

MIKIA E'LISE CARTER

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EDUCATION

Master of Education, College Student Affairs Administration

May 2014

University of West Florida - Pensacola, FL

GPA:3.7

Relevant Coursework: Assessment, Counseling, Legal Issues in Higher Ed, Budgeting

Bachelor of Science, Art

May 2012

Area of Study: Graphic Design

Minor: Public Relations

University of Montevallo - Montevallo, AL

Relevant Coursework: Multimedia, Symbology, Publication, Public Relations & Community Resources

RELATED EXPERIENCE

Experiential Learning, Coordinator; CoOp Instructor

June 2014 – Present

Career Services Department, University of West Florida

- Collaborated with Financial Aid to increase Community Work Study participation with local employers by 228%
- Serves as career liaison to the College of Education and Professional Studies by assessing career needs for students and serving as a resource to faculty
- Reviews, approves and markets job postings for employers, community members and departments
- Manages career events/fairs and plans Meet & Greet and Career Road Trips for companies in surrounding states
- Serves as guest instructor in UWF's FTIC retention initiative courses
- Maintains relationships with employers to promote career options through cold-calling, site visitations and informational mailings and/or emails with employers locally and nationwide
- Initiates contact with alumni and faculty to prospect job opportunities
- Create and run reports, track contacts, evaluate goals and develop plans for future contacts
- Assists with budget management and planning for marketing career resources to faculty, staff and employers
- Supervise, train and evaluate five student staff members on career topics, department tasks and policies
- Counseled over 200 students about career development since June 2014 and continue to conduct appointments with students to explore internships, career and major exploration, cover letters, resumes, community work study, job shadowing, networking, interviewing and social media presence

Foundations for Success Instructor

August 2016 – Present

University College, University of West Florida

- Instructs freshmen students on developmental content, activities, and guidance to aid in transition into college
- Develops strategies and attitudes to maximize academic success
- Familiarizes students with campus resources and how to use them
- Assists students in developing positive relationships with faculty, staff, student leaders, and peers

Intern

January 2013 – May 2013

Academic Advising Department, University of West Florida

- Counseled over 150 students as their academic advisor by helping them identify and meet educational goals
- Looked after student concerns related to grades, degree plan, and instructor issues
- Handled data integrity management: course registration, demographic, and early warning data

Student Transition Programs, Graduate Assistant; Instructor

July 2012 – June 2014

Student Transition Programs Department, University of West Florida

- Supervised, evaluated and trained 24 Student Orientation Leaders (OLs)
- Planned and executed orientation program for approximately 1,700 incoming students and 1,000 family members
- Collaborated with campus partners to create beneficial calendar of events for freshmen students and families

AFFILIATIONS, CONFERENCES & PRESENTATIONS

CEIA, Cooperative Education and Internship Association

February 2016

Organization Participation

- Conference Volunteer Committee, 2017

Conferences Attended

- CEIA Conference, 2016

Making Strides Against Breast Cancer, Pensacola

January 2015

Organization Participation

- Executive Board, New Teams Chair, 2015
- Executive Board, Public Relations Chair, 2016

NACE, National Association of College and Employers

May 2015

FloridaACE, Florida Association of Colleges & Employers

January 2015

NASPA, National Association of Student Personnel Administrators

August 2013

Organization Participation

- Awards Selection Committee for NASPA FL, 2016
- New Professionals Institute (NPI), 2015 Class Member
- NASPA Graduate Associate Program (GAP) Member, 2013-2014
- NASPA National Conference Program Reviewer, 2014, 2015
- NASPA Undergraduate Fellowship Program Panel, 2013

ACUHO-I, Association of College and University Housing Officers International

June 2013

Chi Sigma Alpha, Student Affairs Honor Society International

January 2013

NODA, National Orientation Directors Association

October 2012

Conferences Attended

- SROW, Southern Regional Orientation Workshop (SROW), 2013
- NODAC, National Orientation Directors Association Conference, 2012

Conference Presentations

- SROW, Rock and Roll into a Career in Student Affairs, 2013

SAGA, UWF Student Affairs Graduate Association, Vice President

August 2012

- College Student Affairs Administration Ultimate Argo Award, 2014 Graduate Recipient

McNair Scholars Program

August 2010

Undergraduate Research Title:

“The Role of Anticipatory Socialization in Developing Transformational Leadership Dimensions and Communication Competency”

Completed Presentations

- Southeast Regional Undergraduate Research Conference, 2012
- NCUR, National Conference on Undergraduate Research, 2012
- University of Montevallo McNair Research Conference, 2011
- SAEOPP McNair/SSS Scholars Research Conference, 2011

Alpha Kappa Alpha Sorority, Incorporated

August 2009

UNIVERSITY INVOLVEMENT

2016 Distinguished Staff Award

Etiquette Dinner Committee, Chair

Returning in Search of Excellence (RISE), Instructor

Employer Relations Coordinator Search Committee, Chair

Cross-Cultural Competency Certified, March 2016

Career Services Marketing Committee, Member

Veteran Safe Zone Certified, February 2016

University Gospel Choir, Advisor

Federal Educational Rights and Privacy Act, FERPA Certified

Spring into Action Task Force, Member

Graduate Assistant Mock Interview Night Committee, Chair

College Student Affairs Administration Committee, Member