

Monica D. Thompson, Ed.D

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SUMMARY

An innovative student affairs executive leader with over 20 years of corporate, non-profit, executive leadership and career development experience in diversity initiatives, adult and student learning, and staff development. Strong analytical, consultative and communication skills with an excellent ability to develop and maintain relationships with expertise in:

Equity, Diversity and Inclusion Partner and Executive Coach
Certified Mediator, Certified Career Coach
Institutional advancement and student success initiatives
Organizational change, learning and development
Human resources development and administration
Talent Acquisition and Career Services Operations
MBTI Practitioner, Spiritual Gifts - DISC and True Colors Facilitator

PROFESSIONAL EXPERIENCE

University of Houston, 2014-Present

Houston, TX

Vice President Office of Student Affairs and Enrollment Services

Interim Assistant Vice President of Student Affairs (2021-present)

- Serve as an advisor to and provide executive administrative leadership for the Division of Student Affairs and Enrollment Services for the University of Houston (UH). The division includes 29 departments/functional units in the division with 425 exempt and non-exempt personnel and 1,200 student employees.
- Provide leadership, strategic vision, organization, and administrative oversight of campus-wide programs, services, and operations for the following departments and functional initiatives/units: Strategic Planning and Assessment, Marketing and Communication, Student Success Initiatives, Academic and Faculty Collaborations, University Career Services, Urban Experience Program, UH Sugar Land, UH Katy, Emergency Management.
- Serve and contribute campus committees including the Faculty Senate's Undergraduate Committee, the Cougar Card Advisory Board, the SAM Policy Advisory Committee, and the Emergency Preparedness Committees.

University Career Services, Division of Student Affairs and Enrollment Services

Executive Director (2014-present)

Concurrent appointments as Interim AVP and Executive Director

Strategic Vision and Organizational Change

- Serve as point person for senior administrators and University leadership, raising the visibility of the institution's career services; clarifying and streamlining recruiting process for employers, and transitioning to a career focused campus and assessing progress; and providing expertise on issues of access, equitable opportunities, diversity, and inclusion for all students.
- Developed and executed strategic initiatives for the following teams: Career Counseling (expanded Graduate Career Services), Employer Development and Relations, and Administration and Front Desk Operations.
- Led team of 15 Career Services Professionals to launch new career management system Cougar Pathway powered by Symplicity serving serve 43,000 students and over 8,200 new employers; restructured organized, created internal staff promotional opportunities and lead team to share innovative ideas and best practices.
- Set new vision for University Career Services to become career-focused campus and developed career development curriculum for UH students beginning their freshman year.
- Increased office inclusiveness and accessibility through the introduction of digital signage and furniture upgrades, intentional programming for diverse groups.

Diversity and Inclusion Efforts

- Provides vision, leadership, and counsel team on matters of diversity initiatives; strategic planning; training, education, and research; community relations; campus climate issues; communications; and team support of implementation of high-impact efforts that safeguard diversity, equity, inclusion, and mutual respect for all students, faculty, and staff. High impact efforts include career services programming, LGBTQ and Women in STEM Panels, First Generation Programs, and Black Women in Leadership.

- Serves as a strategic partner to senior administrators and campus leaders to support diversity, equity, and inclusion efforts in their areas such as advocating for The Association for Chicano in Higher Education (TACHE) Institutional Membership.
- Advocates for an organizational culture that is sensitive to a wide range of interests and social norms within the department. Promotes UCS's commitment to a climate of diversity, equity, and inclusion through interaction with university leadership, employers, alumni, families, high school students, faculty and staff.
- Collaborates with faculty colleagues across campus to achieve representational diversity in recruitment for grant funded internship programs to advance marketing skills for UH students.
- Facilitates and develops professional development and training opportunities to promote diversity awareness and advocacy for the campus community in partnership with other areas of the University
- Collaborates with Student Affairs and Enrollment Services (DSAES) to promote cultural change for the benefit of students, and works to support programming efforts to make the University welcoming and safe for all students

Marketing, Brand and Assessment Improvement

- Improved University Career Services presence on campus by providing leadership to the UCS Marketing, Communications and Assessment Departmental Committees and collaborations with campus partners
- Grew student utilization by 40% and 48% employer participation in career fairs through revamped branding and strategic partnerships with campus partners, academic departments and faculty to help student engage in career development process early
- Successfully brought over 340 additional employers to campus with niche career fairs such as STEM, Health and Community Services, Non-Profit and Governmental, Cougar 100 and Campus Jobs for Coogs

Interpersonal Collaborations and Partnerships

- Partnered with campus and Houston Community entities to be the premier career services office at UH
- Empowered students to make meaning connections with employers through new and relevant signature events such as Professional Discovery Week, campus-wide etiquette dinners, Veteran Services Employer panel and community service projects with Rebuilding Together Houston

Staff Development and Recruitment

- Strategically, recruited and hired top talent to build new career services teams to execute vision of the "University Career Services will be the premier career services provider at the University of Houston"
- As a result of successful efforts, the following awards were received (May 2015): University Career Services Outstanding Assessment Department Award and Outstanding New Professional Award, Monica D. Thompson
- Chair Search Committee for SHRL Director, and various search committee.

President's Board of Visitor Student Success Task Force

Board Member, 2018-Present

Provide opportunities to board to help advance career services including career closet support and increasing internships.

Cougars Initiative to Engage (CITE), UH's QEP: Experiential Learning, 2017- Present

Steering and Director Search Committee, 2017-2018

Advisory Board, 2019-Present

CITE Internship Council, 2019-Present

- Selected by director and approved by Provost to advise on institutionalized research internships led by faculty and staff to improve the skills of University of Houston students in competencies essential to success in their lives and careers.
- Increase the number of high-impact co-curricular activities at UH that prepare students for success in their lives and careers upon graduation (CITE website).
- Facilitate Best Practices in Internship to faculty and staff.
- Facilitate excite pitch for students to learn how to share their co-curricular experience for a pitch competition.
- Coordinate with CITE director to collect internship data from career services centers and faculty.

Houston Area Career Centers Consortium, 2016-Present

Houston, Texas

Past President 2020, President, 2019, and Professional Development Chair, 2018

- The mission of the Houston Area Consortium of Career Centers (HACCC) is to promote and serve our students and alumni through collaboration, professional development, engagement of employers, and education.
- HACCC host two annual events Texas Job Fair, and Drive In conference as well as host monthly professional development and business meetings with each of the 13 member institutions.
- Member institutions include: Houston Baptist, Lamar University, Prairie View A&M University, Rice University, Sam Houston State University, Stephen F. Austin State University, Texas A&M University Galveston, Texas Southern

University, University of Houston, University of Houston Clear Lake, University of Houston Downtown, University of Houston- Victoria, and University of St. Thomas.

- Lead organization to host virtual career fair and drive in during a global pandemic
- Lead and organized 23rd Annual HACCC Drive In Conference, Theme: Cultivating Talent for a Diverse Workplace
- Moderator, Best Practices in Virtual Career Services, Fall, 2020
- Moderator, Diversity and Inclusion: The Career Center's Role in Addressing Racial Inequities
- with Shawn VanDerziel, President of NACE, Dr. Greg Shirley at TWU, Denise Espinoza from HR Houston

The University of Texas at Austin, 2001-2014

Austin, TX

McCombs BBA Career Services

Assistant Director of Internal Operations (2005-2014)

Operational and Human Resources Administration

- Directed internal operations and career services for 4500 undergraduate business students at the #2 ranked BBA program in the US.
- Planned and budgeted for undergraduate career services; make recommendation to meet budget goals (estimated total budget:\$1.2 million).
- Managed \$100,000 budget reduction with Dean of Undergraduate Program and Senior Level Directors to provide appropriate solutions and alternative options for internal operations and career services programming.
- Restructured front desk operations, staff and student workers to maintain coverage without impacting advising staff and services.
- Created volunteer program to assist with 780 mock interviews, six networking events, and classroom visitors
- Trained advising staff to deliver and expand the "Target Your Future" which helps underrepresented minority students to network with employers. Program success includes increased student participation by 10% and company involvement by 30%.
- Developed a new orientation and on boarding process, video and handbook for McCombs School of Business as part of the Leadership Project for McCombs Leadership Program; team of eight.
- Implemented mandatory Ethics and Compliance training for all students to increased communication, employer relations and overall ethical recruiting decision; conducted effective investigations including employee relations complaints and ethical issues.
- Coached staff in leadership and student development; supervise and coach four direct reports on management effectiveness of student projects.
- Developed staff goals, succession plans, and plan and led professional development training for staff team building, assessment, public speaking, case interviewing.
- Serve on *McCombs Undergraduate Recruiting/Admission Task Force* and *Hiring Committee* for Associate Dean of Undergraduate Programs.

Organization and Training Development

- Provided organizational development expertise to administrative teams, leaders and decision-makers at McCombs School of Business.
- Developed, implemented and applied organizational development strategies and interventions to support and advance the strategic direction both organizationally and people focused.
- Utilized comprehensive theoretical and practical knowledge of organizational design, change management, project management, team development, leadership development, talent management and instructional design.

BA 101 Career Strategies Course Lead & Lecturer (2002-Present)

- Supervised lecturers and oversee six courses to deliver job search strategies course for 1,300 students annually.
- Developed content to teach effective job search strategies and interviewing techniques.
- Delivered training administration of materials to instructing team of six career advisors to ensure consistent class presentations, grading criteria and policies; increased average course survey ratings from 3.8 to 4.3.
- Implemented rigor of course with structured plus-minus grading system; assessed and modified course content and materials to ensure quality and course fulfill the internship requirements for students' job search.

Project Management and Implementation

- Coordinated the distribution of the work and assist the staff with project management for career services, career course and student assistants.
- Assessed, identified and implemented efficient procedures in gathering data and providing quality student services and resources.

Sr. Business Career Advisor (2001- 2004)

- Utilized knowledge of career assessment tools, resume development and interviewing techniques to assess and advise students on career paths and choices.
- Advised students, including those with special needs, regarding their qualifications related to career placement, salary information and employment trends.

INROADS/Central Texas, 1999-2001

Austin, TX

Project Manager/Consultant

- Managed relationships with over 20 INROADS corporate clients and approximately 75 minority campus and community organizations to promote INROADS' continued success and growth.
- Recruited, trained and placed 58 talented engineering and business college students in client corporations.
- Successfully managed accounting, forecasting and budget procedures to support affiliate operations; budget of \$200,000.

Enterprise Rent A Car, 1995-1999

Austin, TX

Recruiting Supervisor (1997-1999)

- Managed all aspects of the recruiting process including prospecting, sales, marketing, interviewing, training, hiring, forecasting, budgets, advertising, background checks, college relations, and reporting.
- Managed the recruiting and hiring of over 150 management trainees, 30 administrative staff, and 75 car preps and drivers per fiscal year. Increased total hires by 42% in 12 months.
- Trained 80+ hiring managers on interviewing and hiring skills, employment law (EEOC), and recruiting trends.
- Developed training programs that improved quality of hires that resulted in 40% increase in retention in two years.

Human Resources Generalist (1995-1997)

- Interpreted and implemented HR policies and practices designed by the corporate office.
- Provided general HR support functions including compensation, benefits, employee relations and recruitment.
- Coached and advised hiring managers in resolution of employee conflict.
- Conducted EEOC and unemployment claims including investigation and resolution.

Dell Computers, 1994-1995

Austin, TX

Human Resources Associate

- Screened resumes and presented candidates to recruiters for sales, accounting and technical positions.
- Coordinated and scheduled interviews between applicants and recruiters.

EDUCATION & CERTIFICATION TRAINING

University of St. Thomas, Houston, TX

Doctor of Education Program in Ethical Leadership - 2020

Research Interests: Academic Affairs and Student Affairs Collaboration for Experiential Learning

Dissertation Topic: University's Role in Development of Energy Career Readiness for Underrepresented Baccalaureate Students, Instructor and Advisor to Next Gen Energy X Program

Texas A&M University, College Station, TX

Master of Science - Educational Human Resources Development- 2004

Texas State University, San Marcos, TX

Bachelor of Business Administration – Management- 1994

2021 UH Catalyst Training

Coaching for Improved Work Performance and Mastermind Book Study

2020 National Diversity Council

Unconscious Bias Certification

2019 NASPA Institute for Aspiring Vice Presidents for Student Affairs, 2019

Selected among 88 participants to participate in an intensive four-day professional development for aspiring VPSA

Inaugural UH Propel Executive Leadership Development training, 2018, 2019

Selected among 30 participants to participate in training hosted by UH Human Resources and Bauer College of Business

The University of Texas, Austin, TX

Center for Public Policy and Dispute - *Certified Texas Mediator*- 2005

Completed *SPHR & Project Management Professional Certification Courses*- 2007- 2020

McCombs Executive Leadership Program Training, 2009

INSTITUTIONAL RECOGNITION & COMMUNITY HONORS

Bernard Pitts Award Role of College Union Award with 3 campus departments -ACUI Region II, November 2018

University Career Services Outstanding Assessment Department Award - UH DSAES, May 2015

Outstanding New Professional Award - UH Division of Student Affairs and Enrollment Services, May 2015

Tim Matthews Service Excellence Staff Award - UT- McCombs School of Business, May 2014

Lifetime Achievement Community Service Award - National Women of Achievement (NWOA), March 2014

National Association of Black Accountants Board Member Appreciation of Service - NABA Austin Cen-Tex, January 2013

Outstanding and Dedication for the Charity Holiday Gala NABA's Rising Star Award, January 2013

STUDENT AFFAIRS: EQUITY, DIVERSITY AND INCLUSION EXPERTISE

University of Houston, 2018- Present

Houston, Texas

Division of Student Affairs and Enrollment Services

Sub-Committee Lead, Diversity and Inclusion Committee, 2019-Present

- Organized and lead meetings to coordinate efforts with ten colleagues for D&I education and orientation for New DSAES Staff.
- Reviewed and assessed Implicit Bias Training from three institutions to create bias training content and topical training outline for DSAES staff.
- Develop and implement a bias training for search committee chairs and members, as well as task force and workgroups of the division; contribute to Search Chair Certification.
- Committee contribution also included creating guidelines for the DSAES hiring process, including special attention to accommodation offerings for final round interview candidates. Developed appropriate ways to determine D&I competencies of all candidates and developed best practices on how to recruit from diverse populations such as from diverse professional associations and affinity groups.

Diversity and Inclusion Committee member – Marketing Assessment and Questionnaire, 2018-2019

- Identified to join D & I committee, established in late fall of 2018. Members identified based on individual and department efforts to advance diversity, equity, and inclusion work.
- Carried out the committee's original charge, which was to conduct Global Diversity and Inclusion Benchmarks assessment and identify priorities for action moving forward.
- Contributed to the final report to VPSA. Based on the feedback, a set of priorities were developed and finalized in early summer, 2020, amidst the COVID 19 pandemic and increased racial injustices in the United States.
- Continued on the committed to implement the new charge for the D&I Committee.

University of Houston, Fall 2020

Houston, Texas

SME in Diversity in Human Resources Development Course

Guest Speaker

- Instruct, lead, and engage undergraduate students in discussions regarding diversity, equity, and inclusion best practices in recruiting and selection within the employer construct to recruit and develop diverse talent.
- Facilitate development of students' ability to build cultural competency, make aware of implicit biases, and share resources to develop holistic recruitment process and the importance of creating an inclusive work environment.

ACADEMIC AFFAIRS: DEVELOPING UNDERREPRESENTED STUDENTS

Adjunct Lecturer, Colleges: Education, and Liberal Arts and Social Sciences (2016-Present)

- Develop content to teach effective teach job search strategies and interviewing techniques to liberal arts and education juniors and seniors. Prepare students for their graduate school search including personal statements and applications
- Delivered retroactive pre/post assessment related to enhance student-learning outcomes

University of Houston, 2017- present

Houston, Texas

BOUNCE and Eye to the Future Internship Program,

PI: Dr. Norma Olvera

Advisory Board and Facilitator

- The purpose of this study was to examine if the ETTF internship (*experiential learning*) improved nutrition knowledge, health career readiness, and professional development in a sample of Hispanic undergraduate students.
- *Hypothesis:* It is hypothesized that there will an increase in nutrition knowledge and health career readiness pre- and post-ETTF internship
- Facilitated career assessments and provided professional development and career readiness education to interns
- Contributed to study, and journal article to share results of study. Research team won Poster Presentation, spring 2019.

Next Gen Energy X Internship Program, 2017-present

PI: Dr. Erika Henderson, Associate Vice Provost

Career Readiness Subject Matter Expert and Faculty, and Researcher, 2019

- The purpose of the study was to examine if the Next Gen Energy X Program (*experiential learning*) increased student career readiness and career intentions of Black and Latinx students majoring STEM to work in energy, entrepreneurship and innovation.
- *Hypothesis:* It is hypothesized that there will an increase in students' confidence levels in their knowledge and career readiness pre- and post- Next Gen Energy X internship
- Facilitated career assessments and provided professional development and career readiness education to interns
- Completed dissertation, as noted in education section of this document.

CONFERENCE PRESENTATION AND JOURNAL ARTICLE

Alexander, T., Ledoux, T., McCarley, K., Thompson, M., Olmedo, C., Arbona, C., & Olvera, N. (2020, July). *Eye to the Future: Developing the Next Generation of Childhood Obesity Prevention Educators*. Poster presented at 53rd Annual Conference for Society of Nutrition Education and Behavior, San Diego, CA.

Ledoux, T., East, G., McCarley, K., Arbona, C., Thompson, M., & Olvera, N. (2019). Eye To The Future: Developing the Next Generation of Nutrition Professionals. *Journal of the Academy of Nutrition and Dietetics*, 119(9), A55.

Hasler MG, Thompson MD, Schuler M. National Human Resource Development in Transitioning Societies in the Developing World: Brazil. *Advances in Developing Human Resources*. 2006;8(1):99-115.
doi:10.1177/1523422305283075

Hasler MG, Thompson MD. (2004 Mar). *Top Ten Conference Proceedings Paper Award Winner - HRD in Latin America: An exploratory review of the literature*. Academy of Human Resource Development Annual Research Conference. (463-470). Austin, TX

TIFFANY N. BITTING, Ed.D.

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PROFESSIONAL SUMMARY

Experienced higher education professional with over 15 years of supporting underrepresented populations and developing multi-level partnerships to enhance success initiatives; excellent ability to strategically collaborate with internal and external campus stakeholders to deliver inclusive and equitable programs, while building and retaining organizational talent. Fostered new initiatives focusing on career preparation, professional development, and experiential learning. Serve campus-wide student populations while intentionally tailoring programs and sessions for diverse students such as first-generation college and international student populations.

- **Strategic Vision & Operations:** Strategically plan, develop, and evaluate annual goals; create, analyze, and interpret semi/annual assessment plans/reports. Contribute to \$1MM department budget management through forecasting and assessing annual professional development and marketing expenditures for the team's internal and external activities.
- **Leadership:** Hire, train/mentor and facilitate professional development for 8 Advisors, 8 Career Counselors, 3 Graduate Interns, and 10 Peer Career Advisors at a time during professional career.
- **Partnerships:** Strategically build and enhance campus-wide partnerships with faculty, staff, advisors, employers, students/alumni to promote career engagement and student success. Expanded partnerships with Academic Affairs through the integration of career development within co-curriculum programs and courses; facilitated career counseling college-based outreach which has led to an increase of student engagement programs, and academic partnerships across colleges.

PROFESSIONAL EXPERIENCE

University of Houston - Houston, TX

Interim Director, University Career Services

November 2021 - Present

Associate Director, University Career Services

March 2015 - Present

Serve UH campus community and 46,000+ undergraduate/graduate students. Increased student utilization of career services by 40% through Academic and Student Affairs campus collaborations, student/alumni/employer partnerships, and targeted career development programs.

Leadership/Training/Development

- Provide strategic vision, leadership, support, and mentorship to career center professional staff, peer career advisors, and graduate interns totaling 20 plus (8 professional staff, 10 peer career advisors, and 3 graduate interns per semester)
- Hire, onboard, train, and provide ongoing coaching to professional career counseling staff and part-time graduate interns, and undergraduate student peer career advisors. Guide development of performance goals and facilitate evaluation process.
- Coach, motivate, and provide solutions to staff members to overcome challenges while carrying out daily responsibilities.
- Facilitate weekly meetings; plan continuous professional development activities and encourage sharing of best practices with campus partners and employers; encourage career counselors to present work at local, regional, and national conferences.

Strategic Planning, Assessment/Outcomes

- Develop, assess, and integrate outcomes from data collected into future planning of workshops, and career programs.
- Co-developed student learning outcomes for career development workshops and programs.
- Strategically plan department workshops/events each semester in collaboration with career counseling team and campus partners; implement and facilitate presentations and career education programs to increase awareness and promote University Career Services to students, faculty, and staff.
- Established our strategic plan for career counseling team to align student needs with division and campus priorities.

- Compile and analyze student utilization data/trends to complete semi and annual reporting.
- Served on division's strategic planning committee in order to identify and evaluate resources allocated.

Collaborations/Partnerships

- Exchange best practices with employers and professionals in the areas of hiring trends, networking, interviewing and to assist with development of recruitment strategies to create a diverse pipeline; partner with campus and community partners to facilitate panels, networking events and brown bag sessions.
- Strengthened and expanded campus-wide partnerships with Academic Affairs, employers, alumni, and student organizations with creation of events such as Professional Development Week, STEM Careers Week, and Major & Career Exploration Week.
- Implement and execute Professional Development Week in collaboration with development, employers, and alumni from a variety of industries to prepare 300+ students per semester to confidently enter the workforce.
- Enhanced partnership opportunities with Admissions/Orientation by collaborating on information sessions, facilitating annual new student orientations to 1,000+ incoming students across 17 colleges.
- Spearheaded with Executive Director, collaboration efforts with Deans/Vice Provost to implement career counselors teaching career education courses per semester to better prepare students to enter the workforce.
- Support University's Quality Enhancement Plan (QEP) through partnerships with Academic Affairs, Cougar Initiative to Engage (CITE) through professional development sessions providing best practices for faculty and sessions preparing students for experiential opportunities such as professional conferences, case competitions, and interviews.

Technologies

- Manage implementation, training, maintenance, and integration of career center's technological platforms such as Symplicity, VMock Smart Resume, Focus 2 career exploration, and all career assessment tools.
- Facilitated career center's website redesign and manage regular updates.
- Coordinate with University IT to implement, manage additional technology platforms, and provide team training on Virtual Career Chats, MS Teams, and Zoom.
- Facilitate and maintain information sharing through SharePoint, and Google Suite. Utilize PeopleSoft queries/reports.

Marketing and Communications

- Co-chair departments' marketing/communications committee to enhance promotion and awareness of career services.
- Co-chaired Marketing/Communications Committee for Division of Student Affairs and Enrollment Services to keep 25+ departments abreast of division-wide and university marketing trends and initiatives.

Budgeting/Administration

- Contribute to \$1MM department budget management by annual planning of professional development/marketing activities.

University Career Services, University of Houston - Houston, TX

Career Counselor II

March 2014 – March 2015

Served as lead career counselor for STEM-related initiatives while providing career development support to Colleges of Natural Sciences & Mathematics, Technology, and Engineering supporting 300+ students per semester in one-on-one and group settings.

National University - Los Angeles, CA

Manager, Admissions/Advising

March 2011 – February 2014

Served 25,000+ students in a private nonprofit Hispanic-Serving University from enrollment through graduation while developing strategic partnerships with local businesses, k-12 settings, and two-year community colleges in order to meet community-based needs. Hired, trained, and provided ongoing coaching to 8 advisors serving admissions, academic advising, and financial aid.

California State University, Long Beach - Long Beach, CA

Program Assistant, Ed. D. Program

November 2009 – January 2011

Developed/facilitated orientation programs for incoming professionals of an inaugural doctoral program. Served as the first point of contact for 5 cohorts. Advised prospective/current doctoral students on academic/career concerns.

California State University, Long Beach - Long Beach, CA

Department Coordinator, Economics

April 2007 – November 2009

Coordinated and provided academic, administrative, and student support to domestic and international students within Department of Economics undergraduate and graduate degree programs. Economics is within College of Liberal Arts which serves 10,000 plus students per academic year. Coordinated Annual Economic Forecast Conference to 200+ attendees.

California State University, Long Beach - Long Beach, CA

Academic Support, Enrollment Services

April 2006 – April 2007

Provided academic support to 8 colleges while serving students and faculty in a four-year public university setting.

TEACHING EXPERIENCE

University of Houston - Houston, TX

Adjunct Faculty, Exploratory Studies Student Success Course

August 2018 - Present

Support Exploratory Studies initiatives which support 2,000+ students in areas of making informed career decisions, and preparation to declare a major of choice. Develop/execute strategic initiatives on integrated career education. Facilitate curriculum to incoming students on topics ranging from major exploration, career readiness, financial literacy, growth mindset, and learning/study strategies.

CONSULTING EXPERIENCE

INTOO Your Next Step - Burbank, CA

Career Coach

August 2020 – Present

Provide career consulting to clients in transition as a result of company mergers, lay-offs, or downsizing. Prepare, coach, and empower clients in areas ranging from resume development, LinkedIn profile development/networking, interviewing, and salary negotiation strategies. Your Next Step partners with global organizations to support team members in transition.

COMMUNITY SERVICE

The Beacon Homeless Services, 2017-2018

Ronald McDonald House Charities, 2016-2017

AWARDS

Bernard Pits Role of the College Union Award, 2018

Departmental recipient of Get HIRED: Advocacy, Accessibility, and Job Search partnership with the Center for Students with Disabilities and Center for Diversity and Inclusion. ACUI, Advancing Campus Community

University of Houston Career Services Outstanding Department Diversity, Equity and Inclusion Award, 2017

Division of Student Affairs and Enrollment Services

University of Houston Career Services Outstanding Department Assessment Award, 2015

Division of Student Affairs and Enrollment Services

EDUCATION

University of St. Thomas, Houston, TX

Doctor of Education, Ethical Leadership, May 2020

Emphasis: Social Justice

Research Interests: Career Readiness and Success Strategies for Underrepresented/First-Generation College Students

California State University, Long Beach, Long Beach, CA

Master of Science, Counseling, May 2011

Emphasis: Student Development in Higher Education

Bachelor of Arts, Psychology, May 2006

PROFESSIONAL DEVELOPMENT & CERTIFICATIONS

Implicit Bias Certification, National Diversity Council, 2021
Certified Practitioner of MBTI Step I and Step II Instruments, 2019
CliftonStrengthsQuest Training, 2019
Code Red Assist - Sexual Misconduct 8-hour Liaison Training, 2018
Mental Health First Aid, USA Certification, 2016
Certified Practitioner of Strong Interest Inventory, 2016
NACE Career Coaching Certification, 2016
Intercultural Development Inventory Training, 2016
Cougar LGBTQ Ally Training, 2015

PROFESSIONAL AFFILIATIONS

National Diversity Council
National Association of Colleges and Employers
National Association of Student Personnel Administrators
National Career Development Association
Society for Human Resource Management
Texas Assoc. of College/Univ. Student Personnel Admin.

COMMITTEES/SERVICE

Division of Student Affairs and Enrollment Services - Strategic Planning Implementation Work Group, 2021
Division of Student Affairs and Enrollment Services - Assessment Committee: Certification Program Work Group, 2021
First Gen Early Access Event, Scholarship Reviewer, 2021
Co-Chair UH First Gen Champ Group, 2021
Cougar Initiative to Engage (CITE), exCITE Talk Pitch Reviewer, 2021
Texas Association of Chicanos in Higher Education (TACHE), 2020 Conference Proposal Reviewer, 2019
Division of Student Affairs and Enrollment Services - Strategic Planning Committee, 2019
Division of Student Affairs and Enrollment Services - In-Service Planning Committee, 2019
Division of Student Affairs and Enrollment Services - Professional Development Committee, 2018-19
Center for Fraternity and Sorority Life, Fraternal Excellence - Interviewer/Evaluator, 2018
University of Houston IT Department, Search Committee, 2017
Graduate Research & Scholarships Projects Day, Trainer/Reviewer, 2017
Co-Chair Division of Student Affairs and Enrollment Services Marketing/Communications Committee, 2016-17
Urban Experience Program (UEP), Search Committee, 2015

SELECTED CONFERENCE PRESENTATIONS

Raut, P., Bitting, T. Increasing Commuter and Non-traditional Students Engagement in Career Counseling through Virtual Chat. National Association of Student Personnel Administrators (NASPA) Conference, 2020. (*Postponed due to COVID-19*).

Bitting, T. Role of First-Year Student Success Course on Retention and Career Readiness of First-Generation College Students. University of St. Thomas Educational Leadership Symposium, 2019.

Raut, P., Bitting, T. Increasing Commuter and Non-traditional Students Engagement in Career Counseling through Virtual Chat. National Career Development Association (NCDA) Conference, 2019; 2020 Publication.

Bitting, T., Gonzalez, E., Parker, D. Deferred Action of Childhood Arrivals Repeal: Social Justice and the DACA Dilemma. National Association of African American Studies and Affiliates (NAAAS) Conference, 2018.

Justice, D., Bitting, T. Diversity and Inclusion: Programming for Students Recovering from Addiction or Who Identify as LGBTQ. Southern Association of Colleges and Employers (SoACE) Conference, 2017.

Justice, D., Bitting, T. Discovering your Strengths. Empower Women's Conference, University of Houston, 2017.

Bitting, T., Raut, P. Best Practices in Gathering Student Learning and Outcome Data. 2nd Annual Summer Assessment Symposium, University of Houston, 2016.

Bitting, T., MacNeil, C. Best Practices for Developing Learning Outcomes and Implications for Meaningful Collaborations at a Higher Education Institution. Houston Area Consortium of Career Centers conference, 2016.

Cynthia E. Olmedo

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SUMMARY

A career management professional with over twenty years of career counseling, workshop facilitation, interviewing, and case management experience within the higher education, non-profit, and government sectors. Committed to serving challenging populations, including first-generation, undocumented, and college students with differing abilities.

WORK EXPERIENCE

University of Houston, Houston, TX

2015- Present

Assistant Director, Alumni Career Services

- Advise ~400 alumni and current students annually with career services including resume/cover letter critiques, mock interviews, personal branding, and personal statements/interviews for graduate school
- Conduct targeted workshops for students and alumni, including career transitions, resume writing, and interviews
- Collaborate with faculty and staff from various colleges to develop and communicate a student success plan promoting academic achievement, career readiness, and alumni engagement
- Present career services resources and services at all new student and transfer orientations with a career action plan for each year of college
- Develop an alumni strategic plan to develop programming and services to support alumni career goals
- Collect employment surveys annually for over 5000 graduating seniors, analyze data for statistics to be shared with UH students, faculty, employers, and community stakeholders via the UCS website
- Collaborate with UH-IT and CMS Vendor, Symplicity to successfully automate the transfers of over 47,000 student records through a daily data feed into the university's primary career management system.
- Research and provide community resources and workforce development tools for students and staff

University of Houston, Houston, TX

2012- 2015

Career Counselor I (College of Technology)

- Supported students with job search strategies including job applications, critiquing resumes, and/or letters of interest in person
- Managed Symplicity, career service management database system, allowing over 5,000 students and employers to connect and share job and internship opportunities
- Facilitated presentations, reserved rooms, and conducted resume writing and interviewing workshops for student organizations and the general student population
- Organized two college-wide career fairs per year consisting of over 70 employers and 631 students
- Increased career fair employer participation 33% from Fall 2012 to Fall 2014
- Recruited employers to College of Technology (CoT) students by explaining relevant courses and degrees
- Research salary trends, job descriptions, required credentials, and track high demand occupations
- Collaborated with graphic designer to develop an infographic titled "Where do Our Coogs go?" displaying CoT alumni placement successes listing the students' major, their employer, and their current job title.

TEACHING EXPERIENCE

University of Houston - Houston, TX

Fall 2019 - 2021

Exploratory Studies, CORE 1101, Adjunct Instructor

Facilitate a weekly CORE 1101 course for 20 first-time in college undecided students. The curriculum includes Career Exploration, Time Management, Study Strategies, and Financial Literacy to promote and support success throughout their academic and professional careers.

❖ **University of Houston Involvement**

- NACE DACA/DREAMers Sub-committee (2021- Present)
- DREAM.US Career Service Advisor (2020- Present)
- Ambassador for the Office of Sustainability/ Green Office Certified (2019- Present)
- DSAES Development, “Here We Go, Campaign!”
- UH Staff Council –Division of Student Affairs (2016-2019)
- Cougars Initiative To Engage (CITE) Mentor (Summer 2019)
- Faculty /Staff Annual Campaign (2017- 2018)
- Las Comadres Mentoring Program (2016- Present)
- MLK Committee (2016-2019)
- UH Staff Council –Division of Academic Affairs (2014)
 - Cougar First Impressions (2012-2016)
- UH PAL (Personal Access Liaison) (2012-2014)

Initiatives for All, Houston, TX

Founder/ President/CEO

2007-2016

- Researched available college readiness resources, grants, scholarships, and college enrollment information tailored to student qualifications
- Conducted presentations on academic portfolios, FAFSA/ TASFA, and selecting a college to prepare high school students for college entrance
- Guided students with completing college application forms, the FAFSA, scholarship essays, placement test registration, and any other collegiate procedures and processes deemed necessary
- Developed quality relationships with schools, community agencies, and non-profit organizations to support students’ health, social, and educational needs
- Managed the organization/project budgets and completed annual paperwork for the Internal Revenue Service

Texas Workforce Commission, Pasadena, TX

Workforce Development Specialist III

2006- 2012

- Informed customers about job search/resume writing classes, labor market trends, job search methods, and interview techniques
- Provided job search assistance including direct referrals to employers in the Work-in-Texas database and record referrals
- Met quota of 14 job placements per month to meet employment goals
- Counseled job applicants experiencing unusual job placement difficulties and employment barriers

Interfaith of the Woodlands, The Woodlands, TX

2001-2006

Personal Service Representative

- Conducted orientations for CHOICES, Food stamp, and unemployment claimants by assessing and interviewing clients’ education, skills, abilities, work history, and pay and location preferences
- Data entered Work-in-Texas applications, completed intakes, and provided job referrals
- Established relationships and communicated effectively with job seekers, employers, educators, and other agencies regarding clients’ goals towards self-sufficiency
- Managed and tracked client participation and progress towards gainful employment

Harris County Community Development, Houston, TX

2000-2001

Career Development Specialist

- Facilitated orientation introducing clients to the “Work First” philosophy and program requirements
- Evaluated clients’ needs, barriers and goals, data entered information into the TWIST database, issued job leads using Texas Workforce Commission (TWC)
- Follow-up on client progress, documented weekly contact, and referred clients to various educational vendors

and social service agencies

M.D. Anderson/Baylor College of Medicine, Houston, TX

1998-2000

Research Assistant

- Recruited elementary/middle school children to test nutrition education software
- Presented nutrition education study to HISD teachers, administered consent form process, questioned students, and conducted observations of eating patterns in fourth-grade students

EDUCATION

University of Phoenix (2007)

Master of Business Administration

University of Houston (2000)

Bachelor of Science in Human Nutrition and Foods

Minor: Human Development and Family Studies

COMPUTER SKILLS

- Microsoft Office (Word, Excel, Outlook, PowerPoint, Publisher); SharePoint; Google Docs
- Career Services-related software: Symplicity (Career Management Database System); PeopleSoft; VMock Platform; Baseline (Campus Labs Assessment Tool); Elevate (vocational assessment tool); Content Manager Desktop (CMD); Canva

PRESENTATIONS

Olmedo, C.E., Justice, D & Prince, D. (*Dec. 2021*). *Individualized career guidance for immigrant college students. Affirming the rights and restrictions of DACA, DREAMERS, and the Undocumented individuals* presented at SoACE Conference, Houston, TX.

Thompson, M, **Olmedo, C.E.**, Hill, J. & Honora, R. (*May 2021*) *No in-person graduation? - That's where we collected employment data? Getting Support through Campus Collaboration – it's all of our problem if we cannot get data!* presented at the UHS SAES Leadership Conference, Houston, TX.

Olmedo, C.E. & Deis.C. (2018.) *The promotion of STEM fields within the Hispanic population and the generational disparities impacting Success* presented at the Houston Area Consortium of Career Centers (HACCC) Drive-In Conference, Houston, TX.

PUBLICATIONS

Ledoux, T., Alexander, T., Thompson, M., **Olmedo, C.**, Arbona, C., & Olvera, N. (2021). *Experiential internship to encourage Hispanic students to enter the nutrition and dietetics professions*. Poster presented at the 2021 Food and Nutrition Convention and Exposition of the Academy of the Nutrition and Dietetics, Virtual.

AWARDS/CERTIFICATIONS

PsychArmor- Green Zone Trained to support student veterans (2019)

National Financial Educators Council - Certified Financial Education Instructor (2018)

Health First Aid Certification: Council for Behavioral Health (Dec. 2016 – 2019)

NACE: Coaching Certification Program (2016)

Supervisor Training Enrichment Program (STEP) (2016)

Strong Interest Inventory Assessment Certification (2016)

Workforce Solutions, Pasadena- Awarded Top Performer (December 2011)

AFFILIATIONS

Houston Area Consortium of Career Centers (2015-Present)

President-Elect (2021-Present)

Treasurer (2019-2021)

Secretary (2017-2018)

Texas Job Fair Chair (2016, 2020, 2021)

CAITLIN DEIS (Dice)

Deis.caitlin@gmail.com - 616.304.0285 - Houston, TX - linkedin.com/in/deiscaitlin

PROFESSIONAL SUMMARY

Energetic, collaborative higher education professional with experiences in career development, academic advising and marketing. Comfortable supporting diverse groups of students and providing a safe, inclusive environment for career exploration and self-discovery. Knowledgeable of both academic and non-academic career paths and able to provide guidance regarding life science and health profession disciplines.

EDUCATION

Doctor of Philosophy (PhD), Higher Education Leadership & Policy Studies, (Expected) May 2025

College of Education, University of Houston – Houston, TX

Research focus: Resilience and academic success of underrepresented medical students

Master of Arts (MA), Student Affairs Administration in Higher Education, May 2012

College of Education, Ball State University - Muncie, IN

Bachelor of Business Administration (BBA), Marketing, May 2010

College of Business, Davenport University - Grand Rapids, MI

RELEVANT EXPERIENCE

Assistant Director, Employer Development and Relations, July 2019 – Present

University Career Services Department, University of Houston - Houston, TX

- Oversee the daily operations of all on-campus recruiting including strategic planning, cultivating relationships with employers and students, coordinating activities and tracking assessment outcomes
- Develop and implement recruiting standards to ensure compliance with government regulations, institutional policies and higher education best practices
- Manage and maintain a campus wide customer relationship management (CRM) database that tracks student applications as well as employer registrations and job postings
- Create CRM instructional guides for both students and employers as well as infographics and recruiting materials for employer recruitment and outreach
- Track, analyze and evaluate departmental effectiveness for annual reports, by mining raw data sets for trends, post graduate placement results and employer engagement
- Coordinate large scale networking events and career fairs to provide internship and job opportunities for students and alumni

Part-time Doctoral Research Assistant for Dr. Elsa Gonzalez, October 2020 - Present

Higher Education Leadership and Policy Studies Department, College of Education

- Research, draft and submit conference presentations and future publications
- Write and submit research grant proposals to National Science Foundation (NSF), Spencer Foundation and University of Houston Women of Color Coalition

STEM Career Counselor, August 2015 – July 2019

University Career Services Department, University of Houston - Houston, TX

- Counseled 3,000 individual students and conducted 150 group workshops in four years
- Supported the career development and success of pre-health majors as well as STEM graduate students and postdoctoral trainees, at one of the most ethnically diverse public research institutions in the nation
- Met with students individually and/or through group settings to provide tailored career advising which included career exploration, CV/resume writing, job search assistance, interview preparation, graduate school applications and salary negotiation
- Facilitated weekly presentations and trainings on career related topics to audiences ranging from 10 to 100; kept audience members interested by creating engaging content and presenting in a fun and innovative manner

STEM Career Counselor, continued

- Assisted students seeking careers in medicine develop interviewing confidence by putting together Med School Mock Interview summer sessions
- Developed initiatives that sought to increase diversity within STEM fields such as Women in STEM panel, Out in STEM LGBT panel, Women in Mathematics roundtable, International student job search workshop, National Society of Black Engineers (NSBE) career workshop and the Next Gen Energy networking workshop
- Launched on-line resources including virtual career chats, live workshop tweeting, and virtual events
- Designed internal and external departmental marketing materials, including brochures, flyers, presentation materials (PowerPoint slides), website, bus shelter panels and digital media advertisements
- Monitored and posted on the UCS social media platforms including Twitter, Facebook, LinkedIn, Instagram and Pinterest; Developed content to target specific audiences and increase online engagement

Graduate Academic Advisor, May 2014 - July 2015

Biomedical Engineering Department, College of Engineering

- Managed graduate student curriculum including course tracking, scheduling process and enrollment
- Coordinated the graduate student admissions process by reviewing applications, coordinating faculty and prospective student interaction, communicating timelines and offering or denying admissions
- Monitored graduate student academic success by coordinating key academic milestones like defenses and handling funding allocation
- Reformatted the Spring 2015 Seminar course (BIOE 6121) by developing the syllabus, evaluation tool and presenter timeline

COMMITTEE EXPERIENCE

Member, UH College of Education, Committee to Advance Equity, Justice, and Belonging, 2021 – Present

Member, UH College of Education, Graduate Studies Committee, 2021 – Present

Co-Chair, UCS Marketing and Communication Committee, 2015 – Present

Committee Member, Annual Postdoctoral Career Symposium (APCS), Texas Medical Center, 2018 – 2021

Co-Chair, DSAES, Division Marketing and Communications Committee, 2017-2019

Member, UH Biomedical Graduate Admissions Committee, 2015-2016

CERTIFICATIONS, TRAININGS AND AWARDS

- Conflict of Interest in Research, 2021 (expires 2025)
- Cougars in Recovery Ally Training, University of Houston, 2019
- Cougar Ally Training, University of Houston, 2017
- QPR Training, University of Houston, 2017
- Strong Interest Inventory Practitioner, March 2016

SKILLS

- Highly proficient in Microsoft Office 365: Word, Excel, PowerPoint, Notebook, Forms, Bookings, Stream, SharePoint and MS Teams
- *College Software*: CollegeNet, MyAdvisor, PeopleSoft, and Symplicity (Cougar Pathway)
- *Additional Collaboration Tools*: Zoom, Skype, DropBox, GoogleDocs
- *Design & Marketing Tools*: Adobe Suite (Photoshop, Illustrator and InDesign), Canva
- *Career Counseling Tools and Resources*: Strong Interest Inventory Practitioner (March 2016), Myers Briggs Type Indicator (MBTI), Learning and Study Strategies Inventory (LASSI), Focus 2, StrengthsQuest and Careers in Medicine
- *StrengthsQuest*: Communication, Woo, Competition, Activator & Maximizer

Priyanka S. Raut

Katy TX 77494

priyankaraut@gmail.com • Cell: 785-312-0675

WORK EXPERIENCE

Assistant Director, University Career Services, UH at Sugar Land and Katy
Career Counselor, University Career Services UH at Sugar Land

Oct. 2020-present
Jan. 2016-Oct. 2020

- Work in a fast-paced environment assisting associate director to provide strategic vision, leadership, support and mentorship to career center professional staff and graduate interns totaling 12 plus (9 professional staff, and 2-3 graduate interns per semester)
- **Hire, onboard, train and provide ongoing coaching** to professional career counseling staff and part-time professional graduate interns and undergraduate student peer career advisors.
- Lead bi-weekly career counselor meetings to facilitate communication among team members and brainstorm innovative ways to support the diverse student population
- Conduct **professional development training** for staff on various topics ranging from offering virtual career services to work life balance.
- Stay abreast of career development best practices at the local, regional, and national levels while tailoring professional development training to meet team and stakeholders needs.
- Develop, assess, and integrate outcomes from data collected into future planning of workshops, and career programs.
- Compile and analyze student utilization data/trends to complete semi and annual reporting.
- Manage career services operations, promote and market University Career Services to students and faculty through emails, tabling and classroom presentations.
- Support recruiting needs of local employers by sharing information and organizing recruiting events.
- Initiate and lead virtual career services to make them accessible for commuter and non-traditional college students
- Assist students one-on-one in their job/internship search process by reviewing resumes, providing resources, coaching on personal branding/LinkedIn and conducting mock interviews.
- Collaborate with cross-functional colleagues across campus to plan and organize employer networking events, brown bag luncheons, mini career fairs for the campus. **Received 2020 UH [Group Teaching Excellence Award](#)**
- Received **certification** in administering and interpreting the **Strong Interest Inventory**.
- Served as the co-chair of the Divisional of Student Affairs and Enrollment Services Assessment committee for 2 years, planning and coordinating bi-weekly meetings, providing consultation and support to committee members and departments on various assessment topics. **Received DSAES [Outstanding Committee Contribution Award](#)**

Career Counselor 2

Aug. 2013-Jan. 2016

Career Counselor/Internship Coordinator

Sep. 2011-Aug. 2013

University Career Services, University of Houston (UH), Houston TX

- **Coached and advised** students and alumni from all majors including college of business with career planning process.
- Provided individually-tailored advising, feedback and assistance to students resume and cover letter development, interviewing, and research and networking skills.
- Assisted **international students** with job searching process and educated them on recruiting policies and procedures in the United States.
- Administered and interpreted various **career assessments** such as the Strong Interest Inventory, Myers Briggs, Strengths Quest and Focus 2 to individual students and student groups.
- **Developed and presented workshops** on various career planning topics like Resume Writing, Networking, Job Searching, Interviewing, Marketing Leadership Skills, and Personal Branding.
- Planned and implemented **various career events with employers** like “Job Search Panel for International Students,” “Employer Interview Panel.”
- **Supervised** 3 graduate practicum **interns** through weekly supervision meetings. Answered questions, provided feedback on counseling techniques, shadowed sessions, and completed an end of semester evaluation.
- Lead departmental assessment projects to assess and evaluate campus-wide programs to better meet constituents’ needs; as a result of successful efforts, *University Career Services received the **Outstanding Assessment Department Award, 2015.***

Assistant Director for Career Development

Sep. 2008-Aug. 2010

Career Resource Center, University of Florida, Gainesville, FL

- Conducted resume and cover letter reviews, and provided guidance with graduate school application process.
- Developed and delivered career development programs and resources for liberal arts and sciences students addressing career exploration and planning issues.
- Supervised graduate student counselors along with other staff members on a weekly basis.
- **Taught a career planning class** to 25 freshman and sophomore students.

SELECTED PRESENTATIONS

Raut, P., Ogunye, A. **Serving international students pre and post pandemic.** University of Houston System Leadership Conference, May 2021

Raut, P., Deis, C. [Job hunting and networking in disruptive times](#). Helping Young Professionals Excel Summit, April 2021

Bitting, T., Raut, P. **Increasing Commuter and Non-traditional Students Engagement in Career Counseling through Virtual Chat.** National Career Development Association (NCDA) Conference, 2019.

Raut, P., Akogyeram, M., Hermann, L. **All In! Inspiring a Departmental Assessment Culture.** 6th Annual Summer Assessment Symposium, University of Houston, May 2019

Bitting, T., Raut, P. **Best Practices in gathering student learning and outcome data.** 2nd Annual Summer Assessment Symposium, University of Houston, 2016.

MEMBERSHIPS

Member, National Association of Student Personnel Administrators (NASPA) April 2016-2019

Member, National Career Development Association (NCDA) Aug. 2008-2009, Oct.2011-Oct. 2020

Committee member for the NCDA International Student Task Force July 2012-2019

- Served as co-chair for the resources group leading a team of 10 career counselors from various universities nationwide.
- Gathered and compiled resources for practitioners and international students.
- Presented at the NCDA national conference about the resources.

EDUCATION

Master of Science in Counseling Psychology, University of Kansas, Lawrence, KS May 2008

Master of Arts in Clinical Psychology, University of Pune, India May 2004

Bachelor of Arts in Psychology, Fergusson College, Pune, India May 2002

Donah Justice

956-236-2016 | djustice26@gmail.com | Houston, TX | [Linkedin.com/in/donah-justice](https://www.linkedin.com/in/donah-justice)

PROFESSIONAL SUMMARY

- 5 years of experience in career counseling and reviewing and editing resumes
- Met with 2,000 students virtually and in-person to discuss career exploration and development
- Provided feedback on 1,300 resumes, cover letters, and personal statements
- Presented 100 career and diversity topic presentations at University of Houston and local and state-wide conferences
- Awarded the 2018 Division of Student Affairs and Enrollment Services Diversity Award for KPMG Pride Panel and Turnaround Talk programming events

RELEVANT EXPERIENCE

CAREER DEVELOPMENT COUNSELOR

June 2016 – Present

University of Houston-Houston TX

Resume Writing

- Review 1,300 resumes, cover letters, and personal statements and provide feedback on Microsoft Word and Google Docs
- Participate in weekly 15-minute virtual drop-ins to review students' resumes, cover letters, or answer career questions
- Volunteered for resume reviews for California Women's Conference and Texas Medical Center Annual Postdoctoral Career Symposium and gave feedback on format, content, and tailoring
- Planned 5 events with UH Student Affairs Professional Development committee to provide free resume consultations to staff and reviewed 10 staff members resumes for future job opportunities

Career Counseling

- Assist over 2,000 undergraduate, graduate students, and alumni during 30-minute appointments on their career exploration, internship and job search, and career transition
- Create presentations on career related topics such as job search, resume, interviewing, and LinkedIn and present on Zoom and Microsoft Teams
- Collaborate with career counseling and pre-health advising staff to host two health mock interview events and interviewed pre-health students for upcoming professional program interviews
- Keep records of career counseling sessions by noting presenting questions and next recommended steps on Simplicity platform
- Write monthly career or motivation posts on LinkedIn that average between 500 and 2000 views

Diversity Resources

- Develop a Navigating the Job Search with a Criminal Record handout that is posted on the University Career Service's website under the Diversity Resource tab
- Create Excel spreadsheets for career fairs that identify registered employers who have diversity statements on their websites including mission statements, employer resource groups, or same-sex and/or transgender benefits on HR website
- Summarize the Best Places to Work as an LGBTQ employee from the Human Rights Campaign into an article for the UH LGBTQ Resource newsletter that was the most highly clicked article for that month

Leadership

- Supervise a team of 10 Peer Career Advisors by assigning daily projects, reviewing timesheets, and coordinating monthly trainings
- Train an undergraduate intern to support resume and cover letter appointments and present overview of services at weekly workshops

SENIOR STYLIST**June 2019 – August 2021**

Stitch Fix, San Francisco, CA

- Utilized and adapted to companies' technology to provide virtual personalized styling for clients
- Met monthly with Team Lead and styling team to participate in professional development
- Organized schedule two weeks ahead to meet the requirements for part-time position

PREVIOUS EXPERIENCE**Career Counseling Graduate Intern**

University Career Services, Houston TX

August 2015-August 2016**Graduate Assistant Admissions Office**

University of Houston, Houston TX

August 2014-August 2015**Teaching Assistant**

Del Valle High School, Austin TX

August 2013-August 2014**College Advisor**

The University of Texas At Austin, Austin TX

August 2011- August 2013**PRESENTATIONS****Superwomen in the workforce: Lessons and advice from an all-women team**

Empower Women's Leadership Conference

March 2021**Creating Programming & Resources to Support Diverse Student Populations**

Houston Area Consortium of Career Centers

June 2019**Programming for Students Recovering from Addiction or who Identify as LGBTQ**

Southern Association of Colleges and Employers

December 2017**How to Confidently Display your Leadership Style**

Empower Women's Leadership Conference

March 2017**ORGANIZATIONS**

NACE DACA/DREAMers Sub Committee

February 2021-Present

American Counseling Association

February 2021-Present

Texas Association of Chicanos in Higher Education, Member

February 2020-Present**CERTIFICATIONS**

Certified Career Management Coach Certification

November 2021

Strong Interest Inventory

January 2017**EDUCATION**

Master of Education in Career Counseling/ University of Houston, Houston, TX

Bachelor of Arts in Psychology/ The University of Texas at Austin, Austin, TX

Lauren Hermann, LPC

lbrande@central.uh.edu | 713.743.8330 | Houston, TX
StrengthsQuest: Relator | Positivity | Developer | Harmony | Individualization
MBTI: ENTJ

PROFESSIONAL EXPERIENCE

Career Coach, Intoo (formerly CareerArc) 2020-Present

- Provide on-demand remote career coaching through video, audio, and text mediums to clients in career transitions, including internal mobility, outplacement, and retirement

Career Counselor / Intern Supervisor, University of Houston 2016-Present
Career Counseling

- Support 2000+ students regarding career paths and preparation
- Interpret vocational assessments to guide career exploration and goal setting, including Strong Interest Inventory, Myers-Briggs Type Indicator, StrengthsQuest, and Focus 2

Instruction & Facilitation

- Present to students on topics ranging from career exploration to salary negotiation, for up to 350
- Guest lecture for ~20 course presentations and group assessment facilitations each semester
- Partner with student organizations for presentations on tailored career topics, such as elevator pitch, networking, portfolio creation, and financial literacy

Supervision

- Recruit, interview, onboard, train, and consult graduate students weekly through internship program
- Assist graduate student interns with career exploration and strategies for post-graduation plans
- Support goal setting through identifying SMART goals, connecting interns with appropriate liaisons, and providing feedback and completing evaluations collaboratively
- Develop internship policies and procedures with legal counsel to meet graduate program requirements

Program Development

- Partner with departments, community organizations and recruiters to coordinate programs for students with disabilities and visa holders; market events and oversee assessment to improve services
- Collaborate with academic advisors for week-long program each semester for undeclared students, connecting students with information about majors and to increase confidence in choosing a major
- Organize “Diversity in Careers” and “Diversity in Design” events with alumni to inspire career ideas and community within the design field
- Manage, promote, and co-present semi-annual Etiquette Dinner for ~ 90 attendees, increasing confidence in attending a job interview over dinner for 99% of attendees

Resource Development

- Create resources such as a career action plan, handout on understanding Holland Codes, major-to-career handouts, and overview of Focus 2 for accessible information to guide career decision-making

Assessment

- Design, evaluate and assess activities for annual report by consulting for department-wide assessment

Student Success (CORE 1101) Instructor, University of Houston 2018-2020

- Taught and facilitate weekly discussions for ~20 incoming students managing transition to college
- Connected with students to support success, leading to 90% course pass rate
- Developed individualized career action plans to support retention

Career Services Specialist, North American University 2015-2016

- Established department to provide career services to over 500 students
- Planned and promoted career development events with ~25% participation of population
- Created content for website, including templates and major-specific resources
- Initiated and advised internal association to engage alumni
- Wrote all policies and procedures related to career services and employer relations
- Implemented organization’s first job board for employment opportunities

LAUREN HERMANN LPC, continued

Career Counseling Intern, Texas State University - Career Services 2015

Student Emergency Services Intern, The University of Texas at Austin – Dean of Students 2014

CONFERENCE PRESENTATIONS

FOMO: When Fear Drives Career Decision-Making and How to Take Back the Wheel, Houston Area Consortium of Career Centers Annual Drive-In Conference, July 2019

PROFESSIONAL ASSOCIATIONS

National Career Development Association (NCDA), Member 2015-Present

American Counseling Association (ACA), Member 2015-Present

SKILLS & TECHNOLOGY

Career Management Systems: CSO, Symplicity

Career Resource Platforms: Focus 2, VMock Smart Resume

Assessment: campuslabs (Planning, Baseline), Excel

Design: Canva

LICENSES & CERTIFICATIONS

Licensed Professional Counselor #76493, Texas Department of Health & Human Services 2019

Myers-Briggs Type Indicator Certification, The Myers-Briggs Company 2019

Strong Interest Inventory Certification, The Myers-Briggs Company 2017

EDUCATION

Master of Education in Counselor Education (Higher Education), The University of Texas at Austin 2015

Bachelor of Science in Communication Studies (Human Relations), The University of Texas at Austin 2011

Adalia Espinosa, M.Ed.

Houston, TX | (832)794-9850 | AdaliaEspinosa@gmail.com | www.linkedin.com/in/adalia-espinosa | [Work Samples](#)

EDUCATION

Master of Education in Higher Education May 2019
The University of Houston, Houston, TX

Bachelor of Science in Applied Learning & Development May 2011
The University of Texas at Austin, Austin, TX

PROFILE

- Career Development & Pre-Law Advising
- Equity, Diversity, & Inclusion
- Project & Program Management
- Strategic Marketing & Communications
- Focus on Underserved Communities
- Teaching and Curriculum Writing
- Community Partnerships & Mentorships
- Student Affairs & Development

HIGHER EDUCATION EXPERIENCE

Career Counselor 2, University Career Services, *University of Houston, Houston, TX* 2018 - Current
Program Management, Career Development, & Partnership Development

- Develop partnerships with student organizations, faculty, alumni, and community to attract participation and engagement, resulting in an student-reported increase in confidence with hiring and grad school opportunities
- Provide guidance and counseling to a caseload of 11,000+ liberal arts majors, pre-law students, and provide bi-annual training and development for liaison partners of interdepartmental staff and faculty.
- Prepare program reports recommending and implementing improvements to current or new services.
- Evaluate assessment data to improve student engagement and career readiness efforts.
- Coordinate execution of recruiting fairs, preparation weeks, and special programs per semester with participants ranging from 25 to up to 350 students.

Training & Supervision

- Hire, supervise, and train 2 teaching assistants and 1 marketing intern and provide weekly supervision.
- Effectively train and on-board counselors, graduate interns, and student employees and co-faculty in curriculum development, grade management, and online student engagement methods.
- Oversee the teaching staff in curriculum-writing, goal-setting, outreach, and course evaluation summaries.

Co-Lead for Marketing & Communications – [Click here to view work samples](#)

- Design marketing materials including printed and digital materials, messaging, website updates, instructional resources, newsletters, brochures, ensuring that all materials meet campus branding guidelines.
- Created an inaugural Marketing & Branding internship; hire and supervise intern to assist committee needs.
- Collect and publish career-related achievements and testimonials, sharing over 40 job and internship announcements, graduate school admission, nominations in the past year.
- Increased online engagement and number of active followers by strategizing social media account.
- Consult regularly with event leads to create brand-identity and execute a strategic marketing campaign.

TEACHING EXPERIENCE

Instructor | College of Liberal Arts and Social Sciences, *University of Houston, Houston, TX* 2018 - Current
Curriculum Development & Planning

- Teach 1-hr elective *Liberal Arts Career Planning (LACP 2111)* to an average of 35-55 students per semester, and delivered 4 in-person semesters and 2 online synchronous courses.
- Managed the transition to online learning, adjusting course schedule and assignment expectations for two courses ensuring student nor faculty/TA challenges would impede the quality of learning or teaching.
- Evaluations demonstrate students report confidence growth from 46% to 96% across multiple career-development areas, data consistently captures similar confidence growth over past 5 semesters.

NOTABLE CAMPUS CONTRIBUTIONS

- Appointed UH TACHE Chapter Board Member, Fall 2021
- Co-founded a University of Houston TACHE chapter with over 85 members
- Nominated DSAES Ambassador Award, May 2021
- Nominated *DSAES Outstanding New Professional*, May 2020
- Created *Overcoming Pressures*, a special program series for career exploration in Latinx first-years
- Secured a Level 4 Institutional TACHE Institutional Membership
- *Las Comadres* Mentoring Program, Mentor and Strategic Planning Member
- First-Gen Champions, Member
- UHCOE Higher Education Learning Abroad Program Participant, Shanghai, China, May 2019

COMMITTEE INVOLVEMENT

- Campus Leaders Awards Judge (2021)
- Fraternal Excellence Program Evaluator (2018, 2019, 2020, 2021)
- UH Weeks of Welcome Committee (2018, 2019, 2020)
- Division of Student Affairs and Enrollment Services Marketing Committee (2018, 2019)

PROFESSIONAL AFFILIATIONS

Texas Association for Chicanos in Higher Education (TACHE) 2019 - Current

Vice President of Communications, State Board - [Click here to view work samples](#)

- Communicate updates, conference announcements, and association newsletter to registered members.
- Rebranded and relaunched the TACHE *Noticiero*, the association's monthly digital newsletter in June 2020 after a multi-year hiatus, increasing readership to an average of 140 readers.
- Create and publish all social media communications, highlighting member accomplishments, Chicana history, TACHE announcements, averaging 5-7 posts per month with 25% audience engagement per post.

Operations Co-Chair, 2021 TACHE Annual Conference

- Manage logistics for the planning, marketing, and operations for a multi-day virtual state conference
- Collaborated with state board members to coordinate a virtual COVID-19 emergency relief fundraiser of over \$1,500 to award six scholarships valued at \$250.

Vendors & Fundraising Co-Chair, 2020 TACHE Annual Conference

- Chaired 3 committees: Student Programming, Silent Auction, and Conference Vendors and secured 19 local, Latinx- owned, small businesses as vendors and raised \$2,500 in silent auction donations.
- Organized an inaugural *First-Timer Networking Luncheon* targeting 20% of conference attendees

Vice President of Membership, Gulf Coast Region

- Established a formal membership launch gaining approximately 110 members in the gulf coast region
- Co-chaired the organization of two successful Summer Professional Development events for approximately 140 (2019) and 200 (2020) regional members
- Secured an inaugural Level-4 Institutional Membership valued at \$3,000, for up to 60 staff and faculty and recruited between 30-50 new campus members in the first year, capturing member testimonials.

Co-founder and Member, University of Houston Chapter

- Launched an official chapter in July 2021
- Secured a 2-year institutional membership valued at \$6,000 and a silver-level conference sponsorship
- Program proposal accepted: *Speed-Mentoring for Latinx Professionals in Higher Education*
- Organized a free, 1-hr workshop, to engage an audience of 20+ UH master's and doctoral higher education students and 1st time conference goers to prepare for the basics of presenting prior to proposal deadline

PUBLIC EDUCATION EXPERIENCE

Team Lead and Bilingual Math & Science Teacher, *Oleson Elementary, Aldine ISD, Houston, TX* 2011 - 2017
Awarded Campus Teacher of the Year, 2016

Overview of Curriculum Development & Planning

- Provided differentiated instruction, targeted interventions and served students of diverse racial and socioeconomic backgrounds assessing instructional strengths and needs.
- Analyzed assessment data (formative and summative) with content area team to develop quarterly curriculum, engaging weekly lesson plans, and to adjust small setting groupings according to student needs.

Overview of Training & Supervision

- Mentored and developed returning and first-year teachers in the areas of behavior management and interventions, curriculum development, assessment, and class engagement methods.
- Coordinated weekly team meetings to implement and share effective classroom management practices

DIVERSITY & INCLUSION WORK EXPERIENCE

Center for Diversity & Inclusion, Graduate Assistant, *University of Houston* Aug. 2017 – May 2018

Overview of Equity, Diversity, and Inclusion Facilitation

- Received training and facilitated campus workshops such as *DREAMzone Ally Training* and *Inclusive Language* for student organizations, professional staff, and student employees.
- Developed curriculum and co-facilitated workshop series: *Exploring Diversity* and *Inclusive Language* (2017-2018) *The Power of Your Story: Sharing the intersections of your identities through your personal story* (2018); *Beyond The Letters: How to discuss diversity within Greek organizations* (2018)
- Organized travel expenses and led high-performing student ambassadors in a 2-day multicultural conference

Special Recognitions: *China Learning Abroad Conference Presenter Award*, 2018; Presented at International Higher Education Conference in Beijing, China; *Department of Educational Leadership and Policy Studies Travel Fellowship*, 2018; *Outstanding Educational Program, Ambassador Program*, 2018

JAMIE D. GONZALES

Houston, TX | Cell: (409) 344-2217 | gonzales.jamied@gmail.com

EDUCATION

Master of Education, Higher Education-Administration and Supervision

University of Houston

May 2016

Houston, TX

Bachelor of Arts, Government, Minor in American Sign Language

The University of Texas at Austin

December 2009

Austin, TX

HIGHER EDUCATION EXPERIENCE

Instructor, *College of Liberal Arts & Social Sciences*

University of Houston

August 2020-Present

- Build college level curriculum for undergraduate students covering identity development and cultural competence
- Facilitate virtual classroom experience using BlackBoard, MS Teams, and Zoom for 40 undergraduates
- Assess quality of participation and written and public speaking skills related to the week's topic
- Supervise an undergraduate Teaching Assistant on tracking attendance, entering data, and managing logistics

Career Counselor & Pre-Law Advisor, *University Career Services*

University of Houston

February 2020-Present

- Facilitate interactive, educational workshops including career exploration and resume
- Coach undergraduate and graduate students on job search techniques, graduate school preparation, and career and major exploration
- Present information to student organizations and campus partners on upcoming events and workshops
- Conduct vocational and personality assessments as a tool for major and career exploration
- Assess learning outcomes and program objectives of educational workshops and events

Diversity Education Coordinator, *LGBTQ Resource Center*

University of Houston

June 2016-February 2020

Houston, TX

Coaching

- Create and conduct three new interactive, educational workshops including activities and learning outcomes which have been attended by over 500 students, faculty and staff
- Increase average signature program attendance by 80 percent over 3 years through extensive marketing plans, outreach efforts, and purposeful campus and community partnerships
- Partner with University Career Services to host 3 "Coming Out at Work" panels with multiple corporations' employee resource groups and faculty for LGBTQ students and allies
- Coach undergraduate and graduate students on best practices during the resume, interview, and hire process, especially as it relates to sharing identities, experiences, and backgrounds with employers
- Consult for career development offices on campus including University Career Services, UH Law Center and UH College of Technology on inclusive processes and language

Outreach

- Oversee and advise a team of 7 student leaders involving weekly professional development activities, customized goal setting, and 1-on-1 coaching sessions on career preparation, interview skills, and job search techniques
- Connect students to professionals and community members for informational interviews leading to research opportunities, internships, and career positions
- Assess and evaluate learning outcomes and program objectives through pre and posttests, surveys, and focus groups and analyze data to adjust and improve future programming
- Lead marketing and outreach initiatives to increase overall social media following and engagement
- Collaborate with academic colleges, community organizations, and student organizations to provide intersectional and inclusive programming
- Spearhead a new student leadership development program including policy manual, learning outcomes, curriculum including StrengthsQuest activities and community leader visits, and assessment with a \$4,000 budget
- Secure over \$10,000 of program funding through grant writing and fundraising efforts in 2 years

Graduate Assistant, Center for Diversity and Inclusion**October 2014-May 2016**

University of Houston

Houston, TX

- Planned, coordinated, assessed, and managed \$4,500 budget for Culture Connect Week, a week-long series of 11 events collaborating with 16 campus partners to highlight various aspects of diversity and inclusion
- Co-developed and administered educational workshop material and activities related to diversity and inclusion topics to UH campus community related to identity development, inclusive practices, and cultural competence
- Generated marketing distribution plan and manage outreach efforts including monthly newsletter, tabling hours, CDI staff highlights, social media contests, and printed and digital materials
- Prepared infographics, event summaries, program proposals and evaluations, and other reporting for staff
- Produced forms and create and track event attendance within Outlook 365 and CollegiateLink software
- Trained and managed the CDI Ambassador Coordinator on role and professional development
- Advised and oversaw a team of 17 ambassadors focused on diversity education, events and outreach
- Supervised ambassador-led diversity-related discussions on various identity-based topics
- Coordinated and facilitated student panel discussions on the experiences of queer and trans people of color, students with visible and invisible disabilities, and fraternity and sorority life across all councils
- Collaborated with Academic Affairs departments including Hispanic Studies, Center for Mexican American Studies and American Sign Language & Interpreting Program to host educational programs
- Led Center's marketing efforts including website and social media to gain over 980 "likes" on Facebook, 483 followers on Twitter, and 182 followers on Instagram

SELECTED PRESENTATIONS & FACILITATION

- Career Exploration for First Generation College Students, Fall 2020
- Resume Workshop, University Career Services, Summer 2020
- Complicating the Work of Campus Student Leaders, Creating Change Conference session, Spring 2019
- Race and Equity Panel (Invited Moderator), Texas Higher Education Symposium panel, Fall 2018
- Identity Assessment: Who Are We Leaving Behind?, UH Summer Assessment Symposium session, Summer 2018
- Supporting Students While They Support Us: Ambassadors, UHS Leadership Conference session, Spring 2018
- Stories of Trans Women in Leadership Panel, Empower Women's Conference session, Spring 2018
- Gender Neutral Pronoun Practice Workshop, University of Houston, Spring 2018 – Present
- Student Life New Employee Training (Diversity & Inclusion Focused), University of Houston, Spring 2017 - Present
- Inclusive Reporting on the Trans and Gender Non-Conforming Community, Daily Cougar student training, Spring 2017
- Cougar Ally Training (LGBTQ 101 Training for Faculty and Staff), University of Houston, Spring 2016 – Present
- Discussion on Whiteness: The Importance of Intersectionality, Gender Infinity Conference session, Fall 2016
- DreamZone Ally Training (Supporting Undocumented Students), Center for Diversity and Inclusion, Spring 2016
- Inclusive Language: Past, Present, and Future, Center for Diversity and Inclusion workshop, Spring 2015 – Present

PROFESSIONAL DEVELOPMENT & COMMUNITY ENGAGEMENT

NASPA Annual Conference, <i>NASPA</i>	March 2016, 2017, 2019
New Leaders Council Institute, <i>New Leaders Council-Houston</i>	January 2018-June 2018
Code Red Assist Liaison, <i>UH Women & Gender Resource Center</i>	February 2018
New Professionals Institute, <i>NASPA Region IIII & SACSA</i>	June 2017
Mental Health First Aid Training, <i>Mental Health First Aid USA</i>	October 2016
QPR (Suicide Prevention, <i>Counseling & Psychological Services</i>)	September 2015
Intercultural Development Inventory (IDI) Training, <i>KMS Consulting</i>	July 2015

PROFESSIONAL AFFILIATIONS

UH Alumni Association, <i>Life Member</i>	2019-Present
New Leaders Council-Houston, <i>Board Member</i>	2018-Present
National Association of Student Personnel Administrators (NASPA), <i>Member</i>	2014-Present
Consortium of Higher Education LGBT Resource Professionals, <i>Member</i>	2014-Present
Texas Exes Alumni Association, <i>Life Member & NAB Board Member</i>	2009-Present

AWARDS

UH Center for Fraternity & Sorority Life, Staff Advisor of the Year	2020
UH Division of Student Affairs & Enrollment Services' Diversity and Inclusion Award	2019
UH Graduate College of Social Work's Humanitarian Award	2019
Consortium of Higher Education LGBT Professionals Promising New Professional Award	2019
UH Student Life Diversity Diamond Award (Inaugural Recipient)	2017

SOFTWARE

BlackBoard, MS Teams, Campus Labs Baseline, CollegiateLink, Adobe Illustrator, Adobe Spark, Microsoft Office 365, Canva

Sandra Merino-Osorio

• Rosharon, TX 77583 • 713-261-5714 • Merinos261@gmail.com •

www.linkedin.com/in/sandra-merino

EDUCATION

Master of Education in Counseling

May 2020

University of Houston, Houston, Texas

Bachelor of Science in Psychology, Minor in Professional Writing

December 2016

University of Houston- Downtown, Houston, Texas

SKILL SUMMARY

- Counseling
- Student front-facing
- Academic Advising
- Campus wide tabling
- Event Planning
- Data-Analysis

PROFESSIONAL EXPERIENCE

Career Counselor 2

October 2021-Present

University of Houston, Houston, TX

- Advise STEM students regarding career exploration, job/internship search and resume and interview preparation
- Conduct workshops for 20-30 students regarding career preparation
- Collaborate with team of 4+ to coordinate STEM Career fair logistics, employer lineup and student events
- Participate in hiring search committee for Sr. Career Development Specialist for liaison area
- Engage with employers from STEM industries to collaborate on workshops, meet & greets and career fairs to bring additional support and resources to students

Academic Advisor 1 for Natural Science & Mathematics College

August 2020-October 2021

University of Houston, Houston, TX

- Coordinate resources and support services for diverse student population within Natural Sciences & Mathematics college (NSM)
- Present the NSM's college presentation to 80+ incoming students at orientation
- Co-supervise the Biology & Biochemistry advising session via Zoom or Teams to incoming students to ensure registration and access to campus resources
- Conduct student appointments and evaluate over 1,100 student's degree plans and recommend courses based on student's goals and needs
- Design and conduct Biology & Biochemistry Minor presentation to simplify process of declaring minor for the students

Graduate Assistant

June 2019-August 2020

University of Houston, Houston, TX

- Presented Admissions presentation to 20+ prospective students before attending the UH tour
- Analyzed and interpreted call center data to implement new training or processes
- Educated students on transfer equivalency guides, programs and campus resources
- Coordinated a three-day on campus visit for 45 high school counselors to recruit out of state students
- Collaborated with all academic colleagues to set up informative and engaging presentations for visiting counselors

Counseling Intern for University Career Services

June 2019-May 2020

University of Houston, Houston, TX

- Advised 400+ students through appointments and walk-ins with resume preparation, interview and network strategies, career exploration and program selection
- Collaborated with career counselors to assess student's needs, to execute workshops and plan programs for career exploration

- Conducted presentation to counseling staff on case conceptualization with both theoretical and practical aspects of students needs and how to address in session
- Engaged in student outreach during tabling events at freshmen and transfer orientations
- Conducted Medical and Dental School Mock Interviews to provide critique and encouragement on interviewing skills

Enrollment Service Generalist I

March 2018- June 2019

University of Houston, Houston, TX

- Counseled 60+ prospective freshmen and transfer students daily regarding academic programs, requirements, and degree plans to increase enrollment
- Advised readmit students on required applications, documents and deadlines to prepare for evaluation
- Collaborated with associate directors from various departments to have escalated issues resolved quickly to ensure students receive relevant information
- Conducted training for eight representatives on university programs to facilitate cross-training

INVOLVEMENT

Member

Marketing Committee University Career Services

November 2021-Present

- Review and develop marketing material for University Career Services with 5 other members

Mentor

Las Comadres College Mentoring Program

August 2020-Present

- Provide support, encouragement, and resources to first generation, undergraduate Latina students
- Meet with mentee on a bi-weekly basis to discuss goals, areas for growths, and accomplishments

Sub Committee Member

Texas Association of Chicanos in Higher Education (TACHE), Houston, TX

Dec. 2019- Present

- Develop marketing strategies with 11 students and staff members to increase student involvement for 2020 TACHE conference
- Submitted conference proposal with 4 graduate students to host panel to discuss challenges in higher education for the Latinx community, which has been approved

SKILLS

- Bilingual in Spanish
- SharePoint
- Mental Health First Aid Certificate
- PeopleSoft
- QPR Suicide Prevention
- EAB Navigate software
- Microsoft Teams
- Zoom

MERAB OMOREGIE

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Education

Master of Education, Higher education

University of Houston, Houston, TX

May 2023

Bachelor of Arts in Communication, honors

Purdue University, Fort Wayne, IN

May 2020

Honors

- Dean's list: Fall 2016 – Spring 2020

Extracurricular/Volunteer experience

Student Life and Leadership, volunteer student leadership camp leader

2016-2020

Students Activities Board, committee chair for member development and outreach

2018-2020

National Society of Leadership and Success - vice president

2017-2018

Ambassador of Purdue Fort Wayne

2017-2018

Junior Achievement volunteer teacher

2016-2018

PFW Big Event Volunteer leader, Fort Wayne, IN

2017-2020

Professional Experience

Instructional Assistant Campus traditions

August 2021 – Present

- Assist with the advising of the Frontier Fiesta Association and Homecoming Board.
- Assist with the selection of stipend student leaders.
- Create and conduct university sponsored organization student leader trainings.
- Assist with the creation, implementation, and evaluation of program assessment efforts.
- Review and submit university approved contracts and agreements for full execution between UH and vendors.
- Assist with the marketing of Frontier Fiesta and Homecoming.

Boys and Girls Club of America

July 2020 – June 2021

Youth Development Professional

- Provided members with guidance and mentoring through active participation with members to help them fulfill and make appropriate choices about their educational, personal, physical, social, emotional, vocational, and spiritual needs.
- Demonstrated leadership to assure conduct, safety, and development of members.
- Oversaw the provision of day-to-day program activities in accordance with established standards and goals.
- Led and executed the implementation of Boys and Girls Club curricula and programs focused on three priority outcomes: academic success, good character and citizenship and healthy lifestyles.

Purdue University Fort Wayne

Library Communications Strategist Intern

June 2019 – May 2020

- Collaborated with web, multimedia, or art design staffs to create multimedia web sites that conform to brand and company visual format.
- Collected and analyzed data, to create surveys, email promotions and marketing campaigns.
- Drafted promotional content for the media and the web.
- Produced compelling marketing web contents, presentations on academic branding and brand management in higher education.

Student Success Coach

April 2017 – June 2019

- Contributed to marketing campaigns for new student orientation.
- Introduced new students to campus support services, building locations, and developing class schedules.
- Oversaw and mentored new students to uphold and enforce all aspects of the University conduct code.
- Provided individualized support and success coaching for newly admitted students.

Student Government Association - Executive Assistant

June 2018 – May 2019

- Helped with calendar management.
- Answered phones and directed all incoming calls to appropriate party promptly and efficiently.
- Reviewed and summarized miscellaneous reports and documents, prepared background documents and outgoing mail, as necessary.
- Prioritized and managed multiple projects simultaneously and followed through on issues in a timely manner.
- Administrator for all resources, products, equipment, and other shared office services.

SKILLS

- Microsoft Excel, Access, Word, PowerPoint, Outlook, Photoshop, Public Speaking, Research

PROFESSIONAL EXPERIENCE

Senior Recruiting Manager/Recruiting Manager, University of Houston Career Services

9/2018 – Present

Houston, Texas

- Implement strategic initiatives and events and build employer partnerships to increase the number of jobs and internship opportunities for a diverse student population of 46, 000
- Collaborate with campus recruiters to provide customized recruitment plans to increase applicant yield and build the organization's campus footprint
- Manage the on-campus interview and employer meet & greet programs
- Lead the university's two largest career fairs that annually serve 800 students and 200 employers
- Serve on the marketing committee to create digital, print and social media promotions of jobs, internships, career fairs and special events
- Interpret assessment data to provide strategic planning input
- Initiated Employer U, an annual event to empower employers to effectively recruit U of H students and provide an effective dialogue on relevant issues including DEI and building and sustaining a diverse workforce
- Established the First Generation Early Career Access event, an event designed to connect students with industry executives who are first generation and provide employers with access to a diverse pool of future candidates
- Supervise three career fair liaisons, a team of students trained to perform employer outreach and increase employer participation

New Unit Developer, Boy Scouts of America

6/2017-6/2018

Houston, Texas

- Used Salesforce and outreach initiatives to increase the number of Boy Scout, Cub Scout, STEM, Venturing and Sea Scout charters in a five district area
- Top sales producer in a six member sales team for 12 months
- Managed engagement activities for the retention of existing units within territory

Marketing Manager /Sales Advisor, Ambassador Services

Houston, Texas

10/2016 – 4/2017

- Exceeded monthly sales and account growth quota through networking, cold calling and management of existing accounts
- Effectively increased total sales volume by 25% within Houston territory
- Managed marketing, branding, PR and social media presence
- Hosted trade show booths with an average attendance Of 800+ customers

Sales Director, Building Professionals of Texas (BPT)

Houston, Texas

1/2015 – 1/2016

- Managed a statewide sales team and territory responsible for increasing sales by one million dollars in revenue annually
- Managed marketing, branding and PR relations
- Provided customer relationship management to ensure customer satisfaction

Assistant Director, Recruitment, Marketing & Outreach

Texas Chiropractic College, Pasadena, Texas

9/2013 – 5/2014

- Developed and executed comprehensive recruitment plan to increase college enrollment
- President's Liaison to national colleges and universities to solidify curriculum articulation agreements
- Collaborated with the Office of Institutional Advancement to increase alumni donations for the office of Admissions by
- Trained Alumni Ambassadors to represent college at events to increase national market share
- Researched market trends and competitor behavior to offer effective strategic planning

University of Houston College of Natural Sciences and Mathematics

8/2008 – 9/2013

Houston, Texas

Recruitment/Retention Director

- Directed the recruitment of highly qualified incoming freshman and transfer students
- Implemented full cycle marketing campaigns for recruitment and retention of a student body of 7,000
- Oversaw college orientation program
- Managed the NSM college Ambassador Program
- Presented STEM empowerment programs showcasing potential "cool" careers for K-12 students

Dawnelle S. Prince

Dawnelle.prince@yahoo.com • 77339 • 832-283-3313 • <https://www.linkedin.com/in/dawnelle-prince-recruiter/>

- Created the NSM Frosh Frenzy, an event for 700 incoming freshman, the event included a faculty and student collaborative scavenger hunt, student resource fair and gaming lounge
- Coordinated annual college Town Hall meeting in collaboration with the Student Government Association (SGA)

HLSAMP Grant Program Recruitment Manager

- Developed and implemented a recruitment plan to increase enrollment of underrepresented student's in Science, Technology, Engineering and Math (STEM) majors
- Curated and implemented the BP funded STEM/BP Grand Challenge Competition Series, a bi-annual Cardboard Boat Regatta and WeatherU Meteorological competition in collaboration with KPRC Channel 2, Fox26 News and Univision
- Managed the Summer Bridge initiative, an early integration student success and retention program for First Generation and underrepresented student populations
- Managed regular communication with partnering grant institutions to ensure streamlined processes and procedures
- Published print materials; providing graphic design and writing/editing support, managed social media outlets and redesigned program's website
- Served as advisor to the UH student SHPE Chapter which earned the distinction chapter of the Year award for the implementation of Noticias de Ciencias, a bi-lingual community outreach program for under resented families to explore college admission, financial aid and STEM careers

Recruitment Director

School of Engineering

University of Kansas, Lawrence, Kansas

8/2004 – 7/2008

- Directed national recruitment efforts resulting in a 10% increase in the incoming freshman class per year
- Administered a full-cycle marketing campaign including print materials, website development and social media
- Obtained over \$100,000 in funding for recruitment initiatives from industry leaders including Boeing, Spirit Aero systems, Burns & McDonnell, Garmin, Perceptive Software and more
- Created a week long residential summer camp for high school students
- Planned and coordinated events including recruitment receptions, community engagement and alumni board meetings
- Analyzed enrollment reports and industry trends to strategically plan one, five and ten year goals
- Established relationships with faculty, university constituents, alumni, advisory board members and other stakeholders to create collaborative opportunities
- Hired, trained and managed the school's student ambassador staff of 30
- Implemented Camp College, a K-12 program serving over 50 teachers providing curriculum to present engineering, science and technology principles in the classroom

Industrial Scholar Interns Program Manager

Cullen College of Engineering

University of Houston, Houston, Texas

7/2000 - 7/2004

- Implemented internship and scholarship program with Weatherford, BASF, Halliburton, Cobb, Fendley & Associates, Schlumberger, and other partner companies
- Cultivated the program to a \$1.3 million budget through employer relations and development initiatives
- Instituted assessment methods to measure performance
- Instituted the annual events including student orientation, career fairs, networking mixers, mentoring program and awards Gala

EDUCATION

Texas A&M University, College Station, Texas

Bachelor of Science in Agricultural Business

Larissa I. Ríos Cruz

TEL +1 (713) 726-6277 E-MAIL: LARISSARIOSCRUZ@OUTLOOK.COM

SUMMARY OF QUALIFICATIONS

- Bilingual in English/Spanish with excellent communication skills
- Pro-active, detailed-oriented, individual with ability to grasp and apply new material quickly
- Experience in sourcing/recruiting new talent, as well as, training and managing employees
- Strong computer skills including Microsoft Office Suite, Symplicity and PeopleSoft

EXPERIENCE

Recruiting Coordinator – University Career Services

Dec. 2019 – Present

University of Houston – Main Campus

- Assist off-campus companies and organizations in their recruitment cycle and connect them to UH students through various recruiting events such as information sessions, on-campus interviews and career fairs
- Assist in career fair logistics, which include budgeting, vendor coordination and communicating with off-campus employers
- Develop website content for employers that include resources needed for recruiting at the University of Houston (i.e. manuals, policies and procedures, FAQ's and video content)
- Supervise and train student staff
- Oversee, coordinate and serve as the point of contact for students, staff, and community members in regard to Work-Study and Part-Time employment
- Interact with off-campus partners to promote off-campus student employment through impactful programming such as career fairs and targeted communication (i.e. calling campaigns, e-mail blasts and newsletters)
- Interact with faculty, staff and students to promote on-campus student employment by creating materials and conducting formal training and professional development for current student employees and supervisors
- Lead all efforts in planning, assessment and develop methods for Job Location & Development implementation and administration; coordinate all aspects of outreach, data collection and evaluation of the program so, that it is provided to senior administration

Lead Instructor

Aug. 2020 – Dec. 2021

CYCLEBAR – Sugar Land

- Supervised 10 fitness instructors
- Responsible for recruiting, sourcing and hiring new talent and performing auditions
- Responsible for all administrative tasks regarding the instructors, to include but not limited to scheduling of classes, instructor meetings, time off requests and assist with studio events
- Prepared payroll items for studio management by compiling information from system reports
- Conducted performance evaluations of all instructors
- Facilitated bi-monthly instructor group trainings
- Maintained day-to-day instructor operations and corporate brand standards in the studio
- Planned and executed cycling classes

Career Specialist – Career Services

Aug. 2018 – Dec. 2019

San Jacinto College – Central Campus

- Ensured all on-boarding paperwork was processed and completed, including I-9 verification and criminal background check information
- Supervised student employees in Career Services
- Responsible for the overall utilization of Symplicity platform, including approving employers and students, resume reviews, job postings, event planning and collection of data for reporting purposes
- Planned and integrated the Student Employee Training program for student employees which includes professional development sessions and networking opportunities for student employees
- Scheduled and delivered presentations for students, staff and administrators

Admissions Advisor - Admissions**Nov. 2017 – Aug. 2018***San Jacinto College – Central Campus*

- Advised first time in college/transfer students and facilitate registration during their first semester
- Interpreted placement and standardized test scores, unofficial transcripts, and course pre-requisites; submit requests for official transcript evaluation
- Set student's educational plan for their first semester; explore transfer plans, if applicable

Recruiter – Outreach and Recruitment**Sept. 2016 – Oct. 2017***Lone Star College System – Kingwood*

- Recruited service-area high school students through weekly campus visits, participation in college day/night programs/events (e.g. Parent Night, New Student Orientations, Open House, GED Graduation)
- Attended outreach and recruitment activities for community (e.g. college fairs, expositions, local festivals)
- Tracked students for recruitment purposes and sent various communications (i.e. email blasts, direct mailings, etc.) while using data/best practices of system counterparts to drive outreach and recruitment activities

EDUCATION

- B.A., Multidisciplinary Studies, concentrations in Communications, Sociology, and Spanish **August 2016**
The University of Texas at San Antonio, San Antonio, TX