

Curriculum Vita

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Education

Master of Arts

Industrial/ Organizational Psychology
University of Tulsa, Tulsa, OK

Bachelor of Science

Psychology
Missouri Southern State University, Joplin, MO
Summa Cum Laude Honor Graduate
Omicron Delta Kappa Leadership Honor Society
Alpha Chi Honor Society

Missouri Southern State University Honors Program
Oxford University, Oxford England

Work Experience

Director, Southeast Missouri State University – Kennett, Kennett, Missouri, 2000-Present

Started the Kennett Regional Campus from its inception to the present. Performed all administration duties which include:

- Research, develop and coordinate all academic programs
- Hire, train and supervise regional campus staff
- Oversee and coordinate regional campus facility issues
- Manage operations budget for regional campus
- Coordinate advertising and community public relations
- Oversee all building technology, i.e. computers, interactive television equipment, etc.
- Manage and schedule daily regional campus overall operations
- Coordinate local campus operations with multiple University operations
- Oversee and coordinate regional campus scholarships
- Plan, organize and host local regional campus special events for students
- Recruit local adjunct faculty
- Coordinate support for local, interactive television and online faculty

- Write and administer local and University-wide grants
- Recruit traditional and non-traditional students
- Advise students in regard to career choices, admissions, academics, financial aid, etc.
- Coordinate University student opportunities, i.e. CSIS, study abroad
- Facilitate resolution of student disciplinary issues with Office of Dean of Students
- Plan, organize and host community wide events fund raising events
- Manage regional campus Foundation financial accounts
- Serve on various University committees
- Attend appropriate conferences
- Coordinate regional campus building use schedule
- Participate in and represent the University at local community events
- Serve on various local community Councils and Boards

University Training/ Skills (recent)

- Banner Administrative System (student, finance, human resources)
- Moodle Learning Management System
- Master Advisor
- Workplace Sexual Harassment
- Chrome River
- 360 Inclusion Leadership
- DPS Sexual Assault, Domestic Violence, Dating Violence & Stalking Involving Students

Adjunct Faculty, Southeast Missouri State University, Cape Girardeau, Missouri, 2005-Present

- Teach Courses (face to face, interactive television and web)
 - PY 101, Psychological Perspectives on Human Behavior
 - PY 120, Child Development
 - PY 222, Adolescent Development
 - UI 100, First Year Seminar

Adjunct Faculty, Three Rivers Community College, Poplar Bluff, Missouri, 1997-2005

- Taught Courses (face to face and interactive television)

Director of Regional and Technical Education, Three Rivers Community College, Poplar Bluff, Missouri, 1997-2000

Worked with the region's Vocational and Technical Schools to collaborate to offer higher education programs in the region and to organize and develop an interactive television (ITV) network for course delivery.

- Conducted academic needs assessment
- Organized schools into a distance learning partnership
- Established and administered distance learning program

- Trained faculty to teach using ITV equipment and provided tech support
- Worked with industry to deliver local training in outlying areas in region
- Administered program budget
- Wrote and administered grants
- Advertised and promoted programs in off campus communities

Vocational Counselor, Missouri Division of Vocational Rehabilitation, Poplar Bluff, Missouri, 1995-1997

- Conducted intake appointments with potential clients
- Analyzed client vocational and medical information
- Determined program eligibility
- Developed employment and educational plans for clients
- Allocated funds for job or educational placement of clients
- Followed up to determine successful employment of clients

Professional Local Community Involvement

Twin Rivers Regional Medical Center Board of Directors

Kennett Area Chamber of Commerce

Kennett Area Chamber of Commerce Board of Directors

Kennett Career and Technology Center Advisory Council

Advisory Board for New Covenant Fellowship Recovery Organization

Advisory Council for Kennett Public Schools After School Program