

Nayara Moraes Dixonnayaradixon@asu.edu or nayaracida@gmail.comLinkedIn: <https://www.linkedin.com/in/nayaradixon/>**Education: Arizona State University: Tempe, Arizona**

Bachelor of Arts in Secondary Education-English (Summa Cum Laude)	May 2010
Bachelor of Arts in Literature (Summa Cum Laude)	May 2010
Master of Education in Higher and Postsecondary Education (3.78 GPA)	December 2012
Master of Arts in Social & Cultural Pedagogy (4.00 GPA)	May 2016

Professional Experience:**International Recruitment Senior Coordinator
Admissions Services, Arizona State University**

May 2022-Present

- Recruit international students for the university by actively engaging in both physical and virtual educational events, collaborating with key organizations such as EducationUSA, BMI, Beca Cometa, NOVVA, Begin Group, FPP and others. Additionally, conduct visits to various international schools, with a specific emphasis on South America.
- Deliver information sessions in person and online about ASU to students, parents and counselors.
- Efficiently manage financial documentation for the international team's needs.
- Provide daily support to students by clarifying ASU's undergraduate and graduate admission criteria through communication channels such as Salesforce, Zoom consultations, face-to-face meetings, and phone conversations. Successfully handled over 7,000+ cases and conducted 700+ Calendly appointments since joining ASU.
- Lead and mentor a team of 25 student ambassadors, fostering university pride and effective representation.
- Supervise, recruit, onboard, and train peer admissions representatives to work for the admissions team.
- Provide valuable support to the team's daily operations, including schedule management and assisting in the continuous onboarding of new staff members.
- Achieved a remarkable 23.6% increase in international student enrollment, with 13,375 students in 2022 compared to 10,821 in 2021. This success is credited to collaborative efforts with the admissions team across various initiatives.

**International Recruitment Coordinator
Admissions Services, Arizona State University**

January 2021-May 2022

- Recruit international students for the university by actively engaging with them in both physical and virtual educational events and fairs. My assigned region is to recruit students from South America and transfer international students from different universities and community colleges.
 - Prepare and deliver information sessions in person and online about ASU's undergraduate programs to students and their families.
 - Provide daily support to students by clarifying ASU's undergraduate admission criteria through communication channels such as Salesforce, Zoom consultations, face-to-face meetings, and phone conversations.
 - Assist the team in other office duties as needed, such as creating schedules, organizing expenditure requests documents when team members are registering for fairs, assisting at the front desk counter at Student Services Building at ASU, providing customer service to students, their families, and staff.
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International Affairs Director
O.C.E.A.N – (Organization for Cultural Exchange Among Nations)

May 2010 – May 2020

- Recruited, screened and supervised 100+ international high school students each year to participate in the exchange program. The recruitment process also involved doing in person trips to meet with international representatives, students, and their families. Some of the countries included: Brazil, Costa Rica, France, Germany, Mexico, and Spain.
- Assisted international students in choosing the cultural exchange program that would fit their needs, budgets, and goals.
- Recruited, screened, and supervised 100+ volunteer host families each year to host exchange students.
- Recruited, screened, and trained 100+ area representatives each year.
- Conducted research to write informational brochures targeting various countries.
- Translated materials from Portuguese to English and vice-versa.
- Counseled exchange students and host families during the school year.
- Organized and presented workshop materials at student orientations for over 100 exchange students each year.
- Organized and updated records, team calendars, contracts, agreements, brochures, and other documents as needed.
- Participated in the CSIET (Council on Standards for International Educational Travel) each year to learn the current events, policies and procedures pertaining to international student exchange programs.

Teaching Experience:

Dobson Academy, Tempe, AZ	Student Teacher	Spring 2010
McClintock High School, Tempe, AZ	Intern	Spring 2009
Connolly Middle School, Tempe, AZ	Intern	Fall 2008
Tempe High School, Tempe, AZ	Intern	Spring 2008

- Designed and delivered lesson plans focusing on student participation and learning progress.
- Incorporated several types of technology to enhance teaching and learning.
- Chaperoned a group of 7th & 8th graders during a field trip to the Grand Canyon.

Non-Profit Leadership & Community:

- ARISE USA – (Association Representing International Student Exchange) Co-Founder & COO 2020-Present
- Volunteer Host Family to an ARISE exchange student from Brazil August 2023-June 2024
- International Rescue Committee (IRC) - Intake Volunteer August 2022-December 2022
- Dobson Academy - Student volunteer 2010

Awards & Certificates:

- Sun Award May 2022
- Developing a Diversity, Inclusion and Belonging Program December 2020
- Managing Your Calendar for Peak Productivity December 2020
- U.S. State Department Local Coordinator Training Certificate May 2020-2023
- The President's Volunteer Service Gold Award April 2010

Additional Information:

- Familiar with cultural exchange regulations and laws pertaining to J-1 and F-1 visas within secondary and higher education contexts.
 - I am fluent in reading and writing Brazilian Portuguese and have an intermediate proficiency in Spanish.
 - Expertise in Microsoft Office, JotForm, OneDrive, Google drive, Dropbox, Salesforce, PeopleSoft, Jabber, Zoom and Concur.
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