

Education

Marywood University, Scranton, PA, Masters of Science (Higher Education Administration), GPA: 4.0/4.0

George Mason University, Fairfax, VA, Masters of Science (Higher Education Administration), Fall 2010, GPA: 4.0/4.0

University of Scranton, Scranton, PA, Bachelor of Science: International Studies, Minor: Communications, GPA: 3.64/4.0

Work Experience

Marywood University, Scranton, PA, April 2012-current, Supervisor: Meghan Cruciani

DIRECTOR, OFFICE OF MILITARY AND VETERAN SERVICES:

- Conceptualized and created a range of programs for military and veterans on campus.
- Established Office of Military Services on campus, a department launched in April 2012 focused on assisting veterans in NEPA with their transition into the classroom.
- Point person for all military recruiting strategies and community contacts.
- Collaborated with the IT department to create a military/veteran focused webpage on Marywood University website (www.marywood.edu/veterans). Developed all content included on the webpage. Once the site was live, in charge of updating webpage content and adding new information as it became available.
- Tasked with developing relationships with local veteran organizations to establish resources on campus for the student veteran population; resources include, counseling services through the Scranton Vet Center, the VA Medical Center, state and national outreach to create a chapter of the Student Veterans of America (SVA), etc.
- Implemented and moderates chapter of SALUTE Veterans National Honor Society for graduating military affiliated individuals.
- Created and implemented "Beyond GI Joe: The Contemporary College Student Veteran," which was co-sponsored by NASPA Region 2, NASPA Veterans Knowledge Community, GI Jobs Military Friendly Schools, Army Community Service.
 - Leading to presentations country wide (please see CV attached).
- Developed and implemented Renewal-Veterans Education and Transition Services (R-VETS) for military affiliated individuals.
 - Supervise R-VETS program coordinator, which is funded through AmeriCorps PACC* VISTA
- Developed VET 100 (Veteran Transition Course). This 1 credit class replaces the new student seminar for all incoming first-year and transfer student veterans.
- Supervise 9 VA Work Study Students.
- Supervise one part-time Graduate Assistance and one part-time Master of Social Work Intern.
- Manage \$30,000 departmental operating budget.

VA CERTIFYING OFFICIAL

- Point person for all military and veteran education benefits, including but not limited to billing and credit certification
- Developed billing and reimbursement procedures for all students receiving military and veteran education benefits.
- Developed tracking method for all current military, veterans and dependents utilizing benefits at the institution.

George Mason University, Fairfax, VA, August 2010 to November 2011, February 2013 – June 2013 Supervisor: Toby Jenkins, PhD.

GRADUATE COORDINATOR/APPRENTICE:

- Created and implemented "Beyond GI Joe: The Contemporary College Student Veteran," which was co-sponsored by the Higher Education Department, Office of Military Services and University Life.
- Offered an intensive and interactive professional development experience that enhanced university staff's understanding of today's student veteran and assisted with their ability to better serve this growing student population.
- Responsible for creation of syllabus, course itinerary, budget, marketing, campus outreach to departments and students, recruiting of national experts to facilitate program workshops, coordinating field experiences, etc.
- Due to the success of the course, Beyond GI Joe was offered during the summer of 2011 and 2013 as a course in the Higher Education Department.

Wealth Planners Group, Clarks Summit, PA, February 2010 to March 2012, Supervisor: J. Drew Shumski

OPERATIONS MANAGER:

- Responsible for contacting current and prospective clients to schedule appointments and assist with obtaining financial and personal information.
- In charge of media contacts, mail correspondence and conducting initial interviews of interns and potential financial advisers.

- Manage office and client portfolios.

Lackawanna College, Scranton, PA, January 2011 - May 2011, Site Mentor: Brian Costanzo

GRADUATE COORDINATOR OF MILITARY/VETERAN PROGRAMS:

- Assisted the institution with the creation of a military and veteran program on campus.
- Point person for all military recruiting strategies and community contacts.
- Collaborated with the IT department to create a military/veteran focused webpage on the Lackawanna College website (www.lackawanna.edu/veterans). Developed all content included on the webpage. Once the site was live, in charge of updating webpage content and adding new information as it became available.
- Assisted with the initial planning and implementation of Vet 101, which would serve as the freshman orientation course for all incoming veterans.
- Established Office of Military Services on campus and influential in the creation of Operation Educating Veterans, a program launched in April 2010 to assist veterans in NEPA with their transition into the classroom.
- Tasked with developing relationships with local veteran organizations to establish resources on campus for the student veteran population; resources include, counseling services through the Scranton Vet Center, state and national outreach to create a chapter of the Student Veterans of America (SVA), etc.
- Recruited by Dean of Continuing Education to assist with the creation and implementation of a summer camp for children of military service men and women.

Akin Gump Strauss Hauer & Feld LLP, Washington, DC, July 2007 – October 2009, Supervisor: Gerry Urich

CONFLICTS SPECIALIST:

- Researched conflicts of interest for current firm clients and potential new business which required legal research, constant written and oral communication with the responsible attorney's secretary and the attorneys themselves.
- Completed conflicts check on potential new business through navigation of various databases such as Hoovers (a D&B Company), LexisNexis, and numerous company websites via Internet Explorer.
- Served as liaison between the Business Acceptance Group and firm wide Attorney Recruiting, which consisted of establishing relationships with partners and associates, assisting Attorney Recruiting in defining their hiring needs, and recruiting ideal candidates.
- Assisted the Practice Managers and Sponsoring Partners with compiling information to create Ethical Walls and retrieve Conflict Waivers from current firm clients.
- Updated lateral hire process and implemented a new conflict resolution circulated throughout the firm.
- Appointed to the Records Committee tasked with drafting Standards of Procedure and creating Power Point Presentations to implement new process of firm wide record management.
- Promoted from Conflicts Assistant to Conflicts Specialist in July 2009.
- Planned "Team Building" exercises to develop stronger departmental commitment.

Internship Experience

Intern, Congressman Paul E. Kanjorski, Washington, DC 20515, May 2006 - August 2006 and January 2007 - March 2007

Intern, Suicide Prevention Action Network (SPAN USA), Washington, DC 20005, September 2005 – December 2005

Additional

- Extensive knowledge of various veteran education benefits (including Chapter 30 [MGIB], 33 [Post 9/11 GI Bill], 35 [DEAP], etc.)
- EDUCATION ACCOMPLISHMENTS: Six Consecutive Semesters obtaining Dean's List (3.50 GPA), Phi Alpha Theta International Honor Society in History, Alpha Lambda Delta Honor Society for freshmen, Pi Gamma Mu International Honor Society in Social Science, and the National Society of Collegiate Scholars.
- SKILLS: Experienced in Microsoft Word, WordPerfect, PowerPoint, Excel, Access, Publisher, Legal Key Database/Workflow, LexisNexis and Internet Explorer.