

**EDUCATION****Masters of Education, Educational Leadership**

Northern Arizona University, Phoenix, Arizona

**December 2017****Bachelors of Science, Exercise and Wellness (Health Promotion)**

Arizona State University, Phoenix, Arizona

**December 2014****PROFESSIONAL EXPERIENCE****Career Specialist, Arizona State University, Phoenix, Arizona****November 2015 – Present**

- Advise students one-on-one to review career related documents such as resumes, cover letters, personal statements, and graduate school applications from a variety of different areas while specializing with a health focus.
- Collaborate with different departments such as the College of Health Solutions, and College of Nursing and Health Innovation to host career events such as employer panels, and presentations to assist with the Career Development process.
- Plan and Execute employer panels and networking events by securing space, inviting employers and distributing marketing which led to successful student turnout and opportunities for students.
- Meet with employers to discuss opportunities for students while gaining insight into the organization and how students would best apply there.

**Enrollment Advisor, Northern Arizona University, Phoenix, Arizona****August 2015 – November 2015**

- Advised up to 60 students daily over the phone about programs that NAU offered and followed up via email with information that was discussed during meeting.
- Collaborated with a team of 10 to call students to follow up on web based inquiries that the student had submitted which led to the students' needs being met.

**Enrollment Services Specialist, Phoenix College, Phoenix, Arizona****May 2014 – August 2015**

- Trained and regularly communicated with professional and part-time staff for New Student Orientation and recruiting.
- Represented the department and served on the Student Outreach and Retention (SOAR) committee which focused on making all 10 Maricopa Community Colleges more unified.
- Interacted and maintained liaison with students, faculty, staff and outside community high schools in facilitating Recruiting Services objectives.
- Assisted in coordinating large scale events (250 – 1000 participants) such as New Student Orientation, leadership conferences and community events from planning to execution.
- Counseled students one-on-one and in groups about educational opportunities and enrollment processes at Phoenix College.
- Presented up to three advising and registration sessions per day, as part of New Student Orientation, covering material including Phoenix College's Learning College Philosophy, student life, admissions, student services, financial aid, testing services and registration for up to twenty students per session.
- Utilized PeopleSoft, a student information system, to perform functions such as admitting, enrolling, and checking students' admission and financial aid statuses.

**OTHER EXPERIENCE****Intern, College of Health Solutions, Arizona State University, Phoenix AZ****January 2014 – May 2014**

- Recruited community college students for the College of Health Solutions by visiting all 10 Maricopa Community Colleges monthly.
- Collected prospective community college student data and prepared reports in Microsoft Excel to submit to supervisor.
- Utilized Microsoft Outlook to regularly communicate with students and staff members, and to schedule events.
- Led tours of up to forty high school students through ASU Downtown Phoenix Campus.

**Lead Career Peer Advisor, Arizona State University, Phoenix, AZ****May 2011- September 2014**

- Communicated with student career peers and professional staff via emails, texts, and staff meetings regarding upcoming employer presence. employers
- Helped coordinate the ASU Internship and Career Fair for the Downtown Phoenix campus recruited employers, assisted 400 students and 55 employers, and provided event logistical and technical support.