
SUMMARY OF QUALIFICATIONS

- Strong ability in leading and mentoring diverse and multicultural groups of people
- Professional experience working with diverse population of stakeholders to support underrepresented students and student success initiatives
- Experience in designing and implementing diversity and inclusion initiatives, while analyzing, compiling, and using data to make programmatic recommendations and reports
- Equity minded; understands interconnections of social justice, power, and oppression, while inspiring people and organizations to act for social change

EDUCATION

Master of Science, Student Affairs in Higher Education May 2019
Colorado State University, Fort Collins, CO

Bachelor of Arts, Social Science and Sociology June 2016
Portland State University, Portland, OR

RELEVANT EXPERIENCES

Inclusivity Projects Assistant April 2018-May 2019
Campus Recreation, Colorado State University, Fort Collins CO

- Presented and developed workshops for 350 new student employees, aimed to support leadership development and cultivate inclusive and equitable work cultures
- Presented inclusion and diversity educational presentations to 30 professional staff members
- Analyzed data and learning assessments and acquired employee feedback to improve and adapt instructional design and presentations
- Conducted and implemented cross-department inclusivity assessments regarding socioeconomic status, and create solutions to eliminate financial barriers for patrons
- Evaluate data from internal resources and peer institutions to foster assessment development
- Analyzed learning assessments and asked professional and student staff for feedback to improve and adopt workshop curriculum and presentations
- Served on the Inclusivity Committee and reviewed and developed departmental policies and procedures that create inclusive environments, emphasizing on body, gender, race and accessibility

Orientation Program Assistant January 2018-June 2019
Student Life Office, Front Range Community College, Fort Collins CO

- Designed and implemented orientation including programs for 2,000 first-year students and their families
- Supervised 9 student staff, including oversight of recruitment, hiring, trainings and evaluations
- Provided professional development opportunities for student employees such as integrating them into the selection and onboarding process for new student staff
- Oversaw \$19,000 student hourly budget, in accordance with university policy
- Trained students on Microsoft tools such as Excel, Outlook, PowerPoint and Word and counseled them on making these technological tools more accessible for audiences with disabilities

- Individually met with student employees to discuss job performance, academics, and career planning
- Created and facilitated trainings and discussions to minimize risk and liability management and to critically think about prejudice and biases
- Evaluated student staff performance by providing frequent and ongoing constructive and supportive feedback, utilizing nonauthoritative approaches
- Collaborated frequently with professional and student staff across functional areas including admissions and outreach, events services, and marketing to better support student engagement and retention
- Communicated college procedures and academic requirements with incoming students and their families, which alleviated concerns and assumptions about the onboarding process
- Evaluated program design and assessment data, resulting in restructure of orientation presentations and program materials

TRIO Program Intern

January 2018- May 2018

Access Center, Colorado State University, Fort Collins CO

- Worked in collaboration with the TRIO Director to adapt previous technological systems to fit their fast-paced learning environment.
- Created efficient course registration process for 100 incoming first-year underrepresented students by reimaging and rebuilding a concise and educational step-by-step guide
- Updated confidential student information and assisted with data entry projects, lessening employee workload and providing accurate student contacts
- Troubleshoot error messages regarding a new student communication system that reached over 300 students, aimed to support retention and transition

College Coach/AmeriCorps Member

August 2016 - June 2017

College Possible, Portland, OR

- Presented and developed 5 weekly college preparation workshops designed to aid 29 underrepresented high school students in areas of academic, career, and financial management
- Provided extensive group and individual educational/ACT preparation, which contributed to an average score increase of 22%
- Individually met with students weekly to discuss academic progress, goal setting, career planning, summer leadership involvement, and their college application process
- Utilized bilingual skills to communicate with primarily Spanish speaking students and their families

Team Leader/Orientation Leader

December 2012-October 2015

Enrollment & Student Affairs, Portland State University, Portland, OR

- Designed and implemented the onboarding process for the 2015 Orientation Team
- Assisted with class registration and degree requirements to roughly 2,000 students each year
- Co-instructed the Leadership in New Student Programs course for 50 students once a week
- Trained and mentored 50 new student employees
- Answered questions and guided students to appropriate campus resources

AWARDS

“Employee of the Year”

April 2019

Campus Recreation for Administration/Inclusivity, Colorado State University, Fort Collins, CO

“Best Overall” Show Case

March 2014

National Orientation Directors Association (NODA), Division 1 Conference, British Columbia, Canada

RESEARCH EXPERIENCE

Campus Climate Study, Sociology Department

March 2016-June 2016

Portland State University, Portland, OR

- Conducted qualitative research for the Sociology Department at Portland State University. In this position, I recruited students, lead qualitative one-on-one interviews and transcribed audio recordings regarding the Campus Climate Study. The study was interested in LGBTQ+ student’s perspectives and experiences regarding their sexual orientation and gender identities in order to foster a more welcoming environment on campus.

Ethnography of Gender, Sociology Department

October 2016-December 2016

Portland State University, Portland, OR

- Conducted ethnographic research over the course of eight weeks. The research explored gender performance on campus tours. Through the findings, campus tours constructed gender in three ways: educational practices, physical spaces and tour guide interactions. The article was submitted to The Journal for Undergraduate Ethnography to be reviewed for publication.