

MAILE CANLAS

6 2 3 . 7 0 7 . 7 7 2 3 MAILECANLAS@GMAIL.COM



PROFESSIONAL

Objective:

Motivate teams, cultivate the brand as marketable. enhance educational systems for student support and change lives one student at a time.

Education:

Northern Arizona University
EdD Doctor of Education 2022

- Educational Leadership
- Community College Higher Education (CCHE)

Arizona State University duo
Master's Degrees 2016

- Interdisciplinary Studies
- Film & Media

Arizona State University duo
Bachelor's degrees 2011

- Social Behavioral Science
- Liberal Studies

Vitals

114 W. Interlacken Drive

T: 623-707-7723

E: mailecanlas@gmail.com

July 17, 2020

To the Hiring Committee,

As a motivated professional with 10+ years of educational background please allow me to introduce myself. The resume attached will demonstrate the management, education and academic experience for higher education. With exceptional leadership traits and interpersonal abilities, I am prepared to significantly contribute as an asset for the college. In addition, drive innovative marketing strategies, execute site plans for student enrollments, retention efforts and student support post-graduation at the Associate level. All efforts are for the ultimate goal of changing lives one student at a time through higher education and under-represented populations.

Education and skills accomplished are duo Master's Degrees Interdisciplinary Studies and Masters of Liberal Studies Film & Media. Duo Bachelor's degrees Liberal Studies and Social Behavioral Science. Doctoral degree in Educational Leadership Community College tentative graduation 2022. I am confident my additional strengths will readily translate to your academic environment. The chance to offer additional insights into my qualifications are most welcome.

Thank you in advance for your consideration; I look forward to meeting with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Maile Canlas".

MAILE CANLAS

6 2 3 . 7 0 7 . 7 7 2 3 MAILECANLAS@GMAIL.COM

OBJECTIVE

Meet the goals of the institution, thrive and drive teams for student support and procure enrollments, admissions and retention efforts. Conduct campaigns via marketing, recruitment, transferable, probation and retention purposes. Cultivate the brand and credibility of the college, persuasive speaker, motivator and passionate for academics and student population success!

SKILLS & ABILITIES

Salesforce SIS|CRM Peoplesoft Business Development|Strategic Marketing|Enthusiastic Retention Skills|Canvas|ASU Web|Poeplesoft|G-Portal|AppXtender|Public Speaking|Marketing Skills|Process Change Improvement|Research Analysis|Professional Demeanor|Executive Management|Talented Multitasker|Flexible Thinker|High-profile Presentations|Visionary|Results-Oriented|Microsoft Office Suite|Strategic Design|Windows OS|Mac Os|CISCO|Voip|VPN|Remote Skills|Typing 60wpm|ZOOM

EDUCATION

**NAU** NORTHERN ARIZONA UNIVERSITY
College of Education EdD
EdD in Educational Leadership Fall 2022

 ARIZONA STATE UNIVERSITY
December 2016 **Duo Masters' degrees**
Film & Social Media MLSt & MAIS

 ARIZONA STATE UNIVERSITY
June 2011 **Duo Bachelor's degree**
Liberal Arts Social Behavioral BA, BLSt

EXPERIENCE

04/2019-Present *Academic Success Advisor* **Arizona State University** **Tempe, AZ**

- Manage graduate/undergraduate academic support/matriculations/new enrollments/transfers/DARS reporting
- CRM reporting/Salesforce/Peoplesoft/MyAnalytics/AppXtender/Dropbox/Process applications/Retention reports
- ARS Project Lead/advising/coaching/retention conversations/courses and timelines for undergraduate students
- Manage Salesforce cases student inquiries/outreach enrollment/change of majors/adding minors/degree audits
- Interdisciplinary Watts College programs EMHS/MPSLA/PEDA Review transcripts/LOR/GPA of 60 credits
- Collaborate w/ Managers/Coordinators/Financial Aid/Veterans office fulfill/process GPOS and PCE forms
- Provide group and 1-1 academic advising/Lead for the Welcome Committee/Orientations/Open-House/FTF
- Graduate iPOS for graduation timelines for transfer students/transfer credit guide /registrar/exceptions/lieu of
- Works collaboratively and collegially with other academic units University of South Whales for program classes
- Utilize all MS Office platforms university wide systems for Arizona State University profile systems for students

04/2018-04/2019 *Sr. National Admissions Consultant* **Career Education Corporation** **Chandler, AZ**

- Admissions team lead motivate teams/train recruitment/approve applications/documentation/LOR/Enrollments
- Manage application completions/gauge/discover student interests/transfer students/complete FASFA advise/coach
- Achieved metrics/goals for term starts counsel students/team numbers/collaborative between departments/academic
- Managed team and executed planned recruitment strategies for undergraduate students/meet metrics and goals
- Present material undergraduate programs/market and target educational match/procure student applications/term %
- Provide virtual classroom tours/library tours/resources center/services for every semester starts/conduct orientations
- Collaborate advise students outside of Admissions Financial Aid, Career Services, Tutoring & Library Department

- Ensured team efforts for student success starts and retention effort metrics for site and institutional success
- Conduct interviews, hire and train advisors perform reviews collaborate with Training Manager for team success
- Generate reports for the Senior and Regional Directors for enrollment and admissions including retention results

01/2016-01/2017 **Program Manager** **Northern Arizona University** **Phoenix, AZ**

- Heavy recruitment/outreach student support/transfer process from Maricopa Community College 2NAU programs
- Launch event campaigns for transferable students/promotion/admissions/GPA calculations for MCCCDC to 2NAU
- Pathways to for student programs dual enrollment Associates to Bachelor's degree for Northern Arizona University
- Tours/PowerPoint Presentations/Phones/face2face introduction of NAU programs @ GWCC & RIO Salado CC
- Hold office hours for transferable students for academic advisement for Business/Allied Health/Nursing/Teachers
- Educate students through advising process/classes taken/classes needed/review transcripts calculate GPA/pre-reqs
- Provide academic advisement/coordinate student services for next steps/projects event budgets/transfer fair costs
- Assist student w/literature/approved marketing material/lunch & learn events/obtain approvals w/ Faculty & Deans
- Identify prospective students to transfer/follow-up/ensure development of matriculations for student transfer plan
- Conduct large forum presentations/implementation processes/launch campaigns/tours/travel MCCCDC campus-wide
- Recruit online/traditional students establish communications via technologies/maintain student profile CRM systems
- Utilize Canvas/CRM/Internet Explorer/MS Outlook/ and early alert systems and mass email systems for campaigns
- LMS-Blackboard/Canvas MCCCDC/CRM/Peoplesoft/Active Directory/Password Activations for student help

10/2012 – 05/2015 **Visiting Professor** **Zenith Education** **Tempe, AZ**

- Teach students/communicate effectively/motivate/exert dynamic energy online/switch course loads
- Liaison between departments for higher educational professionals/teaching students online/traditional
- Perform syllabi modifications/curriculum construction or de-construction/course objectives/engage students
- Respond to student requests accordingly/ensure students are involved and participate in the classroom
- Foster a positive learning environment/submit grades on time/enforce academic attendance/retention
- Presentations via multimedia/Activity Vue/E-college/MS Office Products/LMS LoudCloud/CRM
- Generate direct reports/retention percentages/2nd & 3rd term/admissions totals/enrollment activity
- Collaborated w/ academic professors/other programs/monitor/moderate for absent professors
- Modify curriculums Film/Media/Religion/Creative Writing/English/Career Exploration/College Success
- Communicate changes/site plans/launch data campaigns/ process applications/email trails
- Trained faculty for LMS Loud Cloud, OAR/FileBound MS Office Products abide FERPA/Accreditation
- Remote work from home/monthly on campus meetings/skype/heavy email and phones for collaboration

10/2009 – 05/2012 **Associate Director** **Dream Center Education Holdings** **Phoenix, AZ**

- Recruitment for undergraduate & graduate programs/market materials for programs to prospective students/campaign
- Travel to sites generate exposure and execute enrollments/follow-up complete applications/matriculation/pre-
- Effectively coach train/motivate 8-10 team members for admissions assign goals/observe performance/coach
- Conduct weekly meetings/site changes/newly launched campaigns for student growth/credit recognition/kudos
- Travel for recruitment on location/conduct campus tours and with meet Staff/Faculty and Deans within departments
- Manage retention rates with pro-active efforts via emails, phone calls and 1-1 interaction/two term status reports
- Communicate and collaborate on behalf of students with Tutoring/Financial Aid/Library Services/Career Services
- Communicate effectively/build team spirit/exert dynamic energy to motivate team members/conduct presentations
- Utilize multi-media tools for presentations Activity Vue/E-college and MS Office Products/LMS LoudCloud
- Conduct interviews, hire and train advisors perform reviews collaborate with Training Manager for team success
- Reviewed qualifications for admittance in university programs/travel/large info sessions/collaborate w/ admissions
- Academic advise for programs into undergraduate universities/maintain retention/review orientations attendances
- Communication tactics for change/site plans/launch campaigns/lunch & learn conferences and email campaigns
- Trained/tour LMS/OAR/FileBound MS Office Products CRM/abide FERPA/Accreditation policies/procedures
- Arizona Travel/Remote 50% recruitment/admissions/enrollment travel/recruitment and training student metrics

10/2005 – 09/2009 TSA Technology Support Analyst

Arizona State University

Tempe, AZ

- Managed/coach/train staff members/student workers for the newly online IT depart launch Downtown Phx campus
- Assist with the maintenance and support of the online programs/student prep/active directory/activate passwords
- Troubleshoot WIFI student laptops online/virtual classroom/train via tours of the virtual environment/exposure
- IT procurement for new students, classroom teaching stations and Professors, conference rooms and online platform
- LMS Blackboard training, orientation for students, allocated resources, collaborate IT Networking Team/support
- Support and maintain IT equipment, re-imaging desktops and laptops, updating active directory, password resets
- Create documentation for training/distribution/technical writer for policy and procedures and Downtown Phx campus
- Salesforce/CRM/Peoplesoft/Active Directory/Password Activations/Re-imaging/WIFI/Network troubleshooting

REFERENCES GIVEN UPON REQUEST
