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EDUCATION

- **Master of Science in Education: Student Services Administration** *Baylor University, Waco, Texas (anticipated) 2005*
 - Graduate Assistant for the Office of the Vice President for Student Life
 - Nominated and selected James T. Huckins Graduate Assistant of the Year, 2003-04
- **Bachelor of Arts: Communications/Video Production** *George Fox University, Newberg, Oregon 1997*
 - Double minor: Religion/Philosophy
 - Internship: Portland Fire Bureau, Television Services Unit 1995-96
 - Assisted in production of documentary about the Portland Flood of 1996
 - Portland Flood of '96 documentary picked up by the Discovery Channel
 - Student Body Vice President 1995-96
 - Created and implemented the first ELITE (Empowering Leaders of Integrity Through Experience) Leadership conference which continues today as the largest Northwest student leadership conference
 - Student Body Activities Director 1994-95
 - Managed \$50,000 activities budget

PROFESSIONAL EXPERIENCE

- **Graduate Assistant, Office of the Vice President for Student Life** *Baylor University, Waco, Texas 2003-present*
 - Serve on the Strengths Coordination Council
 - Created, developed and currently maintaining the Baylor University Strengths website www.baylor.edu/strengths
 - Develop and implement Strengths-based initiatives throughout University for both students and staff
 - Recruit and assist new students in the M.S.Ed. Student Services Administration program
 - Manage prospective student contacts
 - Manage Graduate Assistantship placement process and procedures
 - Program enrollment has more than doubled
 - Program inquiry has more than quadrupled
 - Created and implemented the Student Services Administration Interview Weekend program and event
 - Co-leader, Call to Serve Baylor Line Camp (Summer orientation and transitional camp for new Baylor students)
 - Coordinate logistics with various local service agencies
 - Develop & administer Line Camp curriculum
 - Serve as leader and mentor to camp leaders and student campers
 - Member, Leadership Team for Spiritual Journey Baylor Line Camp
 - Serve as support for leadership team
 - Manage technical needs of camp
 - Adapt Call to Serve Baylor Line Camp curriculum for Spiritual Journey Baylor Line Camp
 - Teach supplemental curriculum piece: Celebration of Discipline
 - Member, Leadership Team for Christian Leadership Institute
 - Chapel Friday (Freshmen seminar course) Leader/Instructor
 - Developed mentoring relationships with 30 Freshmen
 - Administered Chapel Friday curriculum
 - Developed class activities to supplement established curriculum
- **Assistant Director of Undergraduate Admission** *George Fox University, Newberg, Oregon 1999-2003*
 - Active recruitment of prospective students – exceeded personal enrollment goal from 1999-2003
 - Initiated and maintained mentoring relationships with current student population
 - Directed summer orientation program, “Genesis,” bringing 400 new students to campus for academic advising and class registration.
 - Directed and managed eleven (11) Admission Office Student Interns
 - Created, developed and maintained departmental Policy & Procedure manuals

- Publications management – responsible for creative content of all print publications, and marketing look of new publications
- Assisted in development of creative content for University website
- Produced George Fox University Admissions informational CD-ROM & video
- Conducted training of new recruiting staff members by creating, developing and maintaining the “First-Year Admission Counselor Survival Guide” (training manual)
- **Admission Counselor** *George Fox University, Newberg, Oregon 1997-1999*
 - Active recruitment of prospective students
 - Hospitality and Decorations Coordinator for annual national NACCAP conference (National Association of Christian College Admission Personnel), over 500 members in attendance

ADDITIONAL QUALIFICATIONS

- **Proposal writing:** (proposal copies available upon request)
 - *Scholarship Day program* (annual scholarship awarding event hosted by George Fox University) *revision:* Total reconstruction of Scholarship Day program and event. Proposed financial savings to University: approximately \$25,000 annually.
 - *College Prep Summer Camp:* Outreach program designed for under-represented student populations.
 - *University Players:* Complete reconstruction of current touring drama troupe, to be funded by the Admission Office in an on-going effort to reach prospective students earlier in their academic careers.
 - *Summer Serve:* Service project to help build community and commitment among George Fox employees.
 - *Communications Track revision:* Restructure of current communications tracks with prospective students to include younger students (early awareness & outreach) and an e-mail communication sequence
 - *Admission Student Intern Program revision:* Restructure current program to create stronger sense of unity among student Interns and Admission Call Team while adding a Student Director to the program.
 - *Employee Educational Benefit Proposal:* In order to further develop University working professionals, add graduate-level coursework to current educational benefit package.
- **Workshop Instructor:**
 - ACUI Southwest Conference, Dallas, Texas *Fall, 2004*
 - Life as a Grad Student
 - ADVANCE Leadership Development Program Workshop Instructor. Workshops include:
 - Balance: Finding and Maintaining the Elusive *Spring, 2003*
 - Reaching the Masses: Effective Communication in our Culture *Fall, 2002*
 - Conflict, Collaboration, & Commitment: Effectively Working in Groups *Spring, 2002*
 - Admission Conferences (NACCAP and “Drive-In” Conferences) Workshops:
 - Pizza Parties & Paychecks: Working with Student Teams *Spring, 2003*
 - Road Hazards: Avoiding Scheduling Potholes *Summer, 2002*
 - Inside the Big House: Surviving the High School Presentation *Summer, 2002*
 - Great Expectations: Managing Your Expectations of Being an Admission Professional *Summer, 2002*
- **Sound Designer, George Fox University Repertory Theatre:**
 - *The Crucible* *Winter Production, 2003*
 - *I Never Saw Another Butterfly* *Winter Production, 2002*
- **Film & Video Editor, George Fox University Film & Media Communications Department**
 - *In The Orchard* *Spring, 2002*
 - *Release* *Fall, 2001*
 - *Little Things* *Winter, 2001*
 - Various short films *Various dates*
 - Various Admission/Recruitment videos *Various dates*
- **Writer**
 - Poetry
 - Screenplays
 - Playwright

PROFESSIONAL AFFILIATIONS

- NASPA
- ACPA

REFERENCES

- Available upon request