

---

## EDUCATION

### Master of Education, College Student Development and Administration

University of Wisconsin La Crosse, La Crosse WI

Graduated: July 2007

### Bachelor of Science Degree in Psychology

Carroll University, Waukesha WI

Graduated: May 2005

---

## PROFESSIONAL SKILLS & ACHIEVEMENTS

- Project Management** Managed events budgeted more than \$80K. Managed projects with teams of over 10 internal and 20+ external suppliers. Entire departmental budget exceeded \$1MM.
- Social Media Marketing** Established an Instagram page that gained excess of 10K followers in 1 year. Continue to manage content, posting and engagement with the followers to sustain and increase followers.
- Marketing Campaigns** Designed a new brand, created marketing campaigns involving both internal and external resources which elevated engagement by over 20% year over year.
- Customer Service & Risk Management** Routinely manage business critical emergencies impacting customer satisfaction and potential liability for the organization.

---

## PROFESSIONAL BUSINESS-RELATED EXPERIENCE

### Director Consulting Services

Dec 2022-Present

#### Tech Consulting

Atlanta, Georgia

- Managed & maintained high-energy, collaborative relationships with 47 direct report consultants in a solution focused environment.
- Ensured project success by providing career path planning and coaching to consultants in 6 training locations across Atlanta.
- Coordinated strategic planning, training, logistics, HR, marketing, and sales support to exceed company revenue goals by 28%.

### Assistant Dean of Students

Oct 2017-Dec 2022

#### Reinhardt University

Waleska, Georgia

- Provided strategic leadership, vision, and management over the Department of Student & Residence Life.
- Led & coached 3 professional staff members through multiple different projects and campaigns providing a positive impact of over \$100K annually to the University.
- Planned, budgeted, and executed multiple residential life programs and monitored the success and impact of these programs with over 700 undergraduate residents across 8 separate residence halls which resulted in a 2% increase in retention.
- Managed crisis response to the COVID-19 pandemic including strategy, communication plans, and messaging for students and families of the university.

### Assistant Dean of Students

May 2010 – Aug 2017

#### Cleveland State University

Cleveland, Ohio

- Directed, planned, and monitored projects across a \$1 Million-dollar annual budget. Communications with executive leaders as well as board of trustees to report progress metrics.
- Designed, planned, and managed the execution of multiple signature events. Involving both internal team members as well as external vendors and suppliers. Crafted numerous social campaigns and involved campus influencers to assist in the delivery of messaging for the events. Exceeded an event of 3000 people
- Coached and oversaw the professional development of 3 different team members to support the strategic mission and objectives of the University.

## **Director of Student Activities**

### **Defiance College**

**Jul 2007 – May 2010**

**Defiance, Ohio**

- Planned, led, and executed a project that drove a retention increase of 5% as well as a 10% increase in involvement in student organizations.
- Coached, led, and developed student workers towards completion of work study projects.

*Additional Details Available Upon Request.*