
Higher Education Professional Experience

Professional Academic Advisor:

- Provide thorough academic advising services for students in the undergraduate majors in the School of Architecture and School of Design.
- Disseminate information on academic progression, course prerequisites, degree requirements, career planning, majors/minors and course options, academic policies and procedures, codes of conduct and principles of academic integrity.
- Encourage and support students to be active and accountable in the creation and achievement of their educational, curricular, career, and life goals using the internal graduation planning system (currently Hokie GPS).
- Assist students in developing a comprehensive education plan with learning and graduation goals, providing the appropriate check sheets, and referring students to faculty program chairs and career & professional development advisors when appropriate.
- Monitor the students' academic progress via individual advising sessions.
- Onboard new students via virtual advising and registration during the summer.
- Work with students having academic difficulty as directed by the AAD Office of the Dean, initiate appropriate interventions, and report issues to the Director of Academic Advising, and Associate Dean for Academic Affairs office in a timely manner.
- Refer students experiencing mental health challenges to appropriate on-campus resources for mental health.
- Make appropriate referrals to departments and other university resources as needed.
- Participate in institutional professional development programs annually.
- Lead student workshops and student programming, create presentations, etc. related to advising, as appropriate.
- Assist in identifying and evaluating curriculum, programs, and services for short-falls and recommending and supporting changes for process improvement.
- Contribute to the reporting, assessment, and interpretation of academic data in support of program goals and objectives.
- Serve as a resource for faculty/staff regarding student matters, academic programs, policies and procedures, and curriculum.
- Serve as a liaison and foster relationships with other advisors, offices, colleges, and departments.

Program Support:

- Assist students with requests for transfer credits (including study abroad), course adds/drops, course withdrawals, independent studies, grade change requests, course requests, course substitutions, and other changes including updates in the Banner system.
- Maintain undergraduate student listservs and coordinate communications.
- Participate on departmental, college, and institutional level committees.
- Serve as a liaison with other university offices, including, but not limited to, the AAD Dean's Office, University Registrar, and University Advising Center.
- Assist with event planning as needed for undergraduate, and other school functions.

Recruitment:

- Work closely with academic departments and university offices to recruit qualified students to the school and achieve unit goals for competitive enrollment.
- Initiatives may include on-campus majors fair, AAD alumni and undergraduate events and programs.

- Maintain proactive and ongoing communications to help improve the curriculum, programs, and student career success.

Education

Bachelor of Science Degree in Management & Leadership, Bluefield College, Bluefield, VA; 2018
Administrative Support Technology Degree, New River Community College, Dublin, VA; 2014

Certifications

Mental Health First Aid USA, National Council for Mental Wellbeing, May 2023
30 Years of Service Certificate, Virginia Tech, Blacksburg, VA; April 2023
25 Years of Service Certificate, Virginia Tech, Blacksburg, VA; April 2018
20 Years of Service Certificate, Virginia Tech, Blacksburg, VA; April 2013
Certified Administrative Professional recertification, IAAP; November 2012
Office Software Skills Training Program Certificate, Virginia Tech, Blacksburg, VA; January 12, 2010
15 Years of Service Certificate, Virginia Tech, Blacksburg, VA; April 2, 2008
Certified Professional Secretary Designation, IAAP; November 2007

Committees

Chair, Fiscal Technician, School of Design, Search Committee; January 2023
Member, Academic Advising Search Committee; March 2022
Member, Hokie GPS Committee; 2021-2023
Chair, Administrative Operations Coord AD Search Committee; September 2022
AAD dean search (Q&A) SOA committee member; December 2022
Served on the Career and Professional Development Office search committee for the Assistant Director (CAUS Liaison); April and May 2017.
A+D Honorifics Committee, CAUS Academic Advisor Group, and CAUS Recruiting Group; 2016
CAUS Safety and Security Committee, Building Coordinator for Cowgill Hall; 2010
Nominated by John Browder, Associate Dean of Academic Affairs, to serve as a "Staff Advisor" representative for the Academic Advising Council established by the Provost Office; 2008 – 2012
Served on the committee for the periodic review of administrative performance, for the Architecture Foundation Program Chair; September 2009
Asked to serve on the newly formed Web Study Group committee for the College of Architecture and Urban Studies by Scott Poole, Director of School of Architecture + Design; January 2008

Conferences/Workshops/Seminars

NACADA Annual Conference; October 5-7. 2023
NACADA Annual Conference; October 24-26, 2022
Koru Meditation Workshops (four total) February 2019
Advising Matters Conference; March 2019
Advisor of the Month; July 2019
Advisor of the Month Nomination; September 2018
NACADA webinar; December 2018
Proactive Advising Seminar; June 30, 2017
McComas Leadership Seminar; April 26, 2017
Reviewed 24 nominations for the CEIP award for the Career and Professional Development Office at Virginia Tech; March 2017.

Management Academy, Virginia Tech, 2013

Harassment Prevention Workshop, Virginia Tech, Blacksburg, VA; April 21, 2011
IAAP 37th Annual Educational Seminar "Followership", IAAP NRV Chapter; April 19, 2011
2011 Advising Matters Conference, Virginia Tech, Blacksburg, VA; March 4, 2011
IAAP 36th Annual Educational Seminar "Be the Change", IAAP NRV Chapter; April 20, 2010
Reasonable Academic Progress Policy and Associated Procedures Advising Seminar; October 13, 2010
First Year Experiences: An Inside Look at Research and Data, Virginia Tech, Blacksburg, VA; October 6, 2010
IAAP Power of Commitment: A Networking & Informational Reception for Office & Administrative Professionals; October 13, 2009
Communicating Up, Down & All Around the University Workshop; March 25, 2009
Diversity in the Workplace Workshop; March 18, 2009
International Association of Administrative Professionals Seminar, NRV Chapter; April 24, 2008
Getting to Know You – Who Are These Students Coming to Virginia Tech, Seminar; April 1, 2008
Administrative Certifications Group, Breakfast Seminar, Virginia Tech, Blacksburg, VA; March 20, 2008
Records Management Workshop, Virginia Tech, Blacksburg, VA; fall semester 2006
AACRAO Conference, Foreign Credential Evaluation, Virginia Tech; November 2005
Diversity Awareness and Professional Development Workshop, Virginia Tech; March 2005
Fred Pryor Seminar, Management Skills for Secretaries, Administrative Assistants and Support Staff: An Advanced Seminar, Roanoke, VA; September 2001
Sexual Harassment Workshop, Virginia Tech, Blacksburg, VA; 1999
Banner 2000 and VTAIX training sessions, Virginia Tech, Blacksburg, VA; 1999
SQL Seminar, Virginia Tech, Blacksburg, VA; 1999
ETD Seminar, Virginia Tech, Blacksburg, VA; July 1999

Awards

2023 School of Architecture Staff and AP Faculty Service Award
2016 Virginia Tech College of Architecture and Urban Studies Liz Roberson Staff Award
2016 Virginia Tech School of Architecture + Design UT Prosim Exemplary Service Award
2015 Virginia Tech "Favorite Faculty" Award Nominee
2013 Staff Leadership Award Nominee, Virginia Tech, Blacksburg, VA; April 2013
Staff Employee of the Week, Human Resources, Virginia Tech, Blacksburg, VA; October 2011
2011 Staff Leadership Award Nominee, Virginia Tech, Blacksburg, VA; May 2011
Excellence in Staff Service Award, Virginia Tech School of Architecture + Design; 2009
Outstanding Staff Award, Virginia Tech College of Architecture and Urban Studies; 2008