarship: 2018

CERTIFICATES

* + QPR Suicide Prevention Gatekeeper: 2023  Intercultural Competency Certificate: 2022

SKILLS

* + Project Management – AirTable, Salesforce
	+ Social Media – Facebook, Instagram, Twitter
	+ Digital Literacy – Microsoft Office, Google
	+ Virtual Event Management – Zoom Webinar

INTERESTS

* + Reading, Crafting, Puzzles, Community Service, Musical Theater

###### Rachel T. Downey

LinkedIn | She/Her

EDUCATION

**Indiana University**, Bloomington, IN *Expected May 202*4

M.S.Ed, Degree: Higher Education and Student Affairs (HESA)

**Beloit College**, Beloit, WI *May 2018*

B.A. Degree: English Minor: Journalism

WORK EXPERIENCE

**Advising & Student Success Projects,** Indiana University, Office of the Vice Provost of *August ‘22-Present*

Undergraduate Education (OVPUE)-University Division (UD) & Center for Students in Transition (SIT) Advising Units

**Graduate Assistant - Advising Focus -** *August ‘23-Present*

* Support OVPUE in their UD academic advising department through advising, mentorship, project management, event planning, as well as website creation and editing.
* Led individual advising appointments and drop-in sessions in the fall semester with pre-major and exploratory students regarding academic choices, requirements, and policies.
* Assist with the Academic Peer Coach (PAC) program, supporting 10-15 student leaders.
* Created online modules/instructions via Canvas for new students to learn IU’s academic planning tools before their advising appointment.

**Graduate Assistant - Administrative Focus** - *August ‘22-July ‘23*

* Supported SIT in OVPUE which assists students in a state of academic transition such as adult students.
* Sent weekly, branded welcome emails via Salesforce CRM to over 350 prospective inter-transfer students.
* Ensured emails were designed with clear calls to action and met IU marketing accessibility standards.
* Assigned at-risk inter-transfer students to SIT advisors for additional assistance and updated database.

**Graduate Intern for Service Learning,** Indiana University, School of Medicine, Indianapolis, IN *January‘23-August‘23*

* Worked with the IU’s Hoosier Public Health Corps (HPHC) AmeriCorps program to apply critical service learning and critical race theory to experiential education.
* Interviewed 3 medical student candidates, assessed 15 applications via the HPHC program selection committee.
* Corresponded with 22 community partners to pair medical students with a summer service site and project.
* Advised 6 medical students on their community-engaged research projects during their summer program.
* Conducted assessment of quantitative and qualitative data to improve the program.

**Academic Records Assistant,** Beloit College Office of the Registrar, Beloit, WI *June‘20-June‘22*

* First point of contact, completed requests from students, alumni, staff, faculty, and parents.
* Managed the office’s main email account and student records via the Jenzabar database.
* Processed and recorded transcript and degree verification requests using the National Student Clearinghouse, ensuring that all requests were completed promptly.
* Created instructions for future Registrar employees.

**Admissions Counselor/Communication,** Xavier University Admissions Office, Cincinnati, OH *January‘20-April ‘20*

* Served in a hybrid role as an admissions counselor and communication specialist in enrollment intelligence.
* Managed 4 high schools in the Cincinnati area, evaluated college applications, and recommended students for Pell Grants and additional financial aid.
* Navigated the admission database Slate, logged student interactions, analyzed student data, and wrote/designed mass mailings to send to large groups of students and parents. Managed confidential information.

**Administrative & Data Entry Assistant,** Kenyon College Admissions, Gambier, OH *October‘19-December‘19*

* Hired in a temporary role to assist with data entry projects, input, and updated confidential information.
* Assisted the office by tracking down the correct mailing addresses of prospective students.

**City Year Student Success Coach,** City Year (CY), Milwaukee, WI *July‘18-May‘19*

* Served as an AmeriCorps member and mentor in an under-resourced high school.
* Collaborated with a partner teacher in ninth grade English classes, teaching literary techniques and writing.
* Wrote and implemented lesson plans for students to make vocabulary and class concepts more engaging.

LEADERSHIP EXPERIENCE

**Volunteer Workshop Facilitator,** Indiana University, Dept. of Education *January 25th,‘24*

* Volunteered to aid prospective HESA applicants during a virtual resume and cover letter workshop.
* Led a breakout room to discuss resumes and cover letters with prospective students.

**HESA Program Outreach Director,** Indiana University, Dept. of Education *November ‘22-November ‘23*

* Elected to a leadership role in IU’s HESA Student Personnel Association (SPA-student government), a group that serves prospective students, current students, alumni, and faculty.
* Served as Director of Alumni Engagement, recruiting 20 HESA alumni volunteers to assist in Outreach events.
* Provided early application support to prospective students in January via a resume and cover letter workshop.
* Connected 37 prospective students to the program and graduate assistantship interview process by designing and leading virtual programming events for HESA’s February Outreach Week.
* Helped develop new, additional programming in March for 20 recently accepted prospective HESA students.
* Advertised & implemented initial fall 2023 recruitment events for the next round of incoming applicants, including implementing two information sessions, and managing coffee chats to ensure that 18 prospective students could connect with a current HESA student one-on-one.

**Student Personnel Association (SPA) Journal Reviewer,** Indiana University, Dept. of Education *January ‘23-May ‘23*

-Bloomington, IN

* Reviewed 2 submitted articles for the SPA journal through three rounds of a double-blind editing process.
* Gave authors feedback on journal pieces to strengthen the likelihood of publication.

PRESENTATION EXPERIENCE

* Romack, J. Stephens, M. Zawisza, B., Huang, S., **Downey, R.T.** (2023, November). Following the Leaders: Examining Factors Contributing to Undergraduate Students Pursuing Campus Leadership Roles. Group Assessment Project for Environmental Theory and Assessment Course. Research presented for Indiana University Higher Education and Student Affairs Master’s program, Bloomington, IN.
* Messmore, N., Bonello, E., Dauer, G. Huang, S., **Downey, R.T.** (2023, April). Indiana University School of Medicine Hoosier Public Health Corps (HPHC) AmeriCorps program. Presented data at Indiana University School of Medicine, to new HPHC students in Indianapolis, IN.
* **Downey, R.T.**, Leath, M., Mead, M. (2022, December). LGBQA+ Students in Higher Education. Poster presented for Indiana University Higher Education and Student Affairs Master’s program, Bloomington, IN.

PUBLICATIONS

* McQuillan, J. & **Downey, R**. (2024). Understanding the Homelessness Crisis and Responses in Bloomington, Indiana. *Engage! 5*(2), 21-29. https://doi.org/10.18060/27621
* **Downey, R**., Huang, S., Romack, J., Stephens, M., & Zawisza, B. (in press). Following the Leaders: Examining Factors Contributing to Undergraduate Student Leaders Pursuing Campus Leadership. *The Journal of the Student Personnel Association at Indiana University*.
* **Downey, R**. (2023). Reforming vs. Abolishing Campus Police Departments within Higher Education. *The Journal of the Student Personnel Association at Indiana University*. *51*, 5-8. Retrieved from https://scholarworks.iu.edu/journals/index.php/jiuspa/issue/view/2307.

**SKILLS** Computer Software/Databases: Advising Records (Adrx), Canvas, IU’s Web Content Management System (WCMS), Salesforce Marketing Cloud, Qualtrics, Jenzabar, Slate, National Student Clearinghouse, Microsoft (Excel, Word, Access, Outlook, Access, and PowerPoint), Adobe Acrobat Pro DC.

### David J. Eron

 djderon12@gmail.com | 919.370.6665 | Bloomington, IN

**EDUCATION**

**Indiana University** - Bloomington, IN Expected May 2024

*Master of Science in Education (Higher Education and Student Affairs)*

**University of North Carolina** - Asheville, NC May 2018

*Bachelor of Arts in New Media with a minor in Math and Computer Science*

**WORK**

**Indiana University Student Involvement and Leadership Center**

***Graduate Assistant for Special Event and Programs |*** SILC August 2022 – Present

* + Organize and attend events for the BIG 10 Voter Challenge.
	+ Organized committee and committee materials regarding Senior Awards.
	+ Working to help continue to develop the Second-Year experience.
	+ Implemented a Second Year Student Leader Luncheon of 50 students to create changes on campus.
	+ Created and implemented a peer-to-peer mentorship program anticipated to launch in fall of 2024.

**Indiana University School of Medicine**

***Graduate Intern |*** AmeriCorps May 2023 – Present

* + Working with 5 medical students through the semester as they complete their service-learning summer.
	+ Supporting and developing curriculum for medical students focused on healthcare disparities for co- curricular programs.
	+ Programming a day of service event for orientation for the entire Indiana University Medical School.
	+ Working on the Community Immersion Project (CIP), which includes advising student groups, curriculum development, event logistics, etc.
	+ Deepening and developing new relationships.
	+ Serving as the point of contact for several nonprofit and community organizations who host AmeriCorps students.
	+ Coordinates Logistics and Event Itineraries for several programs.
	+ Served as a Facilitator and Advisor for a Study Abroad Program to the Dominican Republic which included 25 students in December of 2023.

**University of California Santa Cruz**

***Committee Coordinator*** | Colleges, Housing and Educational Services (CHES) May 2023 – July 2023

* + Worked with different offices to develop comprehensive training materials for student leaders.
	+ Supported and developed curriculum on DEI Initiatives to utilize in training.
	+ Created templates utilizing interactive design to transform training and make students more engaged.
	+ Served as a point of contact on a committee leading these charges and changes.

**Assembly of College Unions International [ACUI]**

***Graduate Intern*** | ACUI December 2022 – May

2023

* + Coordinated and planning 100 educational sessions that took place at ACUI 2023 in Boston.
	+ Assisted with Educational Session Programming and scheduling.

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* + Assisted with Keynote Speakers and Conference Events.
	+ Implemented changes such as a Sensory Overload Room, so individuals of all background would be able to experience the conference.

**ALPHA SIGMA PHI INTERNATIONAL FRATERNITY INC**

***Assistant Director of Provisional Chapter Development*** | Alpha Sigma Phi June 2020 – July 2022

* + Organize and attend virtual and in-person chartering ceremonies to help celebrate the group accomplishments.
	+ Supervise 150+ Officers and 10+ Chapter Council Advisors in accomplishing their goals within their positions.
	+ Establish structures and procedures for brand new chapters of Alpha Sigma Phi, Facilitate risk management training.
	+ Created a virtual programming such as an esports engagement tournament to engage 1000+ undergraduates as well as a virtual chartering and initiation ceremony to initiate members in a safe and effective manner.

***Coordinator of Provisional Chapter Development*** June 2019 – June 2020

* + Supervised 20 newly created groups of Alpha Sigma Phi develop roles, rules, and responsibilities within a chapter.
	+ Helped 12 groups get approved to charter, becoming officially recognized chapters.
	+ Organized and attended chartering ceremonies to help celebrate the group accomplishments.

***Coordinator of Undergraduate Engagement*** June 2018 – June 2019

* + Supervised over 100 undergraduates.
	+ Worked with 20 chapters and provisional chapters helping with recruitment, finances, communication, and social media.
	+ Organized on site visits, meeting with all chapter officers and school officials to help create positive changes in the organization for struggling chapters and provisional chapters.

**UNC CENTER FOR AIDS RESEARCH**

***Web Developer*** | UNC June 2017 – August 2017

* + Programmed a mobile questionnaire utilizing virtual studio to assess HIV risk and risk reduction, working closely with physicians and web developers. Easing access for patients and providers alike.

LEADERSHIP EXPERIENCE

**Stonewall Sports**

***Director of Events*** | Stonewall National Tournament January 2024 – Present

* + - Manage team responsible for planning and executing events during national tournament and summit weekend.
		- Coordinate events including leadership summit, registration party, nightly social events (Thursday, Friday, Saturday), affinity group mixers, awards ceremony, and final party (Sunday).
		- Oversee event planning team and support in venue and talent contracting.
		- Assist in creating engaging event themes and activities.
		- Coordinate event volunteers.

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* + - Work closely with tournament chair to ensure accessibility for all participants.
		- Coordinate marketing and communications of weekend events in collaboration with marketing and communications director.

**Student Personnel Association**

***Outreach Director*** | Indiana University October 2022 – December 2023

* + - Organized recruitment for 50 incoming Higher Education and Student Affairs Masters students.
		- Planned 15 various virtual events to engage prospective students in joining our program.
		- Implemented the first Accepted Students Days in which students that got offered a position within the cohort had the opportunity to network with current students, faculty and assistantship providers.
		- Provided leadership for 6 different internal committees, committees included technology, outreach engagement, social media, swag and more, who all worked collaboratively on outreach.

**ALPHA SIGMA PHI FRATERNITY**

***Social Director*** | UNC-Asheville August 2015 – May 2018

* + - Organized Spring Formal including reservations, decorations, and ceremonies.
		- Planned various events within the Greek community.

***Public Relations Director*** | UNC-Asheville August 2016 – May 2018

* + - Managed Fraternity Social media accounts and Public Relations

***Recruitment Officer*** | UNC-Asheville March 2015 – August 2016

* + - Coordinated recruitment events in Fall and Spring.
		- Increased chapter participation by 50% with the largest recruitment in history at UNCA.

**STUDENT GOVERNMENT ASSOCIATION**

***Senior Senator*** | UNC-Asheville Elected April 2017 – Graduated May 2018

* + - Served on three sub-committees that targeted specific areas of focus around campus: Internal Affairs, External Affairs, and Academic Affairs.
		- Senator Seat won in response to write in vote from university work and partnership.

PRESENTATION & PUBLICATIONS

* **Group Assessment Project**
	+ Student Personnel Association Journal
* **Business Skills:** Excel, Microsoft Office, JavaScript, Python, Adobe Suite

LANGUAGES, ADDITIONAL SKILLS, AND AWARDS

* **Spanish:** Intermediate Conversational and Reading Skills
* **Business Skills:** Excel, Microsoft Office, JavaScript, Python, Adobe Suite

#### SAMANTHA HUANG

developer  individualization  empathy  futuristic  input she/her/hers  [linkedin.com/in/sahhuang](http://linkedin.com/in/sahhuang)  sah.huang@gmail.com

PROFESSIONAL EXPERIENCES

**Residence Life** — ***Assistant Coordinator for Center Management***

*Teter Quadrangle, Indiana University, Bloomington* July 2023 – Present

*Foster Quadrangle, Indiana University, Bloomington* July 2022 – May 2023

* Supervise 11 Residence Assistants (RAs) through biweekly meetings about balancing their student

responsibilities, implementing monthly residential curriculum, and resolving conflicts on their floors of 44 to 56 predominately first-year residents in communal-style living.

* Address health and safety issues through weekly facility walks, quarterly room checks, and semesterly building opening and closing procedures for five buildings of 23-24 floors housing 1,100-1,300 residents.
* Serve as an on-call graduate staff for five residence centers over four weeks per academic year to respond to

incidents related to card access outages, emergency relocation, medical transport, alcohol, marijuana, roommate conflict, and mental health crises.

* Support residents struggling with class absences, financial issues, mental health distress, and potential suicidal ideation through frequent outreach to the resident, updating care referral case notes, and consultation with the Student Care and Resource Center.
* Discuss university conduct processes, residential policy violations, acceptance of responsibility, and restoration of harm while serving as a hearing officer for the Office of Student Conduct to adjudicate four alternative

resolution cases per academic year through Maxient.

**NODA** — ***Preview Intern*** May 2023 – July 2023

*Center for New Student & Family Programs, University of Florida, Gainesville*

* Co-supervised 52 Preview Staffers (orientation leaders) throughout 25 orientation sessions.
* Conducted mid-summer assessments to address staffer’s concerns, deliver feedback on behalf of the professional staff, and create plans for improvement utilizing Clifton Strengths.
* Assisted with updating student profiles and scheduling advising appointments via Salesforce.
* Delivered 15-minute presentations articulating the importance of student involvement and promoting resources for athletics, alumni networks, student organizations, service, and undergraduate research.
* Facilitated 45-minute “Playfair” rapport-building activities for 200-300 students each session.
* Served as the on-call professional for 50-150 students in overnight housing each session.
* Updated Guidebook with information session materials provided by campus partners.
* Documented and created content for Preview sessions promoted on the @newufgators Instagram account.
* Created transition document with recommendations for NODA-site supervisor to improve intern experience.

**Medical Service Learning** — ***Graduate Intern*** Jan 2023 – April 2023

*School of Medicine, Indiana University, Indianapolis*

* Assisted with application review, interviews, and host-site outreach for the Hoosier Public Health Corps (HPHC) AmeriCorps summer program.
* Reviewed interests and learning goals of HPHC applicants to make recommendations for the HPHC curriculum and plan the day-long orientation retreat for the summer 2023 HPHC cohort.

**NASPA Undergraduate Fellows Program (NUFP)** — ***Higher Education Policy Intern*** May 2022 – July 2022

*Office of Ombuds, Eastern Michigan University, Ypsilanti*

* Interviewed and shadowed 19 administrators and student affairs professionals to understand their functional areas, responsibilities, and relationships with other entities in the university.
* Organized student intake responses into graphs in Google Sheets to visualize trends in the reported concern types and suggested improvements for data collection for the 2021-2022 Office of Ombuds annual report.

**Campus Events Board Arts & Cultures Committee** — ***Executive Chair*** May 2020 – May 2022

*Center for Student Engagement, University of Tennessee, Knoxville*

* Managed four project groups of six students each through updated weekly task sheets, budgets, and itineraries to allocate $144,400 across 12 large-scale events per academic year, engaging 50-500 students per event.

HUANG 2

**United Residence Hall Association** — ***National Communications Coordinator (NCC)*** April 2020 – June 2022

*University Housing, University of Tennessee, Knoxville*

* Served on the executive board for the Resident Hall Association (RHA) overseeing the leadership development, funding, and programming for 13 residence hall councils comprised of seven members each.
* Developed transition guides for preparing conference delegations, recruitment materials, educational sessions, case studies, and award bids to onboard four NCCs for RHA chapters in Tennessee and Florida rebuilding their campus and regional presence during the pandemic.
* Recruit nine residents for eight delegations presenting case studies and educational sessions at Tennessee (TARH), South Atlantic (SAACURH), and National (NACURH) undergraduate residential life conferences.
* Planned and executed a day-long symposium with eight sessions on DEI competencies facilitated by faculty and student affairs personnel catering to 43 students applying for the RA role.

ADVISORSHIPS & COMMITTEES

**IU Asian Pacific American (APA) Thematic Community** — ***Advisor*** July 2023 – Present

* Advise five residents through weekly meetings to allocate the $5,300 budget, plan off-campus immersion trips, and implement floor programs engaging 35 residents in alumni networking, cultural celebration, and identity development in collaboration with the Asian Cultural Center.

**IU Spectrum Thematic Community** — ***Advisor*** July 2023 – Present

* Advise seven residents through monthly meetings to allocate the $4,600 budget and plan workshops on queer advocacy and identity development to connect 24 residents with local and campus LGBTQ resources.

**IU Residence Life Curriculum Committee** — ***Member*** Sept 2023 – Present

* Review feedback from RAs and ACs to revise implementation materials for 6-week programming, monthly bulletin boards, and assessment of residential curriculum engagement through intentional conversations.

**IU CommUnity Educator (CUE)** — ***Liaison*** Oct 2022 – Present

* Advise two CUEs through biweekly meetings to support their implementation of diversity education programs, peer-to-peer response to bias incidents, and navigating staff relationships in Foster and Teter residence centers.

**IU RHA Student Government** — ***Advisor*** July 2022 – Present

* Advise eight residents through weekly meetings to allocate the $13,000 budget and plan monthly center-wide social and wellbeing programs engaging 50-250 residents per event at Foster and Teter.

**IU Student Personnel Association (SPA) Journal** — ***Reviewer*** Jan 2023 – May 2023

* Double-blinded peer reviewed two manuscripts over three rounds of feedback for publication.

FACILITATION & INSTRUCTION

**Retracing Our Roots Retreat** — ***Facilitator*** Nov 2023, Jan 2024

* Facilitated team building, outdoor education, reflection activities, and assessment for overnight retreat catering to 30 Asian-identifying student leaders from IU Bloomington, IU Indianapolis, and Purdue.
* Presented workshop on campus advocacy, civic engagement, and coalition building for Asian Americans, international students, and other historically marginalized campus communities.

**EDUC-U Foundations of Residential Leadership** — ***Instructor*** Jan 2023 – March 2023

* Managed one section of a two-credit eight-week course for 21 undergraduate students as part of the student staff selection and training process for the CUE and RA roles.
* Facilitated discussions on student development theory, residential curriculum, leadership styles, conflict management, difficult conversations, and working with diverse populations.

HUANG 3

EDUCATION

**BFA Graphic Design M.S. Ed. Higher Education & Student Affairs**

*University of Tennessee, Knoxville Indiana University, Bloomington*

Entrepreneurship Minor Certificate in College Pedagogy

May 2022 Anticipated August 2024

PRESENTATIONS & PUBLICATIONS

Downey, R., **Huang, S.**, Romack, J., Stephens, M., & Zawisza, R. (In-Press). Following the leaders: Examining factors contributing to undergraduate students pursuing campus leadership roles. Journal of the Student Personnel Association at Indiana University 2024.

Dauer, G., **Huang, S**., Mead, M., Stephens, M., & Zawisza, R. (2023). Bias realized education workshops: Promising practices for bias response. Report and workshop presented for course on diverse students on college campuses.

**Huang, S.,** & Te, R. (2022). Immigrant-origin students. Academic poster and executive brief published on 2022 HESA Master’s Students Research Exhibition webpage.

**Huang, S.** (2022). QASoK: Design guide for Queer Asian students of Knoxville. Undergraduate thesis presented to jury of alumni and faculty from UTK Haslam College of Business and College of Architecture & Design.

**Huang, S.**, & Parker, K. (2021). System virus: Toxicity in the LGBTQ community. Educational session presented at 2021 NACURH annual conference, received top 10 program distinction.

AWARDS

**Extraordinary Campus Leadership & Service Award** — recognized at [2022 UTK Chancellor’s Honors Banquet.](https://honorsbanquet.utk.edu/2022-extraordinary-campus-leadership-and-service/)

**Golden Louie, Regional Advisor Award** — recognized at [2022 SAACURH Regional Business Conference](https://www.saacurh.nacurh.org/the-golden-louie-pin) for outstanding service to SAACURH region and assistance with regional accomplishments of the executive committee.

**Fierce Pierce Award** — recognized at [2020 SAACURH Regional Leadership Conference](https://www.saacurh.nacurh.org/the-golden-louie-pin) for making significant contributions to NCC boardroom discussions on furthering progress in the SAACURH region.

CREATIVE & GRAPHIC DESIGN

**Tombras** — ***Social Creative Art Director Intern*** Feb 2022 – May 2022

*620 S. Gay St., Knoxville, TN*

* Researched competitor social media strategies and compiled four case study presentations utilizing Canva.
* Pitched evergreen and seasonal Instagram and TikTok content ideas for Pocket, Steak’umm, and Subway.
* Designed Instagram posts and stories for Pocket, Josh Cellars, and Subway utilizing Adobe Illustrator.

**Dogwood Arts** — ***Creative Intern*** Sept 2021 – Jan 2022

*123 W. Jackson Ave., Knoxville, TN*

* Designed merchandise line of lapel pins, t-shirts, hats and tote bags for the 2022 Dogwood Arts Festival utilizing Adobe Illustrator and Photoshop.
* Updated the layout and maps for the 2022 Dogwood Trails magazine guide utilizing Adobe InDesign.
* Proposed pitch decks for mobile app solutions for virtual neighborhood trail navigation.

**Mutualism Virtual Reality & Board Game** — ***Design Researcher*** June 2021 – July 2022

*The App Farm, University of Tennessee, Knoxville*

* Collaborated with ecology faculty to envision how their research could be experienced though game mechanics.
* Communicated team project process through Miro process board, Mural client boards, and Wix studio blog.
* Prototyped assets for virtual reality experience utilizing Blender, Adobe Audition, and Adobe Premiere Pro.

###### Michael Ivy

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###### Experience

**INDIANA UNIVERSITY | Office of International Services** Bloomington, IN

**Graduate Assistant** Aug. 2022 - Present

* Collaborate with professional staff for information sessions with students and offices across campus to support the immigration of ~7,000 students with F-1 and J-1 student visas.
* Monitor and resolve approximately 20 alerts each semester in Sunapsis regarding student health insurance, social security, immigration status, and travel plans.
* Assess and update procedure documents for topics related to F and J statuses (CPT, OPT, In-absentia, Special Student Relief, etc.) to increase efficiency and provide a high quality of service to students.
* Serve on an annual Global Citizens Scholarship committee to award $7,500 scholarships to international students.

**INDIANA UNIVERSITY FOUNDATION | Higher Education Development and Fundraising** Bloomington, IN

**Daniel C. Smith Philanthropy Intern** Summer 2023

* Organized multiple events for the IU Bloomington School of Education’s Office of Development and Alumni Relations, including private events for the Dean’s Office and larger events for campus alumni.
* Participated in a Foundation case-study competition to develop a marketing strategy to reach all IU constitutions and separate IU philanthropy from other institutions seeking private support.
* Shadowed development officers for qualification and stewardship visits, aligning donors’ interests to relevant funds and initiatives with respect to the 3 C’s philanthropy: Commitment, Connection, and Capacity.

**IVY TECH COMMUNITY COLLEGE | Office of Admissions** Indianapolis, IN

**Assistant Director of Admissions & Recruiter** Jan. 2022 – July 2022

* Employed various outreach and recruitment strategies to regularly engage with approximately 1500 students with various backgrounds, identities, and experiences.
* Developed and maintained relationships with 4 high schools in the Indianapolis Public School District, serving approximately 2,000 students each semester, to plan and implement recruitment events.
* Used Banner, Salesforce, and Signal Vine to follow up on leads and assist prospective students and families though the Ivy Tech enrollment process.

**IVY TECH COMMUNITY COLLEGE | Registrar’s Office** Indianapolis, IN

**Student Affairs Assistant** Jan. 2021 – Jan. 2022

* Evaluated and processed various student documents, including high school transcripts, change of enrollment requests, and verification requests ~ approximately 200 documents processed weekly.
* Processed ~4000 Guest Student applications annually through Salesforce with email follow-up with students regarding course advising.

**WESLEYAN UNIVERSITY | Usdan University Center** Middletown, CT

**Operations Specialist** June 2019 – May 2020

* Managed daily operations in the Usdan/Fayerweather/Chapel complex, including event setup, A/V, and technical support.
* Provided customer service and technical assistance to clients while managing the information desk.

**WESLEYAN UNIVERSITY | Office of Admissions** Middletown, CT

**Tour Guide & Senior Interviewer** Sep. 2018 – May 2020

* Led 75-minute specialized walking tours of campus for groups of 5 – 50 visitors, which required thorough knowledge of all aspects of university programs and student life.
* During senior year, as a Senior Interviewer, I held information sessions with a Dean of Admissions and conducted interviews with applicants, which were scored on a 0-9 scale and included a written summary of the interview to be used as a part of the student’s application to the university.

###### Michael Ivy

**WESLEYAN UNIVERSITY | Office of Student Activities and Leadership Development** Middletown, CT

**Office Assistant** Sep. 2017 – May 2020

* Primarily used the room request system, EMS, to process event requests and coordinate with various university departments to provide additional services for student events.
* Facilitated the event planning and host training processes for students who are planning events at Wesleyan University.
* Regularly designed flyers and displays advertising upcoming office events and programs.

**WESLEYAN UNIVERSITY | Office of New Student Orientation** Middletown, CT

**Orientation Intern** Summer 2017

* Served as the student lead for First Things First, a 3-day pre-orientation program for first-generation and low- income first-year students.
* Handled communications with the students of the Class of 2021, co-developed and co-led the training of the 45 orientation leaders, and implemented the orientation events.
* Collaborated with various university departments to meticulously plan more than 25 academic and social events for International and New Student Orientation.

###### Education

**INDIANA UNIVERSITY** Bloomington, IN

M.S.Ed. in Higher Education & Student Affairs *Expected May 2024 Intercultural Competence Certificate* | *Received October 2023*

**WESLEYAN UNIVERSITY** Middletown, CT

Bachelor of Arts in College of East Asian Studies May 2020

*Heideman Award | Received May 2020*

**KOREA UNIVERSITY** Seoul, South Korea

*Study Abroad* Aug. 2018 – Dec. 2018

**UNIVERSITY OF CHICAGO** Chicago, IL

MMUF Research Training Program Summer 2018

*Mellon Mays Undergraduate Research Fellow | May 2018 – March 2019*

**Skills & Proficiencies**

|  |  |  |
| --- | --- | --- |
| · Intercultural Competence | · SIS | · Salesforce |
| · Intermediate Spanish & Korean | · Event Management System (EMS) | · Maxient |
| · Sunapsis | · 25LivePro | · Canva |
| · DEI | · Ellucian Banner | · Microsoft Office & Google Suite |

**Volunteer Experience**

|  |  |
| --- | --- |
| **INDIANA UNIVERSITY | Student Personnel Association at IU Director of Programming** | Bloomington, IN Jan. 2023 – Dec. 2023 |
| **INDIANA UNIVERSITY | Student Involvement Leadership Center Union Board Practicum Advisor** | Bloomington, IN Jan. 2023 – May 2023 |

**Clifton Strengths**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Futuristic | Individualization | Analytical | Input | Positivity |

**Mikala Leath**

(731) 780-5589 | mikalaleath@gmail.com | <https://www.linkedin.com/in/mikala-leath>

EDUCATION

**Indiana University**, School of Education Bloomington, IN

*Master of Science in Higher Education and Student Afairs* Anticipated May 2024

**The University of Tennessee**, School of Communication Studies Knoxville, TN

*Bachelor of Arts in Communication, Summa Cum Laude* May 2022

EXPERIENCE

Indiana Memorial Union, Indiana University— *Graduate Building Manager*

AUGUST 2022 - PRESENT

* Direct the hiring, training, scheduling, payroll adjustment & approval of the Building Management department, including 5-7 student staff and 2 full-time overnight staff who oversee the 24-hour operations of the 500,000 square foot facility
* Plan and lead monthly staff meetings, including agenda, materials, and training
* Serve as a member of the IMU Emergency Control Committee and coordinate CPR and ﬁrst aid certiﬁcations of the building management department
* Communicate and enforce IMU policy and revise all departmental manuals & materials
* Facilitate team building to encourage collaboration and promote learning

Association of College Unions International— *Conference Management Intern*

DECEMBER 2022 - APRIL 2023 (NATIONAL CONFERENCE 2023 - BOSTON, MA)

* Planned conference events and managed the execution of events and services in collaboration with the conference management team and other interns
* Executed logistical needs including research, planning, documenting, and liaising
* Organized materials, performed pre-event room checks, registration check-in, and other duties as assigned

Student Union, University of Tennessee, Knoxville— *Student Building Manager*

JANUARY 2020 - JULY 2022

* Responsible for opening and closing of the 395,088 square-foot facility & safety and security of the facility, furnishings, equipment, guests, and employees
* Managed the facility and supervise other diverse student employees to ensure optimal eficiency and excellent customer service, including delegating tasks
* Trained new employees and assumed functional duties of different areas as needed (Received complete area speciﬁc training in: Information Desk, Setup Team, Setup Team Lead, Recreation Room Assistant, Administrative Ofice Assistant; Received limited training in: Tech Team, Loading Dock, and Central Ticket Ofice)

Student Union, University of Tennessee, Knoxville— *Setup Team Lead*

FEBRUARY 2020 - JULY 2022

* Moved and instructed others how to move various types of furniture and equipment in a manner which was least likely to cause injury to their person or damage to the furniture/equipment
* Prioritized tasks and delegated assignments to consistently meet deadlines for multiple events a day, which often occurred simultaneously
* Performed room set-up based on diagrams or directions given by the client; Made adjustments as needed considering room space, expected foot trafic, emergency egress, and the needs of the client

Student Union, University of Tennessee, Knoxville— *Information Desk Attendant*

JANUARY 2019 - JULY 2022

* Provided customer service to guests when assisting them with directions & questions
* Liaised communications between guests of diverse constituencies & other student and full-time employees to ensure events run smoothly
* Performed administrative tasks such as cleaning, answering the phone and email, and restocking supplies

**MEMBERSHIP & HONORS**

**Indiana Memorial Union**, Indiana University

* IMU Emergency Control Committee Chair
* IMU GROW (Guided Reﬂections on Work) Program Supervisor
* Search Committee Member, Assistant Director of Facilities Position (2023)
* Search Committee Member, Assistant Director of Meeting and Event Services (2023)

**HESA Prospective Student Outreach**, Indiana University

* Swag Committee Co-Chair, Accepted Students Committee Member (2023)

**Association of College Unions International (ACUI)**

* Member (2019-Present), Graduate Staff (2023) & I-LEAD Program Graduate (2022)

**Student Union**, University of Tennessee

* Customer Service Award (2020), Unsung Hero Award (2021)
* Student Union Student Staff Advisory Group (2020-2022)
* Search Committee Student Member, Events & Facility Coordinator Position (2021)

**Student Government Association,** University of Tennessee

* Senator, Diversity & Inclusion Senate Committee C0-Chair (2021-2022)
* Technology Affairs Student Services Committee Co-Chair (2021-2022) & Member (2020-2021)

**University Advisory Committees,** University of Tennessee

* Advisory Task Force to the Chancellor (2021)
* Volunteer Student Committee Member, Dining Services Advisory Committee (2022)
* Volunteer Student Committee Member, Technology and Fees Committee (2021)

**PRESENTATIONS & SCHOLARLY WORK**

Eron, D., **Leath, M.**, Perez, J., Te, R. (2023). Bridging Gaps and Breaking Barriers: A Blueprint for IU's First-Gen Resource Center. Qualitative study for 2023 Masters Student Research Exhibition, Indiana University.

Mikala, L., (2023). Accessibility in Academic Advising. Developed as a potential submission for the NACADA AAT Journal, Indiana University

**PROFICIENCIES**

* WhenToWork Scheduling Software
* 7Point Operations Event Management Software
* Social Media platforms
* Microsoft Teams
* Canva
* Microsoft Ofice
* Google Suite
* Wix
* Slack

# Madeline M. Mead

madmead@iu.edu - <https://www.linkedin.com/in/maddy-mead/>

**EDUCATION**

Indiana University Master of Science in Education, 3.8 GPA May 2024 Higher Education and Student Affairs

Kent State University Bachelor of Arts, 3.87 GPA, Dean’s List May 2022 Major: Psychology, Minor: Women’s Studies

**EXPERIENCE**

*Indiana University- Residential Program and Services* July 2022- Present

**Assistant Coordinator for Diversity Education**

* Trained, supervised, and evaluated a team of 18 CUEs impacting more than 12,000 residents on Indiana University-Bloomington's campus to cultivate respect and understanding in the residential environment fostering an inclusive atmosphere that embraces diversity
* Assisted in the promotion and assessment of a residential curriculum and student leadership model, actively participating in campus outreach initiatives
* Evaluated and assessed staff performance and program effectiveness, and developed and implemented ongoing and semiannual training sessions to enhance inclusion, engagement, and educational efforts
* Supervised 42 educational workshops annually, along with 10 campus-wide programming events positively impacting more than 730+ students; supervised 42 educational workshops annually, along with 10 campus-wide programming events positively impacting more than 850+ students directly
* Managed budget of $50,000, allocating resources effectively to support programming and campus-wide trips
* Advised 2-5 students and facilitated activities of the social media Advisorship, Assessment Advisorship, Partnerships, Promotions, and Opportunities Advisorship, and the Curriculum & Diversity Committee, contributing to the overall diversity education strategy, promotions, and programmatic goal implementation
* Attended the GLACHUO Conference in 2022, NCORE Conference in 2023, LACHUO Conference in 2023, and IDEAL Conference in 2024

*Indiana University- Residential Program and Services* May 2023- August 2023

**Training, Curriculum, and Environment Coordinator**

* Developed a comprehensive 2-week training program focused on social justice awareness and engagement
* Designed curriculum compromising relevant topics, activities, and events for 18 undergraduate students
* Facilitated workshops, seminars, and discussions aimed at fostering understanding and action on educating residents
* Used Environmental Assessment Theory to improve interior classroom space; increased community and student interaction by 30%

*Indiana University- Center of Excellence for Women in Technology (CEWIT)* January 2023- July 2023

**Training and Development Practicum Student**

* Updated the CEWIT Training and Onboarding Canvas course with a DEI approach, updated 6/12 modules
* Collaborated with the CEWIT team and improved course content and structure
* Updated course materials to ensure relevancy and accuracy

*Kent State University Academic Success Center* January 2022- May 2022

**Peer Academic Coach**

* Supported six students weekly through one-on-one coaching on topics including time management, study skills, growth mindset strategies
* Taught Learning Skills Inventory with personalized content, support, and activities to promote independent learning, reflection, academic success, and personal development
* Served as an accountability partner to 8 students by proactively following and helping students reach their academic and personal goals

*Kent State University Career Exploration and Development Department* August 2020- May 2022

**Career Peer**

# Madeline M. Mead

madmead@iu.edu - <https://www.linkedin.com/in/maddy-mead/>

* Provided career support and coaching on all aspects of the job search including resume writing, interview skill development, cover letters, and networking for undergraduate students
* Collaborated with the Kent State University Women’s Center to develop presentations designed to provide marginalized students with resources to navigate an inequitable work environment
* Led team of seven Career Peers to organize all aspects of programming including promoting presentations, working with university marketing/communications, utilizing university branding guidelines, and logistics
* Coordinated job postings and diversity spotlights for the Communication, Entertainment, and Media Industry Newsletter, distributed to all students at the University
* Conducted one-on-one meetings with students to connect them with employers and internship opportunities
* Provided on-site, virtual, and Handshake/technical support for the 2021 Fall and 2022 Spring Northeast Ohio Regional Career Exploration Fair
* Selected to represent CED at the ACPA 2021 NextGeneration Institute

*Kent State University Women’s Center* Summer 2020

**Outreach and Engagement Intern**

* Developed diversity and inclusion workshop series for the Kent State Women’s Lacrosse Team with discussions and training focused on gender and race
* Created a comprehensive social media initiative celebrating the history of women in sports
* Initiated development of ‘Connecting Women in Sports’ which elevated female athlete voices and enhanced the female student-athlete experience
* Created a sustainable and eco-friendly social justice pop-up store providing handmade items; all donations received contributed to the student emergency fund
* Presented on final internship project for Women’s Center leadership and select university stakeholders

**SELECT PRESENTATIONS & PUBLICATIONS**

Mead, M. (2023, Feb.). Mitigating Interview Bias. Training Session presented at IU Bloomington: CommUNITY Education Program, Bloomington, IN.

Mead, M., Brown, K. (2022, Aug.). You, Me, We: Understanding Identity & Diversity in Recruitment at IU Bloomington: Sigma Rho Gamma Sorority, Bloomington, IN.

Cruz, C., Mead, M. (2023, Oct.). Calling in, Calling Out. Staff Development at IU Bloomington: Residence Life Department, Bloomington, IN.

Mead, M (2023, July). Diversity 101 at Bradford Woods: CommUNITY Education Program, Martinsville, IN.

Mead, M. (2023, Feb.). Having Difficult Conversations. Training Session presented at IU Bloomington: CommUNITY Education Program, Bloomington, IN.

Mead, M. (2022, Feb.). Resume and Cover Letter Writing. Program presented at Kent State University: Communication Majors, Kent, OH.

Mead, M. (2021, March.). Graduate School Preparation. Workshop facilitator presented at Kent State University: Pre- Veterinary Majors, Kent, OH.

**ATHLETICS INVOLVEMENT AND SELECT RECOGNITIONS**

* Kent State University Women’s Lacrosse Team 2018 – Spring 2021
* Team Captain 2019 – Spring 2021
* Community Service Committee Chair; Leadership Team Member 2018 – 2021

**EDUCATION**

**Jasmin L. Perez (she/her/hers)**

perez.l.jasmin@gmail.com | [LinkedIn](https://www.linkedin.com/in/jasmin-perez-10763b180)

**Indiana University (IU)** Bloomington, IN

M.S.Ed. in Higher Education and Student Affairs Expected May 2024

**Wayne State University (WSU)** Detroit, MI

B.S. in Mathematics

Minor in Latino/a and Latin American Studies December 2021

PROFESSIONAL EXPERIENCE

**Indiana University Office of Student Life** Bloomington, IN

*Residence Life Assistant Coordinator, Walnut Grove Center* July 2022-Present

* Contribute as a member of the center leadership team by actively participating in the management of the residence center which accommodates approximately 700 residents
* Establish and maintain regular communication with custodial and maintenance staff and collaborate with various IU Housing and IU departments
* Serve as on-call graduate staff responding to emergencies in a duty rotation and provide crisis intervention for 3,000 undergraduate students in 4 residence centers
* Supervise and train 9 Resident Assistants to ensure and encourage them to cultivate a successful living community
* Support students who may be facing mental health challenges through frequent outreach to the student, updating CARE referral case notes, and consultation with the CARE team
* Manage expenditure of student programming budget of up to $10,000

*Graduate Hearing Officer, Office of Student Conduct* August 2022-Present

* Exhibit a thorough comprehension of university policies and codes of conduct, while also conducting comprehensive reviews of evidence, statements, and relevant documentation in conduct cases to make well-informed and equitable decisions
* Demonstrate strong communication and interpersonal skills when collaborating with students to create an alternative resolution action plan

**Indiana University La Casa/Latino Cultural Center** Bloomington, IN

*Special Projects Intern* January 2023-July 2023

* Worked with campus and community partners to execute meaningful programming for students
* Facilitated tours and brief presentations for incoming first-year students, prospective students, and families 2-3 days a week while translating information to Spanish when needed during summer hours
* Oversaw and managed the operations of a multi-floor facility, equivalent in size to a 3-bedroom house with 2 bathrooms, during summer hours

Wayne State University Center for Latino/a and Latin American Studies Detroit, MI

*Teacher’s Assistant* January 2022-July 2022

* Facilitated group discussion in the Introduction to Interdisciplinary Latino/a Studies Research course
* Assisted instructor with lesson preparation, grading course assignments, and providing effective and timely feedback to students to support their learning

*Program Assistant* May 2021-July 2022

* Met with 55 incoming first-year students to discuss the admissions process and an overview of the Chicano Boricua Scholars Program
* Planned and assisted with peer mentor training by leading discussions and creating canvas course content
* Supported the recruitment of prospective students by creating and distributing informational visuals such as flyers, presentations, and surveys
* Assisted 65 students with course registration, FAFSA workshops, and SAP advising

*Academic Peer Mentor* June 2019-May 2022

* Managed a caseload of 10 first-year students transitioning into college including connecting them with additional academic, cultural, and professional resources across the university
* Coordinated meeting calendars and weekly reports for each mentee
* Coordinated and facilitated weekly study sessions and semester finals study days

*Math Instructor Assistant* June 2018-August 2018

* Worked with 50 students in a mathematics class through the Summer Enrichment Program for incoming first-year students from predominantly underrepresented and first-generation college backgrounds
* Facilitated class breakout sessions and assisted instructor with grading

VOLUNTEER EXPERIENCE

**IU La Casa’s 50th Anniversary Celebration** May 2023-October 2023

*Planning Committee Member*

* Engaged with student organizations through outreach efforts to encourage their participation
* Actively engaged in planning meetings to ensure the seamless execution of the celebration

**College Success Mentor** 2019-Present

* Support first-generation Latiné students and parents throughout the college admissions journey and translate information to Spanish as necessary
* Offer guidance and mentorship to students as they apply for graduate programs

**WSU Latino/a Studies 50th Anniversary Celebration** May 2021-October 2021

*Media Liaison*

* Led the editing and compilation of recorded programming for the department's anniversary celebration
* Managed the uploading of finalized content to the center's website, ensuring broad accessibility

WSU La Academia del Pueblo Research Conference

2019, 2021

*Planning Committee Member*

* Engaged in logistical preparations, such as venue setup and materials coordination

WSU Latina/o/x and Native Student Graduation Celebration: El Nuevo Comienzo

2019-2021

*Planning Committee Member*

* Assisted in organizing key elements, including venue setup and decorations
* Took on the role of a greeter and check-in table person, welcoming attendees and ensuring smooth registration

**The Mercy Education Project** January 2020-March 2020

*Activity Leader*

* Created and implemented a STEM-focused curriculum, including weekly lesson plans, for an after-school program that served 40 girls in grades 2-12 in the Detroit area

PRESENTATIONS AND SCHOLARLY WORK

Eron, D., Leath, M., **Perez, J.**, Te, R. (2023). Bridging Gaps and Breaking Barriers: A Blueprint for IU's First- Gen Resource Center. Qualitative study for 2023 Masters Student Research Exhibition, Indiana University.

**Perez, J.**, (2023). Environmental Observation Assessment. Examination of Higher Education Environment using the Culturally Engaging Campus Environments (CECE) Model for Environmental Theory and Assessment Course, Indiana University.

**Perez, J.**, (2023). The Potential of Proactive Advising for First-Generation Students. Developed as a potential submission for the NACADA AAT Journal, Indiana University.

Ayon, O., & **Perez, J.** (2022). Latina/o Student Population in Higher Education. Academic poster and executive brief for 2022 Masters Student Research Exhibition, Indiana University.

### Serena A. Reyes

[www.linkedin.com/in/serena-reyes-med](http://www.linkedin.com/in/serena-reyes-med) **|** 980-337-0112 | Serenareyes2000@gmail.com

Graduate Supervisor | Diversity, Equity, and Inclusion Enthusiast, Project & Events Coordinator

 **CORE SKILLS & AREAS OF EXPERTISE**

* + Effective & professional communication skills
	+ Experienced working in high-energy team environments that promote student engagement.
	+ Verbally fluent in both English & Spanish
	+ Advanced experience in Google/Microsoft Suite
	+ Excellent time management, budgeting & project management skills.
	+ EAB Navigate experience & implementation

 **EDUCATION**

**University of North Carolina at Pembroke May 2022**

B.S. Mass Communication & Public Relations 3.7 GPA

**Indiana University Expected: May 2024**

Higher Education and Student Affairs Master Candidate 3.88 GPA

*Where are the Black Students? An Exploration of the Features of Campus Spaces frequented by Black Undergraduate Students at Indiana University.*

 **WORK/STUDY HISTORY & RELATIVE EXPERIENCE**

**Diversity, Equity, Inclusion Practicum Student *- (The Media School, IU) Jan.* 2023 - Present**

* Mainly responsible for promoting opportunities at The Media School to prospective students through various mediums.
* Co-coordinate recruitment events such as a presentation for *Diversity within the Media School* for Admitted Students Day where 50 students were in attendance.
* Co-supervise 35 Media School Ambassadors and facilitate monthly staff meetings where we utilize proper training material for leadership development, how to do tours, and navigating the different depths of media.
* Assists in the development of diversity recruitment initiatives by heavily contributing to the strategic recruitment planning model of the institutions.

**Graduate Supervisor** - ***(Residential Programs and Services, IU* Aug. 2022 - Present**

* Host bi-weekly one-on-one meetings with 15 undergraduate Residential Life staff members.
* Conduct post-semester staff evaluations with 15 undergraduate Residential Life staff members.
* Respond to significant incidents and campus crises using campus protocol by being on on-call rotation for a residential neighborhood composed of 4,000 undergraduate students.
* Led and created agendas for weekly staff meetings to ensure student staff is updated on upcoming events and information received by the administration.
* Provides leadership and support for a residence hall cluster of 5 buildings and 500 students.
* Manages a $3,000 budget alongside leadership for programming and resources for the community of Ashton, serving as its Student Government in-hall advisor.

**NEXTern! Manager/Project Specialist *- (The Harbor Institute), Washington DC* June 2021 - Present**

* Develops NACE competencies in communication, self-development, and professionalism by assisting 4 different universities in their social media and ground plan for event advertisement and student engagement.
* Uses accurate data analytics to inspect, organize, and clean data for use in social media and MailChimp campaigns.
* Developed and coordinated speakers for project scopes and training materials for professional development opportunities surrounding leadership, public speaking, and event planning.
* Coordinated logistics for up to 8 conference representatives and participated in the representation of the organization at 10 national conferences.
* Conducted 20 interviews for future NEXTern! Cohort members, while being an Assistant NEXTern! Manager for 4 Cohorts ranging up to 7 students.

**ACUHO-I Summer Conferences Intern *- (Florida International University) May* 2023 - July 2023**

* Supported 100+ camps, conference operations, and 15+ building management personnel while overseeing summer programs such as residential camps and conferences, intern housing, and overnight orientation.
* Regularly assisted with programming key cards, providing customer support to summer camp leaders, and assisting with day-to-day operations such as ensuring custodial and maintenance issues were fixed.
* Facilitated and directed 35 CAs in supervising over 2000 residents and four resident halls, also serving as emergency personnel on a duty rotation for a week at a time.

**The Division of Student Affairs** - ***(UNC Pembroke)***

**Ambassador for Community Programming – All Greek Council *Sept.* 2020 - May 2022**

* Schedule and execute general programs like Meet the Greeks and Greek Week serving 200+ students and members of the Fraternity and Sorority population.
* Served as the executive director and oversaw the annual “Trunk or Treat” committee by handling candy donations and coordinating a street being blocked off by campus police for 100+ attendants.

**President – Diversified Greek Council *Nov.* 2019 – Nov. 2021**

* Focused on enhancing communication skills and improved relations with existing Greek Councils by acting as a liaison through email and in-person events.
* Developed innovative ways (e.g. themed meetings, weekly check-ins) to meet and foster individual and group growth during the pandemic.

**Chapter Orientation Advisor – Lambda Theta Alpha Latin Sorority, Inc. *Aug.* 2019 – Oct. 2021**

* Served as the Risk Management and Standards Chair by analyzing bylaws and UNC Pembroke guidelines to ensure 100% of events remained compliant.
* Educate and facilitate onboarding of new member classes by teaching history, rules, regulations, and expectations to impact new member retention and group cohesion.
* Successfully executed collaboration with the Nu Iota chapter of Phi Beta Sigma Fraternity, Inc. to feed 40 homeless individuals around the surrounding area and assist with delegation of tasks.

**Career Peer – Career Center *Sept.* 2019 – March. 2021**

* Co-facilitated presentations in business classes regarding upcoming events surrounding the business passport program.
* Assisted with overseeing drop-in services, and scheduling 200+ initial and follow-up appointments.
* Analyze and approve over 1000+ pending job posts on Handshake by reviewing job descriptions and employer trust scores to keep students aware of current job postings while avoiding scams.

**Center For Student Success/The Division of Academic Affairs** - ***(UNC Pembroke)***

**Peer Advisor *March* 2021 – May 2022**

* Coached 50+ student peers by evaluating and determining transfer credit from various institutions by collaborating with Academic Affairs regarding curriculum updates.
* Coordinated with students’ availability to schedule appointments to share concerns and help develop solutions that maintained university standards and policy.
* Listened and retained student issues, consulted with the administration on evaluated student requests, and determined suitable means for resolution.

**Orientation Leader/Peer Mentor *Jan.* 2020 – Jan. 2021**

* Held 5 virtual orientations over Zoom for 200+ incoming students over the summer and constructed swag boxes to be shipped out.
* Co-taught a freshmen seminar class with 25 first-year students on time management and finding a sense of belonging on campus.

 **AWARDS & RECOGNITIONS**

* + Center Student Government of the Year – Ashton Residence Hall ***August* 2022 - May 2023**

|  |  |  |
| --- | --- | --- |
|  | **Kandace Rippy** |  |
| (317) 650-1812, kandacerippy724@gmail.com |
| LINKS | [Linkedin](http://www.linkedin.com/in/kandace-rippy-43500b172) |  |
| PROFILE | **High5 Strengths:** |  |
|  | 1. Optimist 2. Believer 3. Storyteller 4. Coach 5. Philomath |  |
| EDUCATION |  |  |
| Aug 2022 — May 2024 | MSEd in Higher Education and Student Affairs, Indiana University | Bloomington, IN |
| Aug 2018 — May 2022 | Bachelor of Arts in Management and Human Organization, Indiana University | Bloomington, IN |
|  | Recipient of the 2022 P.J. and Hilda Hill Award, [youtube.com/watch?v=ORkrEkk2hfk](https://www.youtube.com/watch?v=ORkrEkk2hfk) |  |

EMPLOYMENT EXPERIENCE

Sep 2022 — Present Graduate Hearing Officer, Office of Student Conduct Bloomington, IN

* + - Manage a multitude of individual case loads for personal and academic misconduct incidents on and off campus
		- Conduct informal hearings following complete procedures, that adhere to state and institution laws and policies
		- Develop equitable and fair resolutions with students through restorative justice practices
		- Assist as an investigator for the organizational misconduct of student organizations
		- Advise 11 students on a campus student conduct board weekly as they oversee personal misconduct of their peers
		- Implement programming for students about the IU Code of Conduct and the Office of Student Conduct

Aug 2023 — Present Leadership, Prevention, and Wellness Educator, Office of Sorority

and Fraternity Life Bloomington, IN

* + - Facilitate hazing prevention and harm reduction outreach education to over 60 sororities and fraternities
		- Curate skills-based and interactive educational programs for students in Greek organizations
		- Work at campus-wide events to promote prevention and wellness on campus

Oct 2023 — Dec 2023 Classroom Assistant, School of Public Health Bloomington, IN

* + - Assist professor with various administrative tasks related to academic situations
		- Grade assignments for 250 students according to assignment rubrics as developed by the professor
		- Post results of student assignments by deadlines determined by the professor on Canvas

Jan 2023 — Jul 2023 Graduate Intern for New Student Orientation, Office of First Year

Experience Bloomington, IN

* + - Develop and implement New Student Orientation programming for over 10,000 incoming first-year undergraduate students by facilitating program supervision, policy development, and student coordination
		- Conduct and present incoming student summer experience assessment of orientation operations by configuring and refining evaluation surveys
		- Develop and implement summer training schedule and spring leadership programming for incoming Orientation Leaders
		- Coordinate student Summer Semester Orientation, including information development and practical dissemination, collaborating and corresponding with University and Campus Partners, and conducting program assessment

Sep 2019 — Jun 2022 Direct Support Professional, Stone Belt, Inc. Bloomington, IN

* + - Compile, maintain, and provide patient care records through observations to management for 6 patients
		- Monitor patients' pulse, temperature, and respiration
		- Administer prescribed oral medications, under the written direction of physician or as directed by home care nurse or aide, and ensure patients took prescribed medicine

LEADERSHIP EXPERIENCE

Jan 2024 — Present Mentor, Neal-Marshall Leadership Academy

* + - Provide structured mentorship to one Black woman student for the spring semester
		- Offer the mentee ample advice and encouragement during meetings
		- Participate in Leadership Academy events facilitated by the Neal-Marshal Black Culture Center

Aug 2023 — Present President, Black Graduate Student Association

* + - Preside over at all non-committee based Black Graduate Student Association meetings of the Executive Board
		- Plan and facilitate programming and events for the Black IU Graduate student population
		- Work and collaborate with the Bloomington city council for community events
		- Work closely with the Neal-Marshall Black Culture Center director and staff for program planning and execution of multiple events

Nov 2020 — May 2022 Director, IU Student Government Department of Student Rights

* + - Implement program plans by ordering needed materials, scheduling speakers, reserving space, and handling other administrative details
		- Publicize programs through sources such as newsletters, bulletins, and mailings sent out from the department

Sep 2020 — May 2022 Member, Dean's Council of Diversity and Inclusion

* + - Participate in monthly meetings managed by the Dean of Students' office
		- Generate ideas to create progressive change on campus through diversity, equity, and inclusion for the campus
		- Collaborate on campus-wide events highlighting inclusion efforts from the Dean of Students' office

RELEVANT EXPERIENCE

Sep 2023 — Present IUPD Chief of Police Search Committee Member

* + - Assist in reviewing applications and selecting candidates based on established criteria
		- Participate in interviews and assessment of candidates to determine suitability for the role
		- Provide valuable input and feedback during committee meetings to ensure a thorough and fair selection process
		- Contribute to the final decision-making process by evaluating candidates' strengths and alignment with various stakeholder needs

Jan 2022 — Jul 2023 Code of Conduct Committee Member

* + - Represent all 7 campuses to draft and recommend Code of Conduct changes to faculty council
		- Meet with other committee members for collaboration on the working draft of the Code
		- Offer valuable student point of view when revising the draft of the Code

Aug 2019 — May 2022 Groups Scholars Program

**Peer Advisor/ Ambassador**

* + - Advise propestive students on creating of their schedules for their first semester at Indiana University
		- Facilitate events and activities for current Groups scholars to boost retention and morale amongst scholars

**Conduct Board Chair Member**

* + - Investigate and resolve personal misconduct charges of Groups scholars
		- Work with other board members to provide santions that align with the provisions of the IU Code of Conduct

CORE SKILLS & PROFICIENCIES

Dedicated DEI Approach

Interpersonal Communication Skills

Maxient

Microsoft Office & Google Suite

PRESENTATIONS Clark, G., Ivy, M., Reyes, S., **Rippy, K.**, Samuels-Francis, A. (December

2023). *Where are the Black Students? An Exploration of the Features of Campus Spaces frequented by Black Undergraduate Students at Indiana University Bloomington.*Presented at Indiana University School of Education. Bloomington,IN. [https://rb.gy/gewnny](https://education.indiana.edu/students/graduates/program-specific/higher-education-and-student-affairs/masters/masters-students-research-exhibition/2023/index.html#second)

**Rippy, K.**, Samuels-Francis, A. (November 2022). *Black Men at Predominately White Institutions.* Presented at the Indiana University School of Education. [https://rb.gy/kasff6](https://education.indiana.edu/students/graduates/program-specific/higher-education-and-student-affairs/masters/masters-students-research-exhibition/2022/index.html#first)

REFERENCES References available upon request

JILL ROMACK

jrromack@iu.edu|linkedin.com/in/jillromack

EDUCATION

Indiana University

Bloomington, IN | *August 2022-May 2024*

GPA: 4.0/4.0

*Degree in progress:* M.S.Ed. Higher Education & Student Affairs, Graduate Certificate in Education Law

*Honors:* Elizabeth A. Greenleaf Fellow, NASPA Jim Rhatigan Fellow

**The University of Oklahoma** Norman, OK | *August 2018-May 2022* GPA: 4.0/4.0

*Dual degrees*: B.B.A. Entrepreneurship & Venture Management, B.A. Journalism (Professional Writing), with special distinction

*Honors:* Dean’s list, Price College of Business Outstanding Senior, Kappa Tau Alpha

WORK EXPERIENCE

Graduate Assistant, IU Office of International Services

Bloomington, IN | *August 2022-Current*

* Create and oversee administration of campus-wide educational sessions for two levels of IU Global Intercultural Competency Certificate program, presenting weekly to hundreds of IU faculty, staff, and students
* Serve as resource for incoming refugee and international students
* Assist with special initiatives related to refugee funding and support, including grantwriting and programming

Graduate Intern, IU New Student Orientation

Bloomington, IN | *January 2023-2024*

* Interviewed, trained, supported, and supervised a diverse team of 40+ undergraduate orientation leaders
* Researched and designed original orientation programming and presented daily to 25,000+ incoming students, family members, and guests
* Spearheaded end-of-summer program assessment, analyzed student, parent, and guest feedback, wrote and presented assessment report to unit leadership
* Led additional special projects including creating Parent & Family orientation materials, summer staffing schedule administration, and virtual orientation design and implementation

Graduate Intern, IU Emergency Management & Continuity

Bloomington, IN | *August-December 2023*

* Designed questionnaire, collected data, wrote, and distributed the inaugural 2023 Big 10 Emergency Management Benchmarking Report for 17 member institutions
* Assisted EM professional staff with large-scale campus events including game day command center, fire drills, Hoosiers Outrun Cancer race, and various emergency activations

Tour Guide (Team Lead), OU Office of Admissions & Recruitment

Norman, OK | *January 2021-May 2022*

* Gave weekly walking tours of campus, supervised several shifts of student guides, hired and trained new team members, exhibited excellent customer service and presentation skills
* Assisted professional staff in planning and presenting campus admissions and yield events; including OU Evening In Dallas, Scholar's Day, Sooner Saturday, Counselor Fly-In, and more

New Sooner Orientation Guide, OU New Student Programs

Norman, OK | *May-July 2021*

* Welcomed new students through academic orientation programs and presented daily information sessions to thousands of incoming students and families
* Administered daily office tasks including guest mailings, answering student questions, and organizing merchandise **Communications & Social Media Assistant, Stephenson School of Biomedical Engineering** Norman, OK | *September 2019-2021*
* Produced original promotional and informational content through professional social media, blog, & news platforms
* Planned official department-wide professional development, social, and celebratory events

LEADERSHIP

Graduate Associate, NASPA

Bloomington, IN | *September 2023-Current*

* Work collaboratively with fellow GA's nationwide to increase leadership opportunities for graduate students within NASPA and serve as a communication conduit for NASPA events, publications, and programs within local campus community

President, Student Personnel Association

Bloomington, IN | *January-December 2023*

* Oversaw student executive committee, led weekly board meetings, and served as representative to School of Education faculty and staff from the governing body of IU HESA program
* Planned and executed admissions, recruitment, orientation, and graduation events for graduate student community

Executive Vice Chair, The Crimson Club

Norman, OK | *May 2021-2022*

* Oversaw formal recruitment process, led organizational meetings, and facilitated external communication
* Served as an official OU ambassador and historian, representing the Office of the President to larger campus community in highly selective leadership organization

Board Fellow & Leadership Associate, JCPenney Leadership Program

Norman, OK | *August 2020-May 2022*

* Served as an ex-officio Board Member for Meals on Wheels Norman
* Acted as liaison between JCPLP and MOW, organized and facilitated largescale community service events in highly selective business development program.

Director, OU Encounter Conference

Norman, OK | *August 2020-2021*

* Oversaw organization, led weekly executive meetings, equipped and trained 50-person student leadership team, and organized non-profit finances and fundraising for three-day summer retreat

SKILLS

**Software**: Microsoft Office, Tableau, InDesign, Adobe CSS, SQL, VBA, Sketchup, Stylebuilder, QLab, & Audacity

**Programs**: Qualtrics, Slate, Sunapsis, & Mentimeter

**Social Media**: Blogspot, Wordpress, Wix, Facebook, Twitter, & Instagram

**Ayanna Samuels-Francis**

Cell: (702)336-9956 Email: Aysamuel@iu.edu

**EDUCATION**

**Alcorn State University (ASU) Lorman, MS August 2018 - May 2022**

Bachelors of Arts Mass Communications

**Indiana University Bloomington (IUB) Bloomington, IN August 2022 - May 2024**

Master’s of Science Higher Education Student Affairs

WORK HISTORY

**Student Involvement and Leadership Center August 2022 - Present**

*Office of Student Life, Indiana University Bloomington*

Graduate Assistant for Student Organizations

* + Supervise approx.10 front desk student employees and conduct position training
	+ Provide support for over 200 student organization leaders on managing a student organization and student leader best practices
	+ Review and approve approx. 100 new student organization applications per academic year
	+ Conduct over 80 student meetings and university software engagement trainings per semester
	+ Advise the Indiana University Student Government Executive and Congressional Branches
	+ Disseminate monthly information to over 500 student organization leaders via E-Newsletter
	+ Plan and execute the annual IU Student Organization Awards ceremony and selection process
	+ Spearhead and support other functional areas needs and initiatives within the center

**Human Resources and Culture May 2023 - August 2023**

*Indiana University Foundation, Bloomington,IN*

Daniel C. Smith Graduate Intern

* + Assist with planning of New Hire Onboarding Buddy Program and Colleague to Colleague Mentoring Program. Cultivate relationship building and talent retention
	+ Collaborate and assist in planning with DEI Advisory Board including cultural celebrations, communications, and inclusion education for IUF full staff
	+ Ideate on workplace culture workshops and education sessions for Foundation employees
	+ Assist with learning management system for IUF staff professional development

**Association College Unions International January 2023 - May 2023**

*ACUI National Conference Boston*

Graduate Intern

* + Assist with food & services management for over 1000 participants
	+ Assist with pre-conference planning
	+ Support onsite conference hospitality needs
	+ Communicate with attendees on needs and offer customer service

LEADERSHIP EXPERIENCE

**Black Graduate Student Association August 2023 - Present**

*Indiana University Bloomington*

Vice President

* + Plan and host social events for IU Bloomington Black Graduate Student community
	+ Collaborate with the Neal-Marshall Black Culture Center Director and leadership

**Student Personnel Association December 2022 - December 2023**

*Indiana University Bloomington*

Outreach Director

* + Engage with approx. 40 prospective students interested in HESA Masters program
	+ Facilitate prospective student and graduate assistantship provider communications
	+ Host HESA candidate virtual engagement events

**Neal-Marshall Leadership Academy November 2022 - Present**

*Neal-Marshall Black Culture Center, Indiana University Bloomington*

Mentor

* + Serve as a mentor to 2 first year Black identifying students
	+ Participate in Leadership Academy dinner and engagements

**Alpha Kappa Alpha Sorority, Incorporated November 2020 - Present**

*Gamma Phi Chapter, Alcorn State University*

President 2021-2022

* + Lead and organize chapter event and service initiatives
	+ Conduct regular meetings and gather all 38 members in collaborative efforts
	+ Collaborate with other campus and community organizations to achieve desired impact goals **Brave Student Ambassador August 2018 - May 2022** *Office of Admissions, Alcorn State University*

Campus Tour Coordinator & Engagement Specialist

* + Conduct and schedule approximately 3-4 campus tours for prospective students weekly
	+ Engage in effective conversation with over 100 prospective students promoting enrollment
	+ Assist annual High School/Transfer Day Hosting over 500 prospective students

**Student Government Association August 2018 - May 2021**

*Alcorn State University*

Vice President

* + Oversee student satisfaction and needs for safety, food availability, course offerings, and facilities
	+ Serve as Student Representative for university strategic planning
	+ Conduct meetings with university administration to organize and advocate for student initatives and needs

PUBLICATIONS AND PRESENTATIONS

Askew, D., Bents, J., Boylan, D., Feldman, S., **Samuels-Francis, A**., Sims, G., Smith, K., Patron, O. (May 2022). *Critical Race Theory in Education: Reader of Open Access Scholarship*. Indiana UniversityPress.file:///C:/Users/aysamuel/Downloads/Critical-Race-Theory-in-Education-Reader-of- Open-Access-Scholarship-1686770856%20(3).pdf

Clark, G., Ivy, M., Reyes, S., Rippy, K., **Samuels-Francis, A.** (May 2023). *Where are the Black Students? An Exploration of the Features of Campus Spaces frequented by Black Undergraduate Students at Indiana University Bloomington*.Presented at Indiana University School of Education. Bloomington,IN.[https://education.indiana.edu/students/graduates/program-specific/higher-education-](https://education.indiana.edu/students/graduates/program-specific/higher-education-and-student-affairs/masters/masters-students-research-exhibition/2023/index.html#second) [and-student-affairs/masters/masters-students-research-exhibition/2023/index.html#second](https://education.indiana.edu/students/graduates/program-specific/higher-education-and-student-affairs/masters/masters-students-research-exhibition/2023/index.html#second)

## MADELINE E. STEPHENS

**she/her │** **maddie.stephens817@gmail.com** **│ LinkedIn**

**EDUCATION**

**Indiana University, Bloomington August 2022 – May 2024**

*Master’s of Science in Education, Higher Education and Student Affairs*

* **Honors:** Certificate in College Pedagogy, Robert H. Shaffer Memorial Fund Scholarship

**University of Tennessee, Knoxville August 2015 – May 2019**

*Bachelor of Arts in English-Literature, Minor in Leadership Studies*

* **Honors**: Summa Cum Laude, Chancellor’s Honors Program, Phi Beta Kappa, Torchbearer

**PROFESSIONAL EXPERIENCE**

**Graduate Assistant, Leadership Programs August 2022 – present**

*Student Involvement and Leadership Center – Indiana University, Bloomington*

* Facilitate customized leadership workshops and teambuilders for campus partners and student organizations
* Teach a general education Leadership Training course, two online and two in-person sections each semester
* Create and enhance leadership education curriculum and collaborate with content experts
* Train and support three co-instructors per semester for Leadership Training course
* Serve as program coordinator for the LeaderShape Institute, an annual four-day off-campus leadership retreat for 50 students
* Build inaugural peer facilitator program and supervise four undergraduate and graduate students to facilitate leadership workshops and team builders for campus and external groups upon request
* Support the launch of the Constructive Dialogue Institute, a three-week workshop that teaches students to communicate constructively despite differences through online modules and facilitated in-person group discussions
* Assess effectiveness of leadership programs and recommend improvements based on student and campus partner feedback

**Philanthropy & Fundraising Graduate Intern May 2023 – August 2023**

*Office of the Vice President for Diversity, Equity, and Inclusion (OVPDEI) – Indiana University Foundation (IUF)*

* Executed 15 high-level listening sessions with directors and key contributors to the office
* Collected strategic priorities that could be achieved with private support and produced a formal executive summary with recommendations for OVPDEI leadership
* Presented a final capstone project covering the strategic benefits and complex relationship between philanthropy and diversity on college campuses
* Completed a case competition to pitch a university-wide marketing campaign to encourage philanthropic giving in support of student success
* Updated custom content for over 40 enhanced fund webpages for OVPDEI through the IUF work front
* Assisted with the annual three-day IUF Board of Directors Meeting and inaugural Grants Day

**Graduate Intern, Hoosier Network January 2023 – May 2023**

*First Year Experience Office – Indiana University, Bloomington*

* Completed data analysis project analyzing trends on Hoosier Network, an online chat platform serving over 8,000 deposited students
* Partnered with Educational Advisory Board (EAB) technical analyst to enhance usage of Hoosier Network, a Wisr technology platform, to assess and research trends
* Created a three-month-long summer content calendar which consisted of draft language for strategic posts on Hoosier Network, including multimedia, links to resources, and answers to common questions based on trend analysis and coordinated timing with New Student Orientation, Residence Life, as well as incoming first-year student needs

**Public Relations Specialist II, Student Communications Coordinator September 2019 – May 2022**

*Office of Communications and Marketing – University of Tennessee, Knoxville*

* Worked with clients within the Division of Student Life, Enrollment Management, and Diversity and Engagement to generate news stories, media pitches, and feature profiles that advanced the university’s strategic goals
* Developed, wrote, edited, and distributed campus-wide student electronic newsletter twice a week to over 32,000 students and 500 faculty and staff subscribers
* Drafted, produced, and sent broadcast emails to the entire student body upon request for campus-wide needs
* Created student-focused content for daily social media posts, news releases, websites, and other uses
* Co-managed the official UT Knoxville Instagram, Twitter, Facebook, and TikTok social media accounts
* Provided on-site assistance and served as the lead media contact for high-profile student events
* Contributed to student-related issues management and campus-wide crisis communications
* Acted as on-camera talent and host for university videos and live-streams during the height of the COVID-19 pandemic
* Served as a member of UT’s Bias Education and Referral Team, the Student Death Postvention Response Team, and the Chancellor’s Commission for Blacks
* Coordinated implementation with a team of colleagues for the Office of Communications and Marketing’s Diversity Action Plan to elevate DEI efforts department-wide

**LEADERSHIP EXPERIENCE**

**Journal Review Board December 2022 – present**

*Student Personnel Association (SPA) @ IU Journal – Indiana University, Bloomington*

* Edit submissions to the SPA @ IU Journal, a peer-reviewed academic journal managed by graduate students in the Higher Education and Student Affairs Program
* Work in teams to evaluate manuscripts and assess APA formatting and compliance
* Participate in a multi-round review process, meeting deadlines and assisting writers with edits

**Director of Administration October 2022 – December 2023**

*Student Personnel Association (SPA) – Indiana University, Bloomington*

* Created and wrote program-wide newsletter and co-managed social media accounts for IU Higher Education and Student Affairs (HESA) master’s students
* Assisted with program recruitment and annual Outreach Week for prospective HESA students
* Organized marketing and communications for events and programming hosted by SPA

**Student Services Director April 2018 – April 2019**

*Student Government Association – University of Tennessee, Knoxville*

* Served as one of three elected executive officers of the Student Government Association responsible for representing both undergraduate and graduate students at UT Knoxville on the local, state, and national level
* Supervised 18 directors and coordinated nine different committees that make up the Student Services Branch, dedicated to enhancing specific areas of student life through programming, events, and initiatives
* Assisted managing an overall operating budget of $47,500 alongside the treasurer
* Served with university administrators on multiple advisory boards, search committees, and planning committees

**Leadership Knoxville Scholar August 2017 – April 2019**

*Jones Center for Leadership and Service – University of Tennessee, Knoxville*

* Selected as a scholar for a two-year leadership development and community immersion program that recruited student leaders and connected them to distinguished leaders and service organizations in the Knoxville area
* Completed a capstone project in partnership with UT Recycling which promoted campus-wide sustainability efforts, specifically through a marketing campaign to eliminate single-use containers

**Ignite Serves Team Leader August 2016 – August 2018**

*Jones Center for Leadership and Service – University of Tennessee, Knoxville*

* Led nearly 500 first-year UT Knoxville students in a week-long leadership development program that included community service, team building, social justice education, and campus engagement
* Facilitated dialogues and workshops focused on diversity and inclusion with my team of 22 first-year students
* Provided monthly mentoring to 22 team participants and five first-time Ignite Team leaders

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**PRESENTATIONS, PUBLICATIONS, AND INSTRUCTION**

**Stephens, M**. (Fall 2022 – Spring 2024). EDUC-U207 Leadership Training, 2-credit hour general education course open to all undergraduate students. Four sections per semester, two online and two in-person. School of Education, Indiana University, Bloomington.

Downey, R., Huang, S., Romack, J., **Stephens, M**., & Zawisza, B. (November 2023). Following the Leaders: Examining Factors Contributing to Undergraduate Student Leaders Pursuing Campus Leadership. Presented at Indiana University Media School. Bloomington, IN. https://education.indiana.edu/students/graduates/program-specific/higher-education-and- student-affairs/masters/masters-students-research-exhibition/2023/index.html

**Stephens, M**. (2023). Is Race-based Affirmative Action for College Admissions Constitutional?. *Journal of the Student Personnel Association at Indiana University, 51,* 9–12. Retrieved from https://scholarworks.iu.edu/journals/index.php/jiuspa/article/view/36181

**Stephens, M**. (2021, November 12). Paving the Way. *Torchbearer Magazine*. https://torchbearer.utk.edu/2021/11/paving- the-way/

**Stephens, M**. (2021, July 19). *Former Lady Vol Punches Ticket to Tokyo Olympics*. University of Tennessee Knoxville Campus News. https://news.utk.edu/2021/07/19/former-lady-vol-punches-ticket-to-tokyo-olympics/

**Stephens, M**. (2020, October 29). *New On-Campus Pantry Opens for UT Community*. University of Tennessee Knoxville Campus News. https://news.utk.edu/2020/10/29/new-on-campus-pantry-opens-for-ut-community/

**HONORS AND AWARDS**

**2023–2024 Robert H. Shaffer Memorial Fund Scholarship,** awarded by *IU’s Higher Education and Student Affairs Awards Committee* for outstanding academic and professional performance

**2021–2022 University of Tennessee Inclusive Leadership Academy (UTILA) graduate**, certificate awarded by the *Office of Human Resources, Learning and Organizational Development*, in collaboration with the Office of Diversity and Engagement for successful completion of the eleven-month program which prepares staff to effectively lead a diverse workforce and create a culture of inclusion

**2021 Gold Social Media Campaign,** awarded by the *Tennessee College Public Relations Association* for a tribute to graduating seniors in the midst of the COVID-19 pandemic

**2020–2021 Friend of the Division Award,** awarded by the *University of Tennessee-Knoxville’s Division of Student Life*

for outstanding service and support of the division

**2019 Torchbearer,** awarded by the *University of Tennessee Knoxville’s Chancellor*, as the highest honor conferred by the university to honor graduating seniors for academic excellence and service to the university and society at large

**2019 Extraordinary Professional Promise,** awarded by the *University of Tennessee-Knoxville*, to undergraduate students who demonstrate professional promise in teaching, research, or other contributions

**SKILLS**

**Technical**: Google Suite, Microsoft Teams, Slack, Adobe Photoshop, Emma, Mail Chimp, Canva, social media platforms

**Soft**: communication, teambuilding, problem solving, crisis management, critical thinking, facilitation

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### Ring Te

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 EDUCATION

**Indiana University,** School of Education Bloomington, IN M.S.Ed. in Higher Education and Student Affairs Expected May 2024 Certificate: College Pedagogy

**Indiana University**, School of Public Health Bloomington, IN

*Bachelor of Science in Public Health* May 2022

Major: Community Health

Certificate: Global Service and Peace Corps

Minor(s): Youth Development, Human Dev. & Family Studies, and Global Health Promotion

STUDENT AFFAIRS EXPERIENCE

**Residence Life** Bloomington, IN

*Assistant Residence Life Coordinator| Forest Quad* July 2022 - Present

* Assist Residential Life Coordinator of Student development in overseeing daily operations, management, and well-being of more than 1000 residents
* Directly supervise, train, and evaluate 10 Resident Assistants (RA) while overseeing a staff of 20 Resident Assistants in conjunction with in-center leadership team
* Facilitate educational conversations and conduct issues while mediating conflicts among residents
* Serve in duty rotation for four different residence centers of approximately 3,000 students, responding to crisis and emergency situations.

Adviserships | Luis & Honors Community

* Advises thematic communities in planning, implementing, and evaluation of community events for an estimate of 130 students
* Manage spendings and oversee budgeting to finance student programming for the Forest Honors community and Luis Davila community funds while overseeing a budget of $20,000

*Resident Assistant* August 2019 – May 2022

* Created and maintained a positive community for a floor of approximately 60 diverse individuals including freshmen, transfer, international and returning students
* Planned and facilitated learning programs that focused on campus and individual concerns for safety, education, service, health, and diversity
* Mediated conflicts between residents and maintained a safe, inclusive environment for student learning

***Office of Scholarships*** *| Practicum Experience* Spring 2023

* Compiled existing research on first-generation students’ sense of belonging
* Evaluated the effectiveness of mentorship program for first generation students
* Assisted with the office events to promote student engagement

***Groups Scholar Program*** *| Housing Internship*

Summer 2023

* Assisted housing needs and accommodation for over 300 students within the Groups Scholar Program
* Supervised 28 Resident Assistants in facilitating over 30 programs in a span of 6 weeks
* Mediated conflicts between residents, and among staff

TEACHING EXPERIENCE

**EDUC-U450 (2): Foundation of Residential Leadership** Bloomington, IN Class Facilitator Spring 2022, Spring 2023, Spring 2024

* Co-instructed a credit-bearing class of 20 students that centered on theory and practice of leadership in Residence Life
* Facilitated conversations on identity development, cultural understanding and leadership styles
* Provided and evaluated students’ learning progress through bluebook and grading feedbacks.

LEADERSHIP EXPERIENCE & COMMUNITY INVOLVEMENT

**Voitu Institute Organization, USA** Indianapolis, IN

Secretary May 2023- present

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* The VIO was solely formed to establish foundational support for the Voitu family, tribal group from Chin State, Myanmar. Was recently selected to serve as secretary to bridge the cultural gap among the youths and elders in the community.
* Task to plan future conferences while leading the youth department. Working toward promoting and preserving the Voitu tradition and culture

**Shalom Christian Church** Indianapolis, IN

Youth Secretary January 2021- Present

* Planned and organized youth activities throughout the year
* Keep track of documents, dates and events

**Matu Affairs Organization** Indianapolis, IN

Assistant Treasurer July 2021- 2023

* Assisted the treasurer in budgeting the organization’s finance, serving more than 500 community members and people abroad
* Co-led the MAO internship program in implementing cultural celebration for the Matu diaspora in the United States

**Matu Youth Association** Indianapolis, IN

*Vice-president May 2021-Present*

* Co-founded the organization in hope of promoting higher education among Matu youths
* Engages with the community by providing educational resources

**Free Myanmar Campaign- USA** Indianapolis, IN

*Executive Coordinator February 2021- 2022*

* Advocated for the people of Myanmar as they fight for democracy.
* Assisted with protests, fundraising and panel discussions to educate the public about military coup in Myanmar.

 PRESENTATIONS AND PUBLICATIONS

* Eron, D., Leath, M., Perez, J., and **Te, R.** (2023, December). Bridging Gaps and breaking Barriers: A Blueprint for IU’s First-Gen Resource Center. Research presented at Indiana University Higher Education and Student Affairs Master’s Symposium, Bloomington, IN.
* **Te, R.** (2023, August). Talking to Residents and Establishing Role as a Leader. Presented to the Resident

Assistants at the student staff training for the Office of Residence Life at Indiana University, Bloomington, IN.

* Schreier, e., **Te, R.** (2023, January). Leading an Already Established Community. Presentation for the Office of Residence Life at Indiana University.
* Huang, S., **Te, R**. (2022, December). Immigrant-Origin Students in higher Education. Academic Poster and executive brief presented at Indiana University Higher Education and Student Affairs Master’s Symposium, Bloomington, IN.

HONORS & AWARDS

**GROUPS Scholar of the Year** 2018-2019

* Awarded for contributing to GROUPS Scholar Program through advising, tutoring and promotion.

**Chi Alpha Epsilon Honor Society** 2020- 2022

* Demonstrated outstanding academic achievement, strong leadership abilities and willingness to serve the community.

The National Society of Leadership and Success 2019-2022

* Modeled leadership abilities and academic achievement

 LANGUAGES

* + Fluent in Matu  Conversational in Burmese

##### Bekka Zawisza

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**EDUCATION**

**Indiana University - Bloomington** *Anticipated Graduation: May 2024*

Master’s of Science in Education: Higher Education and Student Affairs Certificate in College Pedagogy

**Central Michigan University** *Graduation: May 2022*

Bachelor’s of Science, *summa cum laude*: Mathematics Honors Program Scholar

**EMPLOYMENT EXPERIENCE**

**Indiana University**

Office of Residence Life

*Union Street Center (USC) Apartments: Assistant Coordinator for Center Management July 2023-Present*

* Directly supervise, evaluate, and facilitate personal & professional development for Resident Assistant (RA) staff of 10 students while overseeing a staff of 20 RAs in conjunction with in-center leadership team
* On call two weeks per semester for 6 residence centers to implement policy & procedure and facilitate crisis response
* Perform 1-3 conduct hearings, educational conversations, and care referral follow ups for residents per week
* Event planning, professional development, and community building for the Honors College Thematic Community
* Provide educational, social, and informational programming for 800 residents of 7 buildings in USC
* Co-managing center budget of approximately $12,000 for programming and residents’ personal & academic development
* Serve as Hearing Assistant for Title XI & Sexual Misconduct hearings
* Proficiency with Maxient, Roompact, Advocate, and other technological services necessary to conducting daily work

*Wright Quadrangle: Graduate Supervisor July 2022 - May 2023*

* Performed duties outlined under Assistant Coordinator for Center Management position for 12 RAs and 1,100 residents
* Served on the Staff Recruitment & Selection Committee to recruit and hire undergraduate, graduate, and full-time staff

The Office of First Year Experience Programs

*New Student Orientation Graduate Intern November 2022 - July 2023*

* Interviewed, trained, supported, and supervised a diverse team of 40 undergraduate orientation leaders
* Supervised day-to-day elements of New Student Orientation, providing effective customer service
* Researched and designed original orientation programming and presented daily to 25,000+ incoming students, family members, and guests
* Planned and implemented special populations orientation programs for transfer students
* Led additional special projects including creating Student Resource orientation materials, the Orientation Team Training Manual, and end-of-summer assessment design and analysis for incoming students

**Central Michigan University** **2018-2022**

Office of Undergraduate Admissions | *Student Assistant & Campus Ambassador*

* Answered phones, gave campus tours, staffed recruitment events, and compiled materials with vast knowledge of CMU Mathematics Department | *Student Assistant*
* Worked with sensitive materials, including shredding and copying; and supported math department faculty, students, & staff Office of Residence Life | *Resident Assistant: Larzelere Hall* | *Summer RA: Celani Hall* | *Summer Desk Receptionist*
* Served as an educator, role model, & resource for residents according to curriculum Global Campus | *New Student Services: Student Assistant*
* Performed status checks & corresponding updates for applicants; gained SAP, Perceptive Content, and CRM experience College of Education & Human Services | *Technology Operations: Receptionist*
* Coordinated appointments for technological fixes and rentals and managed adjacent computer lab and office space

**Mathnasium**

##### Bekka Zawisza

rebekkazawisza@gmail.com | <https://www.linkedin.com/in/bekka-zawisza/>

*Lead Instructor* | May 2019 - August 2020

* Designed and implemented curriculum and personalized learning plans for students, managed metrics and statistics of the center, functioned as a training manager

*Instructor* | August 2017 - August 2018

* Instructed mathematics with specific Mathnasium skills, tools, and methods as well as state and national guidelines to students K-12, sharing students’ status with parents and instructors to improve instruction and discipline

**LEADERSHIP & INSTRUCTION EXPERIENCE**

**Student Personnel Association (SPA) at Indiana University - Bloomington**

*Member*

*Director of Finance*

*August 2022 - May 2024 January - December 2023*

* Responsibility for budgetary aspects of SPA at IU, including: operating budget, fundraising efforts, funds allocation, and membership dues collection
* Contacted potential members each fall
* Met with the SPA at IU Board of Directors and supported general programming efforts

**GLACUHO Conference** *November 2023*

*GLACUHO Organization Member*

*Campus Safety and Crisis Management Committee*

*October 2023 - Present November 2023 - Present*

**EDUC-U 450: Foundations of Residential Leadership Instructor**

*Spring 2023, Spring 2024*

* U450 is an 8-week, 2-credit, 3 hour leadership strengths course for RA and CommUNITY Educator candidates
* Co-facilitated activities; social justice, inclusion, identity, & equity lessons; and grading & feedback processes for a class of 18 undergraduate students

**PROFESSIONAL RESEARCH PUBLICATIONS**

Phelps-Gregory, C. & **Zawisza, R.** (2022). Pre-service teachers’ previous mathematical experiences and current emotions about teaching. *The Banneker Banner Maryland Council of Teachers of Mathematics,* Volume 35, Issue 1, pg 16-22.

Downey, R., Huang, S., Romack, J., Stephens, M., & **Zawisza, R.** (In press). Following the leaders: Examining factors contributing to undergraduate students pursuing campus leadership roles. *Journal of the Student Personnel Association at Indiana University.*

**REFERENCES**

**Michael Rucker**

*Residence Life Coordinator-Student Development at Union Street Center Apartments, Indiana University*

mtrucker@iu.edu

**AJ Amini**

*Associate Director - Office of First Year Experience Programs, Indiana University*

ajamini@iu.edu

**Danielle DeSawal**

*Master’s Program Coordinator and Clinical Professor for Higher Education and Student Affairs, Indiana University*

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