

Education

Mary Lou Fulton Teachers College, Arizona State University, BA Education (2009)

Skills

- 14+ years of experience in Higher Education
 - Strong leadership and communication skills
 - Knowledge of Higher Education principles, practices and policies
 - Knowledge of program operations and administrative management
 - Faculty recruitment/evaluation and promotion and tenure
 - Curriculum and scheduling of classes
 - Events management
 - Communications and Marketing
 - Proficient in MS Office, Interfolio, Astra, Peoplesoft and Workday
 - Strategic project management and budget oversight
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Professional Development

- Leadership Training and Strategic Project Management (ASU Internal Programs, 2024-2025)
 - Microsoft Project Management Professional Certification (TBC August 2025)
 - Supervisor Development Program (ASU Internal Programs Feb 2023-July 2023)
 - Executive Leadership Coach - Audrey Reilly (Feb 2023 - August 2023)
 - Emerging Leader Foundations (ASU Internal Programs September 2023)
 - Emerging Supervisor Pathway (ASU Internal Programs 2016)
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Leadership and Special Projects

Fostered long-term strategic relationships with institutional and external partners and ensured alignment with ASU mission.

- **Strategic Leadership and Special Initiatives**
Facilitating high-level strategic initiatives across Faculty and Student Affairs to advance institutional priorities. Serving as a key liaison on projects involving space innovation, infrastructure upgrades, and technology enhancements. Overseeing communications and operational planning for curricular initiatives, working closely with academic leadership, faculty, and staff. Leading integrated teams across Marketing, Facilities, Events, and Curriculum, aligning planning processes with strategic objectives to ensure timely execution.
- **Project Management**
Lead planning and execution of national accreditation campus visits across five core academic programs. Serving as Lead Coordinator for the TDS all-school ABOR Academic Program Review (APR), managing data collection, reporting, documentation, and logistics. Appointed Project Manager for the Buro Happold Space Planning Project (Spring 2024), supporting future space utilization strategies in collaboration with consultants and university leadership. Oversaw coordination of TDS's 70th Anniversary Celebration, managing budget, logistics, catering, communications, and stakeholder engagement with artists, keynote speakers, and panelists.

- **Operational Planning**

Serving as key liaison and primary point of contact for all guests, business and industry partners for the below events. Managing all logistics for high-level visitor visits, including coordinating flights, accommodations, campus tours, business meals, and meetings. Fostering strategic relationships by facilitating direct interactions between visitors and key leadership members, ensuring impactful engagements and aligning institutional goals.

- TDS facilities, Infrastructure and Technology Upgrades
- Buro Happold & BrightSpot consulting
- Harvard University Magazine
- Deutsche Telekom
- ABOR Academic Program Review: External Reviewers visit and TDS exhibitions
- TDS Final Reviews Fall/Spring (recurring), planning oversight & staff coordination

Professional Experience

Program Manager of Faculty and Student Affairs

The Design School, Herberger Institute for Design and the Arts, Arizona State University

April 2022 - Present

- Supervise a TDS team in Faculty and Student Affairs (ranging from 8-15 staff) including:
 - Scheduling/Curriculum Coordinators
 - Events
 - Front Desk Administration
 - Communication/Marketing
 - Digital Marketing
 - Building Operations
- Lead faculty hiring, evaluations, onboarding and offboarding, sabbaticals, promotion and/or tenure, probationary and multi-years.
- Manage full cycle activities related to faculty recruitment including advertising, schedule pre-screenings, interview, applicant lecture to faculty and students as needed.
- Provide guidance and work closely with faculty. Conduct office hours open to all faculty and staff on a weekly basis and assist in monthly tenure track meetings for professors.
- Collaborate with Program Heads and business office team for temporary faculty recruitment.
- Organize on-boarding and orientation for new faculty and faculty associates.
- Collaborate with Director and Office Managers in staff assignments, division of workload, and staffing recommendations.
- Act as point of contact for TDS during Academic Program Review (APR). Schedule visit, facilitate meetings between APR guests with Faculty & Staff, coordinate all travel arrangements and assist APR guests.
- Managed graduate advising, provided directions to coordinator to ensure students are on track with their Plan of Study (iPOS).
- Worked with the team to update Director and school leadership on enrollment and admission status of each program.
- Coordinate students with advisors and community of care as needed.
- Coordinated students with TA and RA assignments

Executive Administrative Support Specialist to the Director

The Design School, Herberger Institute for Design and the Arts, Arizona State University

August 2017 - March 2022

Served as Executive Administrative Support to three consecutive leaders—Jason Schupbach, Interim Director Phil Horton, and Director Paola Sanguinetti—ensuring continuity, operational stability, and leadership support during transitional periods. Supported the Director’s strategic priorities through complex scheduling, confidential communications, and coordination of institute-wide initiatives. Managed academic personnel matters including promotion and tenure, instructional hiring, sabbaticals, and international hiring. Reviewed and ensured compliance with ASU criteria prior to submission. Maintained personnel files according to university guidelines and assisted with permanent residency and visa processes. Oversaw travel arrangements and served as liaison for executive leadership events.

- Managed Director’s daily schedule. Processed a high volume of requests and ensured the director stayed on track with their meetings and appointments.
- Prepared confidential correspondence on own initiative, and on behalf of the director.
- Coordinated the director’s participation in events both internal and external to TDS with faculty, staff and senior executive leadership at both Herberger Institute and Arizona State University.
- Adhoc support for various program leaders when necessary.
- Arranged travel and was the travel delegate for the director and faculty.
- Managed special projects as directed by the Director.
- Made recommendations on academic personal processes. Monitored and coordinated items for instructional and academic professional recruitment, promotion and tenure, probationary and sabbaticals. Reviewed and ensured compliance with established standards/criteria prior to submittal.
- Managed and maintained academic personnel files according to university policies, procedures and best practices.
- Worked closely with HR in the hiring process for all international visiting scholars, work visas and permanent residency process.
- Participated in the recruitment process for faculty and administrative staff.

Assistant to the Director

Simon A. Levin Mathematical, Computational and Modeling Science Center, Arizona State University

September 2010 - August 2017

- Managed director’s schedule, communications and travel logistics.
- Administered grant-funded high school program and graduate mentor activities
 - Salt River Pima High School mathematics program
 - Coordinated curriculum, facilitated graduate mentor programs, processed applications and admittance procedures, and monitored progress.
- Coordinated center events, newsletter and administrative workflow.
- Managed the director’s files, center library and databases.
- Served as point of contact for various offices within ASU including the office of the Dean, Provost and President.
- Planned, organized and scheduled meetings, conferences and workshops for the MCMSC Staff, faculty, visiting faculty, students and external guests.
- Created flyers/pamphlets and update quarterly newsletter, draft and compose correspondence, provide weekly updates to graduate students and faculty.
- Supervisor three student workers (2014-2017)
 - Coordinated their schedules during school and summer hours
 - Coordinated their workflow