EDUCATION

Baldwin Wallace University, Berea, OH *Spring 2019*

**Master of Arts in Education: Leadership in Higher Education**

University of Tampa, Tampa, FL *Spring 2016*

**Bachelor of Arts: Music**

HIGHER EDUCATION EXPERIENCE

University of South Florida, Tampa, FL

**Adjunct Instructor, Job Search, Undergraduate Studies** *March 2024-Present*

* The Job Search Course prepares students for the transition to the world of work by becoming aware of current job-seeking trends and skills that will promote success in the job search process. This course provides the foundation for students to understand their strengths, interests, and values; explore majors and how they relate to careers; and create professional documents that help them communicate their unique skills and experience to employers.

**Career Coach** *April 2023-Present*

* Advise students and alumni on career development and job search topics including full or part time job search strategies, resume/cover letter, interview skills, major and career exploration, graduate school, and networking
* Present tailored sessions to classes, student organizations, and other groups to further student connection with The Center for Career and Professional Development and resources offered
* Develop and enhance resources for students based on current best practices and trends including the development of AI guidance for students during the job search process
* Connect students with campus resources as assessed throughout coaching appointments
* Collaborate with team to execute large scale events, presentations, and industry based career fairs, with an individual fair hosting 1800+ students.

Florida Southern College, Lakeland, FL

**Community Director** *August 2019-April 2023*

* Supervised a team of 18-24 Resident Advisors (RA) including 2 Head Resident Advisors (HRA)
* Onboarded and maintained training for RAs and HRAs in collaboration with Community Living Leadership
* Developed and presented training sessions for up to 85 student workers in topics such as mediation, team building, life skills, and communication
* Deescalated and resolved conflict with both students and parents relating to housing and adjacent issues
* Utilized Jenzabar EX/1, Portal, and Engage for information, report submissions, event requests, and data management, including documenting and maintaining confidential reports
* Monitored facility needs for up to 8 apartment complexes and 25 houses and coordinated with facilities maintenance team to maintain buildings and repair damages
* Oversaw the execution of multifaceted projects, events, and programs for groups of 20-700+ people
* Conducted and set action items for bi-weekly one-on-one meetings with all supervisees
* Responded to emergencies such as drug and alcohol-related incidents, covid-19 compliance, medical and mental health crisis, facilities emergencies, etc.
* Acted as head for departmental marketing efforts including designing flyers, infographics, and social media marketing for target groups from 15-1800 students; assist with division wide marketing efforts
* Monitored and maintain an event budget for management of individual and large-scale programming initiatives
* Collaborated with division and cross departmental efforts to engage and develop the student body

Baldwin Wallace University, Berea, OH

**Career Services Intern** *August 2018-May 2019*

* Conducted 35 student appointments from January-May 2019 covering topics such as resume editing, cover letter development, interview skills, networking, and major/career explorations
* Developed unique marketing to support department programming using Canva and other design tools
* Monitored job posting requests within Handshake to ensure job postings are credible before students have access to the posting
* Assisted colleagues with the execution of career related events, including Career Expo and preparatory events, programming for at-risk students, program/major specific events, and Graduate School Fair
* Ran analytic reports utilizing Informer and Handshake, assisted in development of annual assessments

**Conservatory of Music Academic Affairs Intern** *August 2017-May 2019*

* Oversaw attendance based course, monitored completion of over 6,000 attendance hours per year
* Communicated weekly with approximately 250 students through Blackboard to help complete coursework
* Ran and submitted enrollment reports detailing totals by major, degree, and instrument each semester
* Analyzed enrollment report and developed variance report using Informer, Colleague, and Excel
* Reviewed senior academic evaluations, determined graduation eligibility, collected graduation applications
* Advised students through registration and academic four year plans

The University of Tampa, Tampa, FL

**Resident Assistant** *2014-2016*

* Developed and maintained an environment conducive to the residents' health, safety and welfare
* Mediated roommate and peer conflicts through facilitating individual and group discussions in which students were encouraged to articulate their feelings and consequential behaviors
* Created, collaborated, and executed floor based programs and building wide programs for 500+ students on diversity, drug and alcohol abuse, personal development, relationships, and academics
* Managed detailed administrative tasks including room condition reports, incident reports, etc.

PRACTICA

Baldwin Wallace University, Berea, OH

**Graduate Student Culture Research** *Summer 2018*

* Utilized database and library resources to write literature review detailing the needs of graduate level students both in and out of the classroom
* Compared Baldwin Wallace to peer institutions to determine best practices in graduate student culture

**Orientation Week of Welcome** *Spring 2018*

* Assisted orientation team with multiple tasks to build the foundation of the coming summer orientation sessions including developing a new vision for a community festival during the Week of Welcome

PROFESSIONAL DEVELOPMENT

National Association of Colleges and Employers (NACE) AI Bootcamp *September 2025*

Florida ACE Digital Summit – Attendee *November 2024*

National Association of Colleges and Employers (NACE) Virtual Conference-Attendee *June 2024*

Online Instruction Certification (OIC)- University of South Florida *December 2023*

Coaching Collaborative-University of Central Florida *August 2023*

National Association of Colleges and Employers (NACE) Conference-Attendee *June 2023*

Appreciative Advising Institute- Florida Atlantic University *June 2022*

Florida Housing Officers Meeting-Attendee *November 2019 & 2021*

Post Crisis Leadership Certification- University of South Florida *July 2020*

Safezone Certification- Florida Southern College *September 2019*

Ohio Career Development Association Conference *May 2019*

YWCA It’s Time to Talk: Cleveland Forum on Race- Attendee *February 2019*

Confronting Poverty Among College Students- Attendee- Cuyahoga Community College *November 2018*

Safezone Certification- Baldwin Wallace University *October 2018*

Innovation 101: What, Why & How Certification- Baldwin Wallace University *February 2018*

Critical Thinking Certification- Baldwin Wallace University *September 2017*

OTHER ACHIEVEMENTS

National Residence Hall Honorary, Minaret Chapter *2014-2016*

Choral Performer for Andrea Bocelli *February 2016*

Sigma Alpha Iota, Beta Sigma Chapter *2014-2016*

Treasurer, Corresponding Secretary *2014-2015*

Sword of Honor Recipient, Collegiate Chapter Leadership Award *Spring 2016*