

SARAH E. SHIELDS

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EDUCATION

Master of Science in Higher Education- Emphasis in Student Affairs Anticipated May 2014

Florida State University, Tallahassee, FL

Distinction: Hardee Fellow

Bachelor of Arts in Secondary Education- Minors in Psychology & French June 2012

DePaul University, Chicago, IL

Cum Laude

Semester at Sea- Study Abroad Program January-May 2009

Institute for Shipboard Education, University of Virginia

Outstanding Student Leader Award

PROFESSIONAL EXPERIENCE

Graduate Advisor, Global Pathways Certificate August 2013 – Present

Center for Global Engagement, Florida State University

- Provide direct advising and support to students developing their global competencies through a variety of opportunities on campus and around the world, such as intercultural programming and advising/feedback sessions
- Review and provide feedback for students' submitted reflections of international experiences, course information, and participation in intercultural events as per the Global Pathways Certificate Learning Objectives
- Supervise undergraduate student assistant on projects such as program promotion, event planning, website maintenance, and advertising/marketing
- Collaborate with Global Engagement staff to coordinate fall and spring Intercultural Program service and experiential events for students
- Research and identify trends related to student engagement within the program's benchmarks; provide feedback on certificate program and online system for division-wide report

Graduate Intern, Dance Marathon April 2013 – Present

Office of Student Activities, Florida State University

- Serve as advisor to the 3 member Management Team and 14 member Overall Committee
- Work in coordination with the Director of Student Activities to advise students in decision-making, contracts, event planning, university policies and procedures, and risk management techniques (contracts, waivers, etc.)
- Oversee and manage 32 hour Dance Marathon event in March, including 1,800 undergraduate participants

Research Assistant, FSU Lead Mobile App Development August 2013 – Present

Center for Leadership & Social Change, Florida State University

- Coordinate qualitative study with undergraduate students enrolled in Leadership Education course
- Responsible for collection of data, and preparation of reports on app usability, module content, and other areas necessary for development
- Co-author, with faculty advisor, final case studies and findings for publications

National Orientation Directors Association Graduate Intern June 2013-August 2013

Office of Student Leadership and Engagement, University of San Francisco

- Served as interim Assistant Director for the new student orientation program and events
- Developed curriculum and facilitated two-week training for 40 student Orientation Leaders
- Planned and implemented large-scale orientation events (Family Brunch & Reception, New Student Convocation, Move-in Day)
- Oversaw the management, oversight, and training of the Move-in Day Team, a student volunteer team of 250 students
- Participated in and supported orientation subcommittees regarding: signage, publications, transfer students, and move-in day
- Coordinated publicity and marketing of new student programs and oversee social networking outreach efforts
- Developed and marketed mobile app using Guidebook to promote all orientation events
- Designed and utilized risk management plan for all orientation events
- Served as liaison between Student Leadership & Engagement and Events Management for orientation event logistics

Marketing Graduate Assistant

August 2012 – May 2013

Office of International Programs, Florida State University

- Hired, trained, & supervised 10 undergraduate student recruiters in programming and recruiting for office
- Facilitated professional development sessions for student recruiters and staff on topics such as resume building, interview techniques, and public speaking
- Planned and staffed campus-wide events to promote study abroad programs, including information sessions and study abroad fairs
- Served on the overall marketing team collaborating on office initiatives and outreach to meet departmental enrollment goals
- Analyzed study abroad program statistics using excel and SPSS to increase enrollment, both online and in print
- Corresponded and advised students regarding study abroad opportunities and communicated with faculty members relating to office events
- Developed pre-departure orientation materials and presentation including Power Point and print materials

Graduate Intern, Garnet & Gold Scholar Society

December 2012 – April 2013

Career Center, Florida State University

- Advised students on the application process and meeting criteria for successful completion of the program
- Developed continuous marketing and outreach plan to recruit students, including conducting presentations and other recruitment initiatives such as reaching out to faculty and co-planning events with Student Activities
- Coordinated spring induction ceremony which included 68 inductees and 200 guests
- Worked with a budget of \$14,000 and oversaw volunteers to implement a successful ceremony
- Researched and identified trends related to student engagement within the program's benchmarks

Resident Advisor

August 2010 – June 2012

Office for Residential Education, DePaul University

- Organized community programming initiatives for 80 residents on a first year floor while overseeing and maintaining budget
- Participated in diversity awareness and leadership training as part of department wide initiatives
- Processed, adjudicated, and managed cases through University Housing's conduct system as part of Judicial Board
- Extensive crisis management experience

UNIVERSITY AND CONFERENCE SERVICE

Professional Development Chair , ACPA Standing Committee for Graduate Students & New Professionals	March 2013-Present
Group Facilitator , Florida State Office of Campus Recreation Outdoor Reservation	October 2012-Present
Volunteer , The Placement Exchange, NASPA National Conference	March 2013
Transportation Committee Member , Dalton Institute on College Student Values	September 2012-February 2013
Peer Facilitator , DePaul Winter Leadership Conference	January 2012
Planning Committee , Chicago Area Student & Campus Housing Association Conference	February 2010-February 2011

PRESENTATIONS AND PUBLICATIONS

Globalization Today: Developing Cultural Competence through the Global Pathways Certificate,

NASPA Annual National Convention, Baltimore, MD. (March, 2014)

Shields, S. E. (2013). The fault in our stars. *Journal of College Orientation & Transition*, 20(3), 19.

PROFESSIONAL AFFILIATIONS

National Association of Student Personnel Administrators (NASPA), Member

American College Personnel Association (ACPA), Member

National Orientation Director's Association (NODA), Member

Florida State University's Higher Education Student Association, Member

SKILLS

Computer: Microsoft Office (Word, Excel, Power Point), Windows/Mac OSX, Adobe InDesign, Adobe Dreamweaver

Language: Intermediate in French

Certifications: Group Dynamic & Ropes Course Facilitation, CPR/First Aid