**Education**

## Webster University, Master of Arts, Management and Leadership August 2011 - May 2014

## Coe College, Bachelor of Arts, Sociology May 2003 - August 2007

**Professional Experience**

## Kids First Law Center, Office Manager & Workshop Director September 2017 – Present

* Founding member of the Des Moines Kids First extension, to launch physical office, build community support and awareness, community presentations, develop a network of donors, and partners.
* Provide support and daily to two staff attorneys for opening cases, maintain case records, communications to families and outside attorneys, managing case fees, developing documents such as motions and court appointment appearances.
* Daily nonprofit office operations managing donor database, donor communications, budget management, grant reporting and management, communications to the board, and volunteer management.
* Worked with district court judges to launch Kids First Workshop programs for children in divorce, becoming a court ordered requirement in all Polk County divorce filings. Managing over 250 families and registrations in six months, with over 360 children attending workshops. Facilitate workshops for all age groups and providing youth with a safe and confidential place to discuss feelings, learn they are not alone, and give kids practical skills to handle common divorce scenarios and adjust to family changes.

## Des Moines University, Recruitment and Admissions Specialist March 2015 – August 2017

* Plan and facilitate off-campus workshops, presentations and individual meetings with prospective undergraduate students, families, community leaders, undergraduate academic advisors, faculty and staff nation-wide. Providing professional and academic development related to future goals in medicine and health care.
* Maintain statistics and reports on a routine basis for enrollment projections, planning and budgetary purposes. Monitor application submissions, materials and progress of individual applicants while building a graduate program class based on enrollment targets.
* Daily one-on-one communications and outreach to a diverse pool of program leads to identify goals, career aspirations, provide academic advising, and ultimately serving as a navigator to the admission processes of graduate medical and health sciences education.

## Converge Consulting-Higher Education, Marketing Strategist April 2014 – March 2015

* Maintain positive and strategic relationships with colleges and universities nation-wide through project management, creative briefs, discovery calls, contract management and content research.
* Provide consulting and strategy in relation to admissions funnel, admissions team communications, process and student recruitment, alumni recruitment, internal and external publications, events, academic program development and online orientation development.
* Develop strong written material for clients including email campaigns, online ad copy, landing page copy, student persona development, messaging strategy, client proposals and RFP documents while utilizing tools such as MailChimp, WordPress, and Adobe Creative Cloud including InDesign.

## Mercy College of Health Sciences, Admissions Counselor July 2012 – March 2014

* Build positive relationships with a diverse population of constituents, providing community outreach, presentations, and informational sessions regularly and connecting the goals of individuals to the goals of the intuition.
* Provide frequent and consistent communication and academic advising to over 300 applicants each semester, assisting individuals in the college admissions process, evaluating transcripts and academic history while maintaining a high level of confidentiality.

## Mount Mercy University, Residence Hall Director January 2009 - July 2012

* Designed and implemented Living Learning Community programs connecting co-curricular, academic and service learning under the Mount Mercy mission, values and strategic plan.
* Oversee 450 residential students providing personal, academic, co-curricular and career path mentoring, and daily problem solving upholding the University policies, procedures and judicial process to ensure a safe, positive and inclusive campus community.
* Plan and lead over 60 educational and developmental campus events for students annually while supervising a staff of 20 Resident Assistants providing scheduling, on-call/crisis support, mentoring and organizational planning.

**Community Leadership**

**Kids First Law Center, Des Moines Visionary Committee Member October 2015 - May 2017**

* Committee member working alongside district court Judges, Des Moines attorneys, and community members to determine feasibility, garner community support, and raise seed funds for launching a Des Moines Kids First Law Center office.

**Junior Achievement of East Central Iowa; Volunteer Educator** **January 2011 - July 2012**

* Volunteer classroom educator of Economics for Success and Success Skills eighth grade instruction. Develop problem-solving, critical-thinking, leadership skills in youth while enhancing my own abilities in effectively presenting material and engaging with students.

**Kids First Law Center; Volunteer Workshop Facilitator**  **September 2009 – July 2012**

* Co-facilitate educational workshops for children and young adults grades k-12, providing tools, skills and counseling in navigating high-conflict family divorce cases.

**Cedar Rapids Uptown District; Board of Directors**  **June 2009 – July 2012**

* Board Member for the non-profit alliance of businesses and colleges, focusing on revitalization, neighborhood partnerships while providing continuous oversight of membership, dues and professional events.

**Achievements**

Recipient: 2016 Quarterly Staff Spotlight Award “Making Des Moines University Successful”

Participant: 2016 Dardis Communications Leadership Presentation & Image Skills Program

Presenter: 2010 ACUHO-I Living Learning Programs National Conference, Charlotte, NC: “When Life Hands you Lemons, Make Tarts, Meringues and Soufflés: Identifying and Maximizing Campus Resources for Start-up Programs.”