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BIOGRAPHICAL SKETCH

EDUCATION:

Florida State University, Tallahassee, FL

Doctor of Philosophy in Higher Education Administration

Graduation Date: May, 2004

Minor: Executive Management

Doctoral Dissertation Topic: “Perceptions of Academic Advising and Freshman Retention: An Application of Tinto’s Model”

Temple University, Philadelphia, PA

Master of Education, May 1992

Kenyon College, Gambier, OH

Bachelor of Science in Psychology, May 1987

PROFESSIONAL EXPERIENCE:

Florida State University, Tallahassee, FL

Division of Undergraduate Studies, January 2000-Present

Advising First Advisor/Graduate Advisor: Duties include:

- ◆ Providing outreach academic advising services to all students at Florida State University.
- ◆ Referring students to appropriate university services and departments.
- ◆ Keeping informed of all institutional policies affecting students.
- ◆ Chairing the Advising First Assessment Committee, which produced an on-line evaluation assessment tool.
- ◆ Initiating and completing *Advising Connections*, an e-newsletter delivered to all students within the Division of Undergraduate Studies.

Office of the Dean, College of Education, August 2002-Present

Graduate Assistant to the Associate Dean for Research and Service:

Responsible for the completion of several administrative projects. Duties include:

- ◆ Managing Florida State University’s data submission for the 2003 and 2004 US News and World Report Statistical Survey of Graduate Education Schools.
- ◆ Identifying peer institutions and conducting comparative data analyses.
- ◆ Organizing an institutional research symposium bringing together the Association of Institutional Research and high-level university leadership.
- ◆ Serving as a member of the College of Education Graduate Enrollment Committee.

Department of Meteorology, January 1999-December 1999

Academic Coordinator:

Assisted the Department Chair with administrative functions of the graduate and undergraduate programs. Duties included:

- ◆ Coordinating the recruitment and admissions process, new student orientation, and graduation clearances.
- ◆ Scheduling and advising students on departmental and university policies and procedures.
- ◆ Supervising the Program Assistant and Student Employee positions.

College of Social Sciences, January 1998-December 1998

Graduate Assistant: Performed clearances on all undergraduates from the College of Social Sciences. Duties included:

- ◆ Certifying that all graduates met major, college, and university requirements.
- ◆ Directing and producing a promotional video for the College.

Program in Medical Sciences, October 1992-August 1997

Health Professions Coordinator: Responsible for developing and administering a comprehensive academic and career advising program for 1500 pre-health students.

Duties included:

- ◆ Conducting 50 individual advising sessions per week.
- ◆ Forming a Pre-Health Volunteer Partnership bringing together student volunteers with several local community health organizations.
- ◆ Overseeing all activities of the premedical honor society, Alpha Epsilon Delta.
- ◆ Creating a comprehensive manual on medical school admissions.
- ◆ Significantly increasing the number of professional school admissions from Florida State University.

Temple University, Philadelphia, Pennsylvania

Career Development Office, September 1990-August 1992

Career Coordinator: Responsible for providing career counseling services to students and alumni. Duties included:

- ◆ Organizing several large-scale career placement events.
- ◆ Initiating and facilitating a “Job Seekers Support Group” for unemployed alumni of the university.
- ◆ Teaching classroom-based, career placement workshops.

School of Business, September 1989-September 1990

Academic Advisor: Responsible for administering academic advising services to students in the School of Business.

AWARDS:

- ◆ **Mentorcoach Foundations Course Fellowship, March 2004**
- ◆ **Florida State University Graduate Studies Dissertation Award, Fall 2002**
- ◆ **Stickler Dissertation Award from the Department of Educational Leadership and Policy Studies, Fall 2002**
- ◆ **Niles M. Reddick Memorial Award in Recognition of Outstanding Academic Advising, 2000**
- ◆ **The Florida State University Excellence in Undergraduate Advising Award, 1994**
- ◆ **Recipient of the Kenyon College McKnight Fellowship in Psychology, 1987**

ARTICLES AND PRESENTATIONS:

- ◆ ***“The Power of Academic Advising in Campus Retention Efforts”***
The 2003 National Academic Advising Association Conference, Dallas Texas
- ◆ ***“The Influence of Learner Characteristics on Satisfaction with Interactive Televised Courses in Florida Community Colleges”*** **Research Report: ERIC Document 469361**