

Leader / Promoter / Strategic / Innovative / Dedicated / Driven / Passionate / Communicator / Committed / Cultivator / Achiever
Enhancer / Visionary / Developer / Maximizer / Focused / Flexible / Fair / Consistent / Analytical / Detailed / Deliberative

Professional Experience

Midwestern State University, Wichita Falls Texas

Career Management Center, Director (May 2003 – Present)

***Career Management Center and Testing Services Director (October 2011 – April 2024)

- Provide strategic and innovative direction for a progressive and comprehensive career and testing services program; Develop and oversee annual operating budget; Supervise 6 professional staff, 2 administrative support staff, and 3 graduate assistants; Conduct presentations and work individually with students and alumni providing resume, letter writing, interviewing, job search, and graduate school preparation assistance; Proctor licensure, credentialing, and college/university entrance exams; Design and maintain office website; Create handouts and marketing materials; Initiate, develop, and coordinate new services centered around professional etiquette, graduate and professional school preparation, student employment, and testing services; Promote an environment of collaborative and cooperative involvement within the division and across the MSU community; Compile statistical information utilized in annual reporting, strategic planning, and various accreditation efforts; Cultivate and enhance partnerships with administrators, staff, faculty, employers, community organizations, and graduate/professional school programs; Leadership has led to increases in employers recruiting MSU students, career services presentations to the campus community, career service student and alumni contacts, testing services revenue generation, along with reductions in career services and testing services operational expenses
- Serve as an annual reporting and assessment specialist for the various programs in student affairs
 - Train and advise division personnel as needed; Creation and implementation of an annual reporting/assessment template that was later adopted university wide

MSU-Burns Fantasy of Lights, Coordinator (September 2016 – Present)

- Oversee all operational aspects (Marketing, cost control, fundraising, capital improvement, new display development, volunteer recruitment and staffing, entertainment scheduling and promotions, onsite security, and public relations activities and initiatives) for one of the largest holiday light displays in the country

Bridgewater College, Bridgewater Virginia

Office of Career Services, Director (March 2000 – May 2003)

- Directed office programs and services that led to a 400% increase in on-campus recruiting, 200% increase in alumni participation at career services sponsored events, 175% increase in student attendance at the annual "Career Exploration Day", and 100% increase in resources offered via the career resource library and website
- Developed and oversaw annual operating budget; Supervised office staff (1 full time and 1 part time); Provided comprehensive career assessment, counseling, and employment services through presentations and individual consultations; Developed and maintained office website and served as the **Department of Student Affairs Web Coordinator**; Developed and revised career handouts and marketing materials; Compiled statistical information on graduate placement, graduate school enrollment, etc.

International Student Programs Office, Director (June 2001 – May 2003)

- Provided oversight and direction of services to International Student population; Developed and oversaw annual operating budget; provided guidance and counseling; Created new initiatives and services such as American Mentor Program, American Host Family Program, Transition Program, International Theme House Program, Transportation Program, and Activities Program
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Texas A&M University, College Station Texas

Student Counseling Service, Professional Counselor (September 1997 – March 2000)

- Provided individual career and academic counseling; Developed and conducted academic and career workshops; Provided academic and career training and supervision to four Doctoral level Psychology Interns; Supervised and trained a Doctoral level Career Practicum Student; Provided academic and career outreach and consultation services; Coordinated the Computer Assisted Guide Program; Provided Academic and Career Educator (ACE) academic and career training

Student Counseling Service, Interim Co-coordinator ACE Program (August 1998 – December 1998)

- In addition to the professional counselor responsibilities: Supervised 20+ student volunteers; Facilitated ACE meetings and led search committee to select ACE volunteers

Student Counseling Service, Interim Coordinator Career Counseling and Testing Center (January 1998 – June 1998)

- In addition to the professional counselor responsibilities: Oversaw budget, services, and marketing/advertising; Conducted student need and program evaluation assessments

Education

Iowa State University, Ames, Iowa

Master of Science, Counselor Education (1996)

The University of Northern Iowa, Cedar Falls, Iowa

Bachelor of Art, Psychology (1992)

Midwestern State University Activities

Enrollment Management & Student Affairs Council (2022 – Present)

University Assessment Committee (2024 – Present)

Student Development Task Force (2018 – Present)

University Assessment Committee (2007 – 2018)

MSU-Burns Fantasy of Lights Advisory Board (2016 – Present)

Student Affairs Committee (2012 – Present)

Chair (2016 – Present)

EURECA Advisory Committee (2015 – Present)

Data Standards/Security Committee (2007 – Present)

Student Affairs Council (2018 – 2022)

Student Affairs and Enrollment Management Council (2011 – 2018)

Budget Oversight Committee (2012 – 2015)

Board of Regents Staff Senate Representative (2012 – 2015)

Presidential Search Committee (2014 – 2015)

Staff Senate (2011 – 2015)

Administrative Council (2012 – 2015)

Chairperson (2012 – 2015)

Quality Enhancement Plan Committee (2010 – 2012)

University Advancement and Student Affairs Council (2004 – 2011)

Student Orientation Committee (2003 – 2005)

Enrollment Management Committee (2003 – 2007)

Co-Chair (2004 – 2005)

Wichita Falls Community Activities

Workforce Solutions of N. TX Outreach Committee (2004 – Present)

Workforce Solutions of N. TX Board (2009 – Present)

Co-chair (2010 – Present)

Leadership Wichita Falls Board (2007 – 2011)

Wichita Falls Board of Commerce and Industry Membership Drive (2006, 2008)

Team Lead (2008)

National and Regional Activities

National Association of Colleges and Employers (2000 – Present)

Southern Association of Colleges and Employers (2007 – Present)

Council on Undergraduate Research (2015 – Present)

National Association of Student Personnel Administrators (2006 – 2021)

National College Testing Association (2011 – 2019)

Southwest Association of Colleges and Employers (2003 – 2007)

Membership Coordinator (2006 – 2007)

Conference Planning Committee (2005 – 2006)

Virginia Association of Colleges and Employers (2000 – 2003)

Virginia Career Development Association (2000 – 2003)

American Counseling Association (1997 – 2003)