

EDUCATION

Arizona State University, Tempe, AZ

- ♦ Master of Education, Higher and Post-Secondary Education Administration
- ♦ Bachelor of Science, Marketing, Business Honors Program, Sociology Minor

May 2001
May 1996

PROFESSIONAL HIGHLIGHTS

- ♦ Fiscally sound budget manager and detail oriented administrator and developer of databases for multiple programs and projects
- ♦ Advanced skills and work experience in Microsoft Word, Excel, PowerPoint, Access, Publisher and Outlook
- ♦ Initiated and lead partnerships between variety of stakeholders
- ♦ Articulate, organized and enthusiastic trainer, group facilitator, and supervisor
- ♦ Serving underrepresented youth of diverse backgrounds, passionate social justice advocate and educator

PROFESSIONAL POSITIONS

- ♦ Owner Manager, TTF Group LLC, *Ameery Care II Residential Home, Henderson, NV* April 2010-present
- ♦ Owner Manager, Guardian Home LLC, *Angel Care Residential Home, Las Vegas, NV* January 2015-present
- ♦ Domain Broker/Website Developer, *Las Vegas, NV* August 2013-January 2015
- ♦ Coordinator of Community Events, *Public Relations, Central Arizona College, Coolidge, AZ* August 2011-August 2013
- ♦ Owner Manager, *Holiday Illumination of Arizona, Queen Creek, AZ* October 2010-January 2011
- ♦ Coordinator for Student Development and Activities, *Department of Student Engagement, Arizona State University at the Downtown Phoenix Campus, Phoenix, AZ* July 2006-November 2009
- ♦ International Learning Community Program Director & Residence Life Coordinator, *Division of University Housing, University of Wisconsin, Madison, WI* July 2003-June 2006
- ♦ Resident Director, *Residential Life, University of California at Los Angeles, Los Angeles, CA* August 2001-July 2003
- ♦ Community Service Program, Practicum, *Arizona State University, Higher Education Administration, Tempe, AZ* January 2001-April 2001
- ♦ Graduate Hall Director, *Department of Residential Life, Arizona State University, Tempe, AZ* July 2000-May 2001
- ♦ Executive Staff Assistant, *PricewaterhouseCoopers LLP, San Francisco, CA* August 1999-July 2000
- ♦ Marketing Manager, *Junior Achievement of Sacramento, Inc., Sacramento, CA* August 1998-August 1999
- ♦ Summer Conference Linen Coordinator, *Department of Residential Life, Arizona State University, Tempe, AZ* June 1998-August 1998
- ♦ Assistant Residence Hall Director, *Department of Residential Life, Arizona State University, Tempe, AZ* June 1997-August 1998

PROFESSIONAL SKILLS

PROJECT MANAGEMENT & ADMINISTRATION

- ♦ Developed new administration system for hiring process of approximately 70 staff members
- ♦ Managed, implemented, and responsible for budgets from \$12,000 to \$80,000 for programming supplies, staff development, payroll
- ♦ Coordinated residence hall operations including transfers and occupancy management
- ♦ Database skills include developing access systems to track staff, discipline case load, program participants, donors

EVENT PLANNING, MARKETING & FUNDRAISING

- ♦ Managed frequent small events to large scale events for 3000+, negotiated contract and booked national headliner, and chaired state-wide conferences
- ♦ Responsible for overall marketing and special events fundraising strategy and implementation for nonprofit
- ♦ Oversaw all public relations and awareness efforts, quarterly newsletter publication process, and web site re-design
- ♦ Coordinated a peer mentoring program matching over 200 students to mentors
- ♦ Won a \$12,000 and a \$3,400 grant to create a partnership between residence halls and non-profits

SUPERVISION, RECRUITMENT, SELECTION

- ♦ Supervised, trained, selected, developed, motivated and evaluated team that ranged in size from 4 to 30, including a part time and full time staff.
- ♦ Developed job descriptions, expectations, recruited, hired, trained, managed payroll and evaluated various student, graduate and academic staff

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COMPUTER SKILLS

- ♦ High skills in Microsoft Office Suite, including Word, Excel, Access, Publisher, PowerPoint, and FrontPage, with type speed of 75 wpm
- ♦ Some database creation experience and courses taken
- ♦ Served as Webmaster for one organization and Newsletter Editor in multiple settings

TRAINING FACILITATION & TEACHING

- ♦ Seven years of professional training experience
- ♦ Designed and executed over 20 leadership training workshops on topics ranging from community to involvement to social justice
- ♦ Designed and instructed 1-credit college courses, including developing a course syllabus and evaluating class performance
- ♦ Lead multiple delegations to various conferences and facilitated reflections discussions

COLLABORATIVE LEADERSHIP AND PARTNERSHIP DEVELOPMENT

- ♦ Directed the International Learning Community focusing on international issues, cross-cultural understanding, globalization and international student services
- ♦ Facilitated partnerships with various colleges and schools, college departments, community agencies, non-profits, and vendors

COMMUNITY BUILDING, ADVISING, CRISIS MEDIATION & COUNSELING

- ♦ Performed emergency on-call responsibilities and crisis response for student population up to 7,500 students
- ♦ Mediated student conflict and crisis issues, responded to complaints, adjudicated university conduct cases and made appropriate referrals

HONORS

ASU Sun Award (1 of 4 recipients for having received the most in numbers and highest quality peer recognitions throughout 07-08)	2008
Ira and Ineva Reilly Baldwin Wisconsin Idea Endowment Recipient (\$3,400)	2004
Center for Community Partnerships Grant Recipient (\$12,000)	2003
Outstanding Advisor 2000-01, Arizona State University Residential Life	2001
Top 5 Workshop Presenter, Sub-regional Conference, Nat'l Association of College and University Residence Halls	1994, 1995
"Resident Assistant of the Year" by Intermountain-Affiliates of College and University Residence Halls	1994

LEADERSHIP EXPERIENCE

YMCA Step Aerobics Fitness Instructor	Instructor	2007-2008 and currently
Downtown Phoenix campus of ASU Student Handbook	Chair	September 2007 – August 2008
Dynamic Downtown Devil Recognition Program	Chair	September 2006 – November 2009
Community Advocacy Symposium	Chair	September 2007 – May 2008
Healing Racism Institute (8-week-institute)	Participant	Spring 2005
Social Justice Training Institute	Participant	December 2004
Mexico Study Abroad Program	Participant	Summer 1995
Resident Assistant		August 1993-May 1995
Community Service Program	Director	August 1994-May 1995

PRESENTATIONS

Safe Zone Certified Trainer	Arizona State University Safe Zone Committee	2006-2009
Perfectly Logical Explanations (PLEs)	Student Personnel Association	February 2004; July 2007
"Archie Bunkers' Neighborhood"	Leadership Intern Diversity Training	February 2003
"Life Management"	Floor Government Training, Staff Training	October 2002, August 2005
"Juggling Masters" (Self Mgt.)	Central RA Training; ASU Leadership Training	January 2001; July 2007 & 2008, Oct 2009
"Ethics and Service: Do these pieces fit?"	IACURH Regional Leadership Conference	November 2000
"Leadership & Motivation"	Central RA Training; ASU Leadership Training	January 1998; July 2007, July 2008

REFERENCES

Previous Supervisors

Ms. Cassandra Aska Assistant Dean & Director of Student Engagement ASU Downtown Phoenix campus 522 N Central Ave, 206B Phoenix, AZ (602) 496-0668 cassandra.aska@asu.edu	Ms. Cindy Havens Coordinator for Residence Hall Communities Division of University Housing 717 W. Johnson Street Madison, WI 53706 (608) 263-3994 cindy.havens@housing.wisc.edu	Dr. Suzanne Seplow Director, Residential Life UCLA Residential Life 370 De Neve Dr. Box 951375 Los Angeles, CA 90095 (310) 825-3066 suzanne@orl.ucla.edu
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