

## Education

Doctor of Philosophy (PhD), 2018. Education and Leadership. Drake University, Des Moines, IA.

Master of Arts in Teaching (MAT), 2007. Emphasis in Secondary Social Studies, Secondary Mathematics. Drake University, Des Moines, IA.

Master of Arts (MA), 2003. Emphasis in post-1945 United States History. DePaul University, Chicago, IL.

Bachelor of Arts (BA), 2002. Emphasis in United States History. Saint Mary's College, Notre Dame, IN.

## Professional Experience

State Director, Best Buddies Iowa, Des Moines, IA. 2018-Present.

Develops and implements strategic annual state plan through overseeing day-to-day operations, securing funding for programs and special projects, overseeing programs to ensure program consistency and success, managing local Advisory Boards and associated committees, and supervising state staff. Assists and directs Program staff to ensure program consistency and success in the over 40 schools across the state of Iowa. Assumes overall operational management responsibility for all fundraising activities statewide for the half a million dollar annual budget, including, but not limited to, foundation and corporate giving, individual giving, major gifts, special events, annual giving, and alumni/parent relations. Implements special events which produce a net revenue of over \$400,000, including the Chef Challenge, accounting for \$193,000 in 2018, BBIA Friendship Walks, BBIA Friendship Balls, Birdies for Buddies, and Biking for Buddies Events. Creates a strong presence for Best Buddies in the local area through public speaking, community involvement, public service announcements, social media, special events, news releases, and other media initiatives. Implement a successful Jobs Program (integrated employment for individuals with intellectual and developmental disabilities) through securing both corporate and individual gifts, but also working cohesively with the state legislature.

Director of Annual Giving & Special Events, Boys & Girls Clubs of Central Iowa, Des Moines, IA. 2016-2017.

Implement the key fundraising initiatives of Boys & Girls Clubs of Central Iowa: raising unrestricted funds through the annual fund program and special events. Coordinate and implement special events that advance the annual strategic fundraising plan and manage all aspects of the Annual Gift Campaign. Manage numerous special events and donor outreach programs throughout the year, from the annual golf tournament to smaller stewardship events such as cocktail parties at private homes, luncheons for major donors, and events that raise funds and/or friends for BGCCI. Meet aggressive annual giving revenue goals to support a 3.2 million dollar budget, and track results. Supervise all fundraising staff. Prepare copy for and oversee the productions timelines, preparation and publishing of all solicitation mailings. Manage all special events programming and develop new opportunities that align with the strategic plan and annual goals around major gift fundraising. Develop and integrate donor cultivation, solicitation, and stewardship strategies into the Annual Gift Campaign and all special events. Implement annual development plan that includes short- and long-range goals for funding sources. Work with the Board of Directors to coordinate, plan and execute all special events. Seek out and develop innovative funding partnerships with organizations that further the goals of BGCCI. Assist with reconciling donor records. Oversee gift acknowledgment and donor recognition programs. With the CEO, represent BGCCI at public events and present to donor groups, civic groups, and at other special events.

Associate Director, Office of University Advancement, Alumni Career Services/Central Iowa Outreach and Development/Regional Programming, Drake University, Des Moines, IA. 2014-2016.

Manage all national alumni events, programming and volunteer management for Drake's Central Iowa alumni engagement. Provide additional management support and leadership for the Director with staff and within the University. Develop and maintain an alumni engagement strategy through coordinated events, communication and programs. Partner with Drake volunteers to provide leadership and support to their strategic initiatives. Provide additional management support for the Director of Alumni Relations with staff and alumni volunteers. Responsible for ongoing planning and execution of Office of Alumni Relations and National Alumni Board of Directors Strategic Plan. Implement Drake University's Alumni Career Services Program.

Career Coordinator, Career Center, Truman State University, Kirksville, MO. 2012-2014.

Assisted individuals and students with professional development needs by implementing over 40 presentations per academic year on various career service areas, ranging from 30 minutes to 4 hours each. Counseled university students and alumni on career decision making topics including defining professional goals, resume/cover letter suggestions, interviewing, choosing a major/career, job/internship search, and tips for applying to graduate/professional school. Hired and supervised over 20 Career Center employees annually, including student advisors, mock interviewers, one Human Resources Intern, and one Outreach Intern. Implemented positive faculty relations structure by discussing opportunities to collaborate to prepare students for post-graduate career plans, specifically with the School of Education by providing direct instruction during their internship orientation. Managed and coordinated all events sponsored by the Career Center, including Career Week activities which provide over 90 employers bi-annually who recruit students and alumni.

Project Manager, Downtown Events Group, Des Moines, IA. 2004-2006.

Designed and implemented events ranging in attendance from 5,000 to 200,000 in the downtown Des Moines area such as the Des Moines Arts Festival, GuideOne ImagineEve!, Winefest and The World Food Prize Festival. Secured substantial sponsorships, both corporate and private, to fund events. Operated volunteer program of over 120 volunteers by interviewing, training and overseeing volunteers for each event.

Director, Carnegie Library Museum, Hometown Perry Iowa, Perry, IA. 2003-2004.

Managed private library collection, museum exhibits and services to patrons and community organizations. Provided policy recommendation, departmental planning, and direction and administration of library activities. Created, trained and oversaw volunteer program of over 30 volunteers comprised of mainly tour guides.

### **Secondary Instructional Experience**

7<sup>th</sup> and 8<sup>th</sup> grade Social Studies, Scotland County R-1 High School, Scotland County R-1 School District, Memphis, MO. 2011-2012

Facilitated learning of 100 students per year in United States History, World History, Missouri History, and Geography using student-centered lessons and activities. Established acceptable classroom conduct and management guide to minimize negative classroom behavior. Discussed student's learning improvement and behavior in class with parents during parent-teacher conferences each semester while maintaining proactive communication throughout the academic year. Modified curriculum for English Language Learners and Special Education Students by translating concepts in student's native language or per instruction via Individualized Educational Plan. Participated in professional development monthly throughout the academic year providing opportunities to collaborate professionally to differentiate instruction and to update professional teaching portfolio.

11th and 12th grade Sociology and Psychology, Scotland County R-1 High School, Scotland County R-1 School District, Memphis, MO. 2011-2012

Facilitated learning of 30 11th and 12th grade students using student-centered lessons and activities. Established acceptable classroom conduct and management guide to minimize negative classroom behavior. Discussed student's learning improvement and behavior in class with parents during parent-teacher conferences each semester while maintaining proactive communication throughout the academic year. Modified curriculum for English Language Learners and Special Education Students by translating concepts in student's native language or per instruction via Individualized Educational Plan.

7th grade Social Studies, Waukee Middle School, Waukee Community School District, Waukee, IA. 2009-2011.

Instructed over 130 students per year by providing student-centered lessons and activities. Used formal and informal assessments as a guide to student learning, differentiating instruction to meet individual needs of students. Collaborated with six staff members in Professional Learning Community (PLC), meeting daily for an hour to analyze classroom practice in order to optimize individual student learning. Participated in professional development weekly throughout the academic year providing opportunities to collaborate professionally to differentiate instruction and update professional teaching portfolio.

11th and 12th grade Sociology, 10th grade Western Civilization, Ankeny High School, Ankeny Community School District, Ankeny, IA. 2007-2009.

Instructed 120 Sociology students and 30 Western Civilization students per semester by implementing student activities and projects using collaborative learning approaches based on individual needs. Collaborated with two other United States History teachers, creating a Professional Learning Community, to create a midterm and final assessment aligned with learning objectives prior to term.

11th grade United States History, 10th grade Western Civilization, Ankeny High School, Ankeny Community School District, Ankeny, IA. 2007.

Completed student teaching assignment by teaching over 60 high school juniors United States History, and over 80 high school sophomores World History for one semester while creating a teaching portfolio highlighting abilities to educate and collaborate professionally.

### **Higher Education Instruction & Outreach**

SPED 120/220, Introduction to Special Education, Drake University, Des Moines, IA. 2017-Present. Course designed for special and general educators, and other professionals who have need of knowledge and experience in adapting and accommodating classroom learning environments (socio-emotional, behavioral, and physical) for students with disabilities, with a focus of low-incidence disabilities.

Tech Talk, Appropriate Medical Interventions for Twin to Twin Transfusion, Drake University, Des Moines, IA. 2016.

Center for Academic Excellence, Transfer Student Orientation, Truman State University, Kirksville, MO. 2012, 2013, 2014. Bi-Annual orientation instruction to transfer students about Career Center services, employment opportunities and answering any additional questions.

Master of Arts in Education Program Internship Orientation, Truman State University, Kirksville, MO. 2013, 2014. Ace the Interview and Your 30-Second Commercial, provided to varying amounts of interns preparing for internship placement.

Student Services Reception, Truman State University, Kirksville, MO. 2012, 2013, 2014. Monthly recruitment orientation day providing information about the Career Center services and student employment opportunities. Provided to prospective Truman State University students, typically juniors and seniors in high school accompanied by their support systems.

First Year Student Orientation, Truman State University, Kirksville, MO. 2013, 2014 Annual orientation instruction to over 1,500 incoming first year students about Career Center services and opportunities/offices at the Student Union Building.

Bulldog Leaders, Truman State University, Kirksville, MO. 2014. Identification and Promotion of Transferrable Skills in Athletics, provided to 26 student athletes.

Cultural and Societal Honor Society, Truman State University, Kirksville, MO. 2014. What Can I do with a Sociology and/or an Anthropology Major? Provided to 16 sociology and anthropology majors.

Pre-Physical and Occupational Therapy Club, Truman State University, Kirksville, MO. 2014. Personal Statement Writing Workshop for Physical Therapy and Occupational Therapy Graduate Schools, provided to 23 junior and senior year students.

HLTH 290 Principles of Health Education and Health Science, 2014. Resume and Cover Letter Workshop, provided for 25 students.

FREN 326 French for International Business Communication, Truman State University, Kirksville, MO. 2014. Resume and Cover Letter Workshop with Emphasis on Search Techniques for Humanities Jobs, provided for 8 sophomore, junior and senior students.

Student Activities Board, Truman State University, Kirksville, MO. 2014. How to Market SAB on a Resume and in an Interview Setting, provided for 36 student leaders.

BSAD 131 Introduction to Business, Truman State University, Kirksville, MO. 2014. Success Seminar and How to work a Career Fair, provided for 29 students of various years.

ES 367 Sports Management, Truman State University, Kirksville, MO. 2014. Resume and Cover Letter Workshop for Exercise Science Majors, provided for 23 sophomore students.

PHYS 345 Junior Seminar, Truman State University, Kirksville, MO, 2014. Career Center Resources for Physics Majors provided for 13 students.

INDV 100 Skills for Academic Success for Transfer Students, Truman State University, Kirksville, MO. 2014. Career Decision Making and Success Seminar, provided for 13 first year spring transfer students.

Phi Beta Lambda, professional, social, and service organization for business students, Truman State University, Kirksville, MO. 2013. Resume and Cover Letter Workshop, provided for 33 students of various years.

Bulldog Leaders, Truman State University, Kirksville, MO. 2013. What are Transferrable Skills and How Should I use them on my Resume? Provided to 33 student athletes.

Cultural and Societal Honor Society, Truman State University, Kirksville, MO. 2012. Career Decision Making, provided for 12 Sociology and Anthropology majors of various years.

SOAN 490 Senior Seminar I, Truman State University, Kirksville, MO. 2013. Ace the Interview, Graduate School and Professional Interview Workshop, provided for 24 Senior Sociology and Anthropology students.

INDV 110 Skills for Academic Success, Truman State University, Kirksville, MO. 2013. Career Decision Making Workshop, provided for 26 first year students.

American Student Dental Association, Truman State University, Kirksville, MO. 2013. Graduate School Application Process and How to Ace the Interview! Provided for 18 Pre-Dental students.

SOAN 490 Senior Seminar I, Truman State University, Kirksville, MO. 2013. Resume and Cover Letter Workshop for Sociology and Anthropology Majors, provided for 24 senior students.

Boeing Tru-Leaders Executive Leadership Academy, Truman State University, Kirksville, MO 2013. Resume and Cover Letter Workshop, provided for 22 incoming first year students.

ES 367 Sports Management, Truman State University, Kirksville, MO. 2013. Resume and Cover Letter Workshop for Exercise Science Majors , provided for 25 sophomore students.

SOAN 490 Senior Seminar I, Truman State University, Kirksville, MO. 2013. Personal Statement and Graduate School Interview Workshop, provided for 24 Senior Sociology and Anthropology students.

CHEM 445 Senior Seminar I, Truman State University, Kirksville, MO. 2013. Resume and Cover Letter Workshop for Chemistry Majors , provided for 33 students.

SOAN 490 Senior Seminar I, Truman State University, Kirksville, MO. 2013. O\*Net Interpretation, provided for 24 Senior Sociology and Anthropology students.

Football Student Athletes, Truman State University, Kirksville, MO. 2012. Graduate School Preparation, provided for 13 student athletes.

Football Student Athletes, Truman State University, Kirksville, MO. 2012. Ace the Interview and Professional Dress, provided for 8 student athletes.

Football Student Athletes, Truman State University, Kirksville, MO. 2012. Job Interview Techniques , provided for 8 student athletes.

MATH 498 Senior Seminar, Truman State University, Kirksville, MO. 2012. Ace the Interview, both for Job Search and Graduate School, provided for 22 students.

Football Student Athletes, Truman State University, Kirksville, MO. 2012. Resume and Cover Letter Workshop with Peer Reviews, provided for 17 student athletes.

### **Higher Education & Secondary Advising**

Career Center, Truman State University, Kirksville, MO, 2012-Present. Advised university students and alumni on career decision-making topics by appointment and/or walk-in basis.

Scotland Country R-1 High School, Memphis, MO, 2011-2012. Advised over 20 7th grade students on their academic track, goals and social development by meeting every day for 20 minutes.

Waukee Middle School, Waukee, IA, 2009-2011. Advised over 10 7th grade students on their academic track, goals and social development by meeting every day for 40 minutes.

Ankeny High School, Ankeny, IA, 2007-2009. Advised 12-14 10th grade students on their academic track, goals, social development and team building skills once a week for one hour.

### **Research Experience**

Woodley, J.W. (2018). Teachers' self-efficacy and sense of preparedness in supporting students with epilepsy. Doctoral dissertation, Drake University, Des Moines.

Doctoral Student, Department of Education, Drake University, Des Moines, IA, 2017. Special educator preparedness for students with low incidence disabilities, highlighting epilepsy and tourettes syndrome under Dr. Laura Kieran, Professor of Education.

Doctoral Student, Department of Education, Drake University, Des Moines, IA, 2016-present. Educator Preparedness with Students with Neurological Disorders, Highlighting Epilepsy under Dr. Carol Heaverlo, Professor of Education.

Doctoral Student, Department of Education, Drake University, Des Moines, IA, 2015-2016. Socialization of Gifted and Talented Students in the Public Education System under Dr. Robyn Cooper, Professor of Education.

Professional Staff Member, Career Center, Truman State University, Kirksville, MO, 2013. Athletes and Career Development, Self-Esteem and Career Maturity under supervision of Dr. Dave Lusk, Director of Career Center.

Graduate Research Assistant. DePaul University Special Collections and Archives, DePaul University, Chicago, IL, 2002-2003. Research on Vincentians of the Midwest Province and St. Vincent de Paul's Reading List Collection.

Graduate Student, DePaul University, Department of History. 2003. Directed Research on Europe under the Dictators under Dr. Warren Schultz, Associate Dean and Professor.

Undergraduate Student, Saint Mary's College, Notre Dame, IN, 2001-2002. Thesis research on Sarah Weddington and Roe v. Wade under direction of Dr. Dave Stefancic, Department Head and Professor of History.

Undergraduate Student, Saint Mary's College, Notre Dame, IN, 1999-2000. Thesis research on Convergence/Divergence of Numbers under the direction of Dr. Donald Miller, Department Head and Professor of Mathematics.

### **Relevant Doctoral Coursework**

Doctoral Seminar  
Philosophies and Epistemologies in Education  
Advanced Leadership

Qualitative Research Methods  
Doctoral Seminar (Ethics, Diversity & Leadership)

Advanced Qualitative Research  
 Technology & Organizational Leadership  
 Quantitative Research Methods  
 Advanced Qualitative Methods  
 Dissertation Seminar  
 Program Evaluation & Assessment  
 Foundations of Education  
 Advanced Writing Proficiency  
 Educational Psychology in Teaching and Learning  
 Secondary Reading and Interdisciplinary Curriculum  
 Introduction to Special Education  
 Technology Integration in the Classroom

Educational Perspectives on Race, Ethnicity and Gender  
 Methods of Teaching Secondary Education  
 Urban Education: An Interdisciplinary Concept  
 Theory and Ethics in Coaching  
 Human Growth and Development  
 Social Problems  
 World History Education  
 Urban Sociology  
 Instruction and Management of Secondary Grades  
 Student Teaching at the Secondary Level  
 Comprehensive Examination, May 2017

### **Relevant Graduate History Coursework**

The Historical Discipline  
 Seminar in Primary Source Analysis  
 Colloquium in American History  
 Colloquium in Latin American History  
 Colloquium in African History  
 Colloquium in Asian History  
 Colloquium in European History

Colloquium in Islamic History  
 Colloquium in World History  
 Special Topics in History  
 Graduate Internship  
 Graduate Independent Study  
 Comprehensive Examination, October 2003

### **Activities & Involvement**

Epilepsy Foundation Volunteer/Speaker, Des Moines, IA. 2017-present.

Council of Exceptional Children, Arlington, VA. 2017-present.

Best Buddies International, Executive Board Member, Des Moines, IA. 2016-present.

Special Olympics of Iowa Volunteer, Des Moines/Ames, IA. 2016-present.

Central Iowa Shelter Volunteer, Des Moines, IA. 2015-present.

Iowa Food Bank Volunteer, Des Moines, IA. 2015 – present.

Community Youth Concepts Board Member/Mentor, Des Moines, IA. 2016-2017.

Staff Council Member, Truman State University, Kirksville, MO. 2013-2014.

Homecoming Court Interview Committee Member, Truman State University, Kirksville, MO. 2012-2014.

Transfer Student Task Force Member, Truman State University, Kirksville, MO. 2012-2013.

Student Affairs Critical Thinking HLC Project Member, Truman State University, Kirksville, MO, 2012-2013.

Black and Gold Pageant Interview Committee Chair, Truman State University, Kirksville, MO. 2012-2013.

Head Varsity and Head Junior Varsity Campus Bowl Coach, Scotland County R-1 High School, Memphis, MO. 2011-2012.

Head Varsity Tennis Coach, Waukee High School, Waukee, IA. 2010-2011.

Assistant Varsity Volleyball Coach, Waukee High School, Waukee, IA. 2009-2011.

Assistant Varsity Tennis Coach, Urbandale High School, Urbandale, IA. 2009-2010.

Assistant Varsity Volleyball Coach, Waukee High School, Waukee, IA. 2009-2011.

Assistant Varsity Tennis Coach, Ankeny High School, Ankeny, IA. 2007-2010.

Assistant Varsity Volleyball Coach, Ankeny High School, Ankeny, IA. 2007-2010.

Facilitator, Climate and Culture Faculty Committee, Ankeny High School, Ankeny IA. 2008-2009.

Faculty Sponsor, Ankeny High School Student Council, Ankeny, IA. 2008-2009.

### **Affiliations & Awards**

UCB Epilepsy Scholarship, National Award, 2018 (\$10,000).

Sapphire Award, Drake University, Des Moines, IA, 2016

Recognizes the unit who represents the finest examples of service to the Drake Community.

Greater Des Moines Partnership Leadership Institute Nominee, Des Moines, IA, 2016.

Call to be True Blue Award, Drake University, Des Moines, IA, 2015

Recognizes a staff member who demonstrates excellence, learning, integrity, citizenship and/or fiscal responsibility.

Council for Advancement and Support of Education member (CASE), 2014-Present.

National Education Association member (NEA), 2007-2012.

State of Missouri Social Science Endorsement Grades 5-9. 2011-Present.

State of Missouri Social Science Endorsement Grades 9-12. 2011-Present.

State of Iowa All Social Sciences Master Educator Endorsement, Grades 5-12. 2009-Present.

Secondary Advanced Placement Certification, United States History. 2009-Present.

State of Iowa Athletic Coach Endorsement Grades K-12. 2009-2015.

Heartland Area Education Agency, 2007-2011.

Ankeny Area Education Agency, 2007-2009.

Phi Alpha Theta, Psi Lambda Chapter, National Honor Society for History. 2002-Present.

### **Conferences and Workshops**

Global Leadership Summit. Graduway Annual Conference. Los Angeles, CA, 2016.

The Alumni Relations Profession – Where Exactly Are We Headed? Howard Wolfe, Stanford University, VP for Alumni Affairs, Stanford University, Julie Sina, Associate Vice Chancellor, Alumni Affairs/Advancement, UCLA Foundation, Paula Bonner, President, Wisconsin Foundation and Alumni Association, University of Wisconsin.

Keynote: Building the Foundation for Lifelong Engagement. Elise M Betz, Executive Director, Alumni Relations, University of Pennsylvania.

Panel Discussion: Global Best Practice in Alumni Relations – Challenges and Successes. Chris Marshall, Chair, Alumni Relations, Consultant and Senior Vice President, Grenzebach Glier & Associates, Donna MacPhee, Vice President for Alumni Relations, Columbia University, Sean Brown, Global Alumni Relations Director, McKinsey & Company, Robert Caldwell, Assistant Head of School, Institutional Advancement, Holderness School,, Duane Wiles, Associate Vice President of Alumni Relations, Florida International University.

TED Style Talks: Changing Technology & Social Media – How Will This Impact Your Alumni Engagement? Daniel Cohen, CEO, Graduway, Charlie Cumbaa, Executive Vice President of Corporate & Product Strategy, Blackbaud, Adam Miller, Director of Digital & Data Services, Stanford University, Andrew Gossen, Senior Director for Social Media Strategy, Alumni Affairs & Development, Cornell University, Eva Kubu, Director of Career Services, Princeton University.

The Debate. Robert Curtis, Vice President, Graduway, Dan Klamm, Director Alumni Relations, Nielsen, Lindsey Williams, Associate Dean, External Affairs, UCLA School of Law, Sterly Wilder, Associate VP, Alumni Affairs, Duke University, Scott Mory, Vice President for University Advancement, Carnegie Mellon University.

Higher Expectations. Council for Advancement and Support of Education (CASE) IV Annual Conference, Denver, CO, 2015.

Contributing Through Career Services. Lea Alvarado, Alumni Career Program Manager, University of Colorado Boulder

Importance of Alumni Affinity Groups. Neely Heubach, Associate Director of Alumni Relations, Macalester College, Daymond Dean, Associate Director of Alumni Relations, Macalaster College.

What Young Alumni Want! Panel Discussion of District VI Young Alumni Living in Denver. Garrison Ortiz, Colorado State University-Pueblo

Leadership Principles for Advancement. Todd McCubbin, Executive Director, University of Missouri Alumni Association and Associate Vice Chancellor of Alumni Relations, University of Missouri, Columbia.

Leveraging Alumni in Student Recruitment. Todd Coleman, Assistant Vice President for Admissions, Wartburg College

Maximizing Your Small Alumni Relations Staff: Utilizing Students to Expand Your Reach. Steve Crawford, Director of Alumni Relations, Denison University.

Lifelong Learning Endeavors: The Continuous Spectrum of Alumni Engagement. Deborah Fowlkes, Executive Director of Alumni Relations, University of Denver.

Career Data – The Value of Your Constituents' Employer Information. Paul Mulcahy, National Sales Manager, Harris.

Utilizing Alumni for Content Delivery in the Classroom and Beyond. Dale Wright, Executive Director for Advancement, Robert J. Trulaske, Sr. College of Business, University of Missouri-Columbia.

Creating an Online Webinar Series for Meaningful Alumni Engagement. Melissa Holland, Director of Alumni Relations, Naropa University, Sarah Steward, Director of Career Services and Community Engagement, Naropa University, Sarah Worzer, Alumni Communications Coordinator, Naropa University.

From Issue to Inspiration: Galvanizing Alumni in Response to a Crisis. Lyndsey Crum, Assistant Vice President for Alumni Relations, University of Northern Colorado, Joy French, Director, Office for Alumni Relations, University of Colorado Denver.

Student Alumni Associations: Why They Are Important. Marni Spott, Herd Program Manager, Alumni Association, University of Colorado Boulder.

Cultivating the Best Board Volunteers. Lee Denker, President/CEO, Alumni Association, University of Nebraska-Omaha.

Alumni in Residence: Student Programming for Lifelong Engagement. Hauli Sabatka, Senior Director of Alumni Relations and Campus Events, Hastings College.

What Makes Them Stay? A Look at Rural Teacher Retention. Truman State University Student Research Conference, Kirksville, MO, 2014. Emma J. Westin, Dr. John Y. Jones, Faculty Mentor.

Learning More about the Degree Qualifications Profile, Truman State University Conference Day, Kirksville, MO, 2013.

Equipping Talent (Students) For a Whole New World of Work. Laura Evens, Director of Talent Development, Cerner. Truman State University Conference Day, Kirksville, MO, 2013.



Standards and Communication in Teaching, National Education Association, Des Moines, IA, 2011.

The Role of Data, Assessments and Instruction to Raise Student Achievement, National Education Association, Des Moines, IA, 2011.

OLLIE: Online Assessment, Feedback and Evaluation, Area Education Association, Des Moines, IA, 2010.

Instructional Coaching and Administrator Partnerships, Area Education Association, Des Moines, IA, 2009.

Bullying Prevention and Intervention – The Why, The What, and the How, Area Education Association, Ankeny, IA, 2007.

Nonviolent Crisis Intervention Training, Area Education Association, Ankeny, IA, 2007.

### **Publications**

University Career Center. (2014). Resumes & Cover Letters. Kirksville, MO: Woodley, J., Matteson, P. and Wriedt, B.

University Career Center. (2014) Interviewing Handbook. Kirksville, MO: Woodley, J., Matteson, P. and Wriedt, B.

Perry Carnegie Library Museum. (2004) History of the Perry Carnegie Library Museum and Volunteer Handbook. Des Moines, IA: Woodley, Jennifer.

### **Skills**

Constituant Relationship Management: Blackbaud Raiser's Edge, Blackbaud Raiser's Edge NXT, Blackbaud NetCommunity.

Career Services software platforms: CSO, Symplicity, Experience, Graduway, Brazen, Firsthand, Handshake, Purposely, VineUp.

Operating Systems: Windows 2000, 2003, 3.X, 7, 8, 95, 98, 10, CE, ME, NT, 8, Vista, XP. Mac OS 8, 9, 10, X, iOS.

Software: Microsoft Office 8, Microsoft Office, 7, Microsoft Office Vista, Microsoft Office 2000, Microsoft Office 1997, MS Word, MS Access, MS Excel, MS FrontPage, MS Project, MS Outlook, MS Outlook Express, MS PowerPoint, Adobe Photoshop, Adobe Illustrator, Adobe Flash, GarageBand, iTunes, iMovie, iDVD, Skype, FaceTime, iMessage, Photo Booth, Apple Mail, Entourage, Lotus Notes, Internet Explorer, Mozilla Firefox, Safari, Google Chrome, Google Earth, Corel Draw Pro, Corel Coffee Cup, DreamWeaver, Turbo Tax, Quicken

Scripts and Languages: C++, Java, Visual C++, Java Script, HTML.

Interpersonal: consummate professional, thrives in a fast-paced, metrics/results-driven environment, ability to verbally communicate with persons inside and outside the organization, ability to work in team structure, ability to make decisions and solve problems, ability to plan, organize, and prioritize work, ability to analyze quantitative data, technical knowledge related to the field of education, proficiency with computer software programs, ability to create and/or edit written reports, ability to obtain and process information in a timely manner.