
PROFESSIONAL PROFILE

Highly creative, energetic and resourceful professional with proven success in developing employer relations, designing, coordinating, and leading results-driven services. Unique talent for setting standards for building a great organization; will settle for nothing less.

- Possess expertise in career center operations, strategic planning, marketing, and financial management; fourteen years experience in higher education
- Fifteen years professional business experience in private industry; marketing, sales, and event management and design both internationally and domestically; experienced and knowledgeable of business etiquette and protocol
- Demonstrated capacity to build highly productive partnerships throughout the university and business communities to maximize programming and services for students, alumni, and clients
- Extensive international travel experience (traveled to over 45 countries, lived in 5 countries); extensive involvement in working with international students and alumni; provide a rare perspective when interacting with individuals from various cultural and socioeconomic backgrounds
- Recognized achievement in working with military branches and government agencies to introduce and place qualified students and alumni into these specialized career fields
- Energetic and organized problem-solver with proven success delivering unconventional solutions that produce measurable and sustainable results; clear catalyst in transition from mediocre to great
- Superior communication and presentation talents; able to present ideas with clarity and enthusiasm
- Proficient and experienced in UNIX, CSO, eRecruiting, Career Connections, MonsterTrak/InterviewTrak, Discover, TypeFocus Careers, Symplicity, MS Word, Excel, Outlook, PowerPoint, Access, Publisher, FrontPage, Photo Editor, and Adobe Acrobat Professional; quickly learn new software and database systems

EDUCATION/AWARD

Master of Science in Higher Education Leadership and Administration May 2007

THE UNIVERSITY OF KANSAS – Lawrence, Kansas

Bachelor of Arts, Liberal Arts-Political Science, May 2003, GPA 3.85 *Magna cum Laude*

THE UNIVERSITY OF MISSISSIPPI – Oxford, Mississippi

NACE Management Leadership Institute, July, 2007-San Antonio, Texas-*Regional Scholarship Recipient*

Alumni Meritorious Service Award, University of Mississippi, School of Applied Sciences, Department of Legal Studies, May 2006

PROFESSIONAL EXPERIENCE

LSU SHREVEPORT – Shreveport, Louisiana

Director of Career Services, December 2007 to present

Develop vision and implement plans to restructure services offered by LSU Shreveport Career Services

- Manage all aspects of career services; employer outreach, student career development, faculty relations, employer recruiting programs, and community relations and partnerships within career services sphere
- Realized 42% increase in student involvement and use of career services within first 60 days; achieved 70% increase in student traffic by end of first year of employment; sustain growth through enhanced services and open door policy
- Analyzed existing career software systems and acquired more professional and effective career software systems at a negotiated rate 45% lower than current rate
- Advocate of partnership with HBCU institutions; first career services director in northern Louisiana to open on-campus career events to Grambling State University students and other minority institutions
- Initiated and developed partnership with career services directors of eight institutions in northern Louisiana and local government officials to design and deliver collaborative career programs and events for students and alumni of all institutions; 2012 event will include partnership with 16 colleges and universities from Louisiana, Texas, Arkansas

- Launched and chaired regionally historic career services event bringing the first Louisiana Regional College Career Fair (LRCCF) to northern Louisiana for college students and alumni of any accredited institution-2009; event brought 101 national, regional and state exhibitors and 725 students and alumni from institutions within a five state area
- Served as Chair of the Louisiana Regional College Career Fair 2009,2010, 2011; annually deliver event below cost
- Redesigned LRCCF to include other states; design revenue generating programs including ads and sponsorship opportunities; oversee committees for planning, marketing, recruitment of exhibitors, and general advertising
- Provide career counseling and services to international students and alumni; able to understand the needs and challenges of individuals stemming from various cultural backgrounds and to form trusting professional bonds
- Continuously strive to strengthen and refine professional effectiveness of services for all constituents; students, alumni, faculty, departments, and employers; forming advisory board from constituents to maximize results
- Campaign effectively to increase center's income through partnerships with employers and community organizations; realized 100% increase in sponsorship activity first year of program; continue to design and deliver revenue generating marketing opportunities for both employers and career services
- Strengthened student exposure to and interest in careers with US military branches, government entities, and Intelligence agencies; continue to work closely with recruiters searching for the most qualified candidates for these fields
- Maintain active professional relationships and partnerships with faculty to deliver career services directly to classroom; present career development and professional portfolio lectures to classrooms; present an average of fourteen one hour lectures each semester since 2009 realizing an increase of 65%
- Restructured University 200, three credit hours elective, to include more academic components and professional career development; taught first class summer semester 2008 with record enrollment of 45 students; continued teaching efforts through Spring 2009
- Head annual campaign within division that provides holiday baskets for senior citizens through Caddo Council on Aging; 2007, 2008, 2009; In 2010 developed volunteer program to include participation by student organizations increasing donations from 25 households to 50 annually; in 2011 increased households to 75
- Currently developing online career class, *Career and Life Planning 300*; launch date set for January 2012

THE UNIVERSITY OF KANSAS – Lawrence, Kansas

Associate Director of the University Career Center, January 2005 to December 2007

Developed vision, administered planning, and executed all facets of employer development and recruiting programs for university students and alumni. Guided strategic planning efforts to demonstrate united efforts within decentralized career services. Forged partnerships with businesses and organizations (potential employers) and university stakeholders. Initiated and directed all employer recruitment activities.

- Restructured and revitalized current recruiting programs, and introduced creative ideas that enhanced student participation by 26% first year, 55% second year
- Developed and introduced fresh perspectives such as targeted career fairs, etiquette dinners, and other events that increased budget by 60K annually; sustained competitive edge annually
- Successfully introduced, developed and produced Public Service Career Fair and Environmental and Life Sciences Career Fair; open to all college students in Kansas and bordering states
- Provided successful career services and counseling to the international student population; formed crucial professional links and trust with individuals from various cultural backgrounds
- Increased partnerships with prospective employers/businesses by 43% in first year; by 62% in second year; improved employer donations to department by 30% within first year; resulting in continual growth each semester
- Restructured annual campus career fair event, produced rigorous marketing campaign, and increased employer participation by 60% in second year; presented largest career fair held at KU
- Successfully designed and facilitated high-impact education program for the Athletic Department that included Athletic Career Week, Athletic Career Fair, and an Etiquette Dinner funded through employer contributors and participation
- Developed faculty/staff relationships with colleges and departments within university; proposed and designed first partnership with School of Architecture and Urban Planning to develop targeted career services for Arch students, develop Arch employer and alumni relationships, and designed 2008 Architectural Career Fair
- Initiated partnership with Architectural School at Kansas State University to jointly advertise and coordinate School of Architecture Career Week in Kansas, February 2008

- Initiated and developed professional format for etiquette dinners; introduced employer financial and physical participation; increased student participation by 55%
- Recognized in *Chronicle of Higher Education* for outstanding Etiquette Dinner programs; requested by other universities across the country to provide expertise on etiquette dinner program concepts and event marketing techniques
- Continually developed working partnership with other career services offices within university; hosted bi-monthly meeting to maintain professional collaboration and provide united front to employers; built faculty alliances and served as liaison to the Office of Multicultural Affairs
- Taught summer class in “Career Development and Job Searching” , 400 level class
- Appointed Chair of Search Committee for Assistant Director of University Career Center in September 2006; served on Student Services committees; represented university at Society for Human Resource Management state conferences
- Presented workshop at the Kansas Association of Colleges and Employers (KACE) in November, 2006, on *Promoting the Passion-Career Services, Employers and Students*
- Represented University of Kansas Career Services at Big 12 Showcase, NACE, 2007, New York City

THE UNIVERSITY OF MISSISSIPPI – Oxford, Mississippi, April 1997 to March 2005

Recruiting Coordinator, Career Center July 1998 to March 2005

Provided leadership and support to enable students to explore various employment/career opportunities by managing recruiter development and on-campus recruiting activities. Advised corporate representatives on improving recruitment and marketing programs and results. Administered online résumé management software and prepared statistical reports. Organized, funded, and managed Career Day and other programs. Advised and supported students on job searching and career services.

- Developed and implemented strategy that secured and sustained \$25,000 in sponsorship annually from employers
- Boosted student participation by 63% in Career Day and recruiting activities, and increased employer participation by 62% for on-campus initiatives and 100% for direct online job listings
- Successfully solicited for \$4,000 annual grant from Target Corporation to fund Internship Corner at Career Center
- Built and sustained productive relationships with deans and administrators at the Schools of Business, Accounting, Engineering, Liberal Arts, Applied Sciences, Law, and Graduate School
- Served as key member of Staff Council on the Staff Leadership and Development Committee. Represented university at National Association of Colleges and Employers (NACE) and other annual conferences
- Nominated by students for *Frist Faculty/Staff Service Award* for providing excellent service to students, faculty, staff

University of Mississippi Men’s Basketball Team

Assistant to Head Coach, April 1997 to July 1998

MEDIA INCENTIVE MARKETING, INC. – San Francisco, California

Vice President of Travel Operations, May 1983 to November 1998

Designed tailored advertising-incentive travel programs and events for the media. Visited and researched international and domestic destinations and vendors. Created customized programs and marketing brochures for each client. Supervised four to ten employees in each program and supervised San Francisco office staff of five professionals and three support staff.

- Interacted and traveled with highly diverse clientele, including CEO and other top executives from U.S. firms, small business owners, and other decision makers; continually practiced business etiquette and protocol
- Responsible for developing, maintaining, and operating 10 incentive programs annually, with budgets ranging from 150K to 550K each; programs ran for eight days and seven nights in international destinations
- Secured hotel, airline and event rates 15% below the industry standard without sacrificing service or quality; provided clients with first class events tailored to budget and specific requests including chartered yacht dinners cruising the Mediterranean, champagne executive coach tours of major European cities, executive board meetings at the Hague, off-shore staff/directors meetings at each destination, movie events in Cannes, casino entertainment at the Royal Casino in Monte Carlo, beach events in Rio de Janeiro, Hawaii, Costa Rica, Martinique, St. Croix, Bahamas, Bermuda, and other events unique to clientele
- Realized profit margin between 15 – 27% per incentive program; customary profit margin in industry was 10-12%
- Continued to provide professional consultation for two years post employment with company

PROFESSIONAL DEVELOPMENT/ACADEMIC APPOINTMENTS/LEADERSHIP

HIGHER EDUCATION**Phi Eta Sigma National Honor Society Chapter Advisor-LSU Shreveport**

- Appointed permanent chapter advisor for freshman honor society June 2010
- Lead charge to bring organization from dormant stage to active campus and community service entity; group recognized in 2010 by national office for re-organization efforts
- Increased member participation by 55% in first year of advising role; continue to realize participant growth and impact of organization on campus and in the community

Northwest Louisiana Business Monthly Opinion Editor

- Write opinion articles for monthly paper and digital publication; featured in September 2011 issue
- Solicited by Dean of College of Business to contribute to publication

Louisiana Regional College Career Fair Association (LRCCF)

- Chair and founder; first regional college career event in northern Louisiana April 2009
- Chair of event: 2009, 2010, 2011, and 2012
- Event growth changed name in 2011 to ARK-LA-TX Regional College Career Fair; collaboration of colleges in LA, ARK, TX
- Design and develop marketing campaigns; solicit and secure sponsorships and underwriting commitments

National Association of Colleges and Employers (NACE)

- Registration Committee worker for annual conference; New Orleans, LA 2008
- Co-Chair of Kansas presentation at Big 12 Reception for annual conference; New York City, 2007

Southern Association of Colleges and Employers (SoACE)

- Sponsorship Co-Chair for first annual conference, San Antonio, TX, 2007
- Co-authored sponsorship proposal and campaign; successfully collaborated to bring largest contributions to date

Southwestern Association of Colleges and Employers (SWACE)

- Chair of Sponsorship Committee for Jubilee Event, Dallas, TX 2006-2007
- Secretary and member of the Board of Directors, 2005-2006
- Co-Chair of Sponsorship Committee for 2006 Annual Conference; New Orleans, LA (delivered largest total donations in program history-43K), Co-chair Family and Companion Committee
- Exhibiter for "Best Practices" workshop for the 2006 Annual Conference ; New Orleans, LA

Louisiana Association of Colleges and Employers (LACE)

- Participate in annual state conferences; 2008, 2009, 2010
- Participated as volunteer worker for LACE Career Fair; Baton Rouge, LA, 2009

Kansas Association of Colleges and Employers (KACE)

- Presenter; "Promoting the Passion: Enhancing the Visibility of Employers, Students, and the Career Center" at annual conference; Wichita, KS 2006
- Invited to present at 2007 annual meeting with same topic; relocated to LSU Shreveport

Southeastern Association of Colleges and Employers (SACE)

- Co-Chair of the Registration Committee in 2003
- Presented "The Triangular Model: Marketing and Coordinating Employer-Student-Career Center Interactions" workshop at the 2000 annual conference; St. Petersburg, FL

Southeastern Federal Recruiters and Colleges Association

- Conference attendee July 2011; Membership Committee member for 2010 annual conference
- Program Committee Member for the 2010 annual conference; Chair of Career Fair Sub-committee for 2010
- Program Committee Member for the 2004 annual conference; Savannah, GA

Mississippi Association of Colleges and Employers

- Member of the Program Committee for the 2003 annual conference; attended conferences 2001, 2002, 2003

Phi Kappa Phi, The University of Mississippi Chapter

- Secretary (2004), Vice President (2003) of Advisory Board. Delegate for 2004 national conference; Phoenix, AZ

COMMUNITY SERVICE ACTIVITIES**Federal Bureau of Investigation Citizens Academy Alumni Association, FBICAAA**

- One of 27 professionals selected by Regional Supervising FBI Senior Agent to attend academy, May 2009
- Elected Vice President of FBICAAA in Northern Louisiana, 2009-2011; 2011-2013
- Introduced high profile events to promote organization and support efforts of agency
- Successfully secured complimentary Louisiana State Fair Booth to promote anti-crime programs; in 2010 worked with Agents and FBICAAA members to distribute 1200 Child Identification Kits to parents, 600 Junior Agent badges to children, and age appropriate anti-crime materials to young people
- Received proposal from 2010 State Fair committee to confirm FBICAAA participation at event on permanent basis; working in 2011 with regional office to solidify permanent participation and recognition
- Participate in quarterly Board of Directors meetings in New Orleans and assist with chapter events in New Orleans
- Assisted New Orleans chapter with first Louisiana Scam Jam event, September 2011; successfully campaigned to hold event in Shreveport 2012
- Committee Chair of Scam Jam Shreveport 2012; design and organize regional event, market to agencies and organizations, gain underwriter commitments and sponsors, increase member participation
- Headquarters and Quantico 2012 Committee Chair; negotiate, design and secure program for 40 members

Lafayette-Oxford-University Chamber of Commerce

- Received Leadership Lafayette Certificate of Training in Community Service Leadership (2004)
- Presented "Making a Career Change" lecture during Women's Awareness Week in 2001

LIFT Incorporated

- Member of the Board of Directors from 2002 to 2005; Executive Vice President (two terms), member of Executive Council, and President and Chair of the Board of Directors, 2005; Tupelo, MS
- Helped administer \$15 million budget for Head Start, Meals-On-Wheels, Families First, for 17 counties; Mississippi
- Appointed to Board of Directors by Lead Supervisor of Lafayette County Supervisors Governing Board

Denmark Water Association Incorporated

- Elected by community to serve on Board of Directors in 1996, 2000, and 2004 (4 year terms each)
- Served as President of Board of Directors 2002-2005; first female elected President
- Successfully negotiated and received partial federal funding for new water well
- Identified critical weaknesses in operations of public utility and quickly took measures to resolve issues and avoid potentially hazardous repercussions
- Clarified roles and areas of responsibilities for Board of Directors members, professional staff and Water Operator to bring rural water association up to required federal standards; consistently received rankings above federal standards
- Certified as Mississippi Rural Water Association president and director, 1996, 2000, 2004 (renewed every four years)