

Leslie Meyer

202 Williams Street, Huron, OH 44839 | 614-394-3340 |

meyerl@bgsu.edu

<http://www.linkedin.com/in/lesliemeyer>

SUMMARY OF QUALIFICATIONS

- Two years experience serving as an academic advisor working with a caseload of over 500 students from diverse backgrounds in the School of Arts & Sciences. Additional field experiences in new student orientation & career services at BGSU Firelands College.
- Twenty years of professional experience with specific skills in higher education, sales & marketing, teaching, presenting to large & small groups, office administration, management, customer service, writing publications, event planning, & project management.
- Strongly committed to building & maintaining relationships with a diverse student population. Enjoyment for me comes from connecting with & helping others & providing the appropriate amount of challenge & support that leads to student growth & development.
- Strong accountability for what I say I am going to do & meticulous follow-up.
- College teaching and career counseling experience.
- Exceptional organizational skills & attention to detail with deep desire to constantly improve current systems & processes to increase efficiency & proactively anticipate future needs.
- Willingness to take on any task with a “can do” attitude & complete it in a timely manner.
- Enjoy representing the institution in public & realize the importance of serving as a role model.
- Experienced writer for a variety of audiences, publications & events.

EDUCATION

Master of Arts, College Student Personnel

Bowling Green State University, Graduate May 2013, GPA: 4.0

Bachelor of Science, Education

The Ohio State University, 1993, GPA: 3.7

HIGHER EDUCATION WORK EXPERIENCE

Owens Community College | Office of Student Development | Toledo, OH

Part-Time Academic Advisor, School of Arts & Sciences

August 2011-Present

- Manage a caseload of over 500 students through face-to-face meetings, e-mail, phone calls, etc. on a regular basis to positively impact student retention.
- Promote student growth & development by providing both challenge and support while assisting students in developing career & academic goals.
- Advise students on academic requirements of a specific program or major and development of academic plans.
- Follow-up with students after receiving early alerts from their instructors in an effort to encourage use of academic support services on campus.
- Run degree audits to determine whether or not students meet all course requirements prior to applying for graduation.
- Serve as a facilitator for New Student Orientation & large group registration sessions.
- Respond to student questions via online chat as a web advisor on a regular basis.
- Present in first-year experience classes every semester in an effort to inform students about academic advising and the importance of meeting regularly with an academic advisor.

Bowling Green State University Main Campus | The Career Center | Bowling Green, OH

Graduate Intern

SP' Semester 2013

- Assisting with coordination and event planning for the annual Spring Career Expo Job & Internship Fair (154 employers and 970 students and alumni in attendance) and Teacher Job Fair.
- Contacting employers via phone and e-mail to encourage attendance.
- Working directly with employers during these events to ensure their needs are met and their expectations are exceeded.

HIGHER EDUCATION WORK EXPERIENCE (CONTINUED)

Bowling Green State University Firelands | Career Services | Huron, OH

Graduate Intern Career Counselor & Job Search Class Instructor

Fall Semester 2012

- Promoted expanded evening career counseling office hours on a weekly basis to current and potential students using a variety of promotional ideas.
- Counseled individuals regarding career & life decisions and selecting a major
- Administered the Strong Interest Inventory to students and met with them one-on-one to review their Strong Interest Profile and create an action plan for next steps.
- Reviewed resumes and cover letters and conducted mock interviews with students.
- Class instructor for job search class where I reviewed curriculum options for job search class and developed lesson plans and active learning activities for each class session.
- Presented on behalf of career services at a "Taking the Next Step" information session.

Bowling Green State University Firelands | Academic & Student Services | Huron, OH

Graduate Intern New Student Orientation

SU' Semester 2012

- Performed qualitative research on best practices in new student orientation through collaboration with seven higher education institutions. Met with orientation staff leaders at Bowling Green State University, Tiffin University, Lourdes College, Terra Community College, Lorain County Community College, Washtenaw Community College (Ann Arbor, MI), & The Ohio State University-Mansfield & in many cases attended orientation.
- Created a report of best practices based on my findings, including specific recommendations for BGSU Firelands and distributed final report to each school I visited.

PROFESSIONAL MEMBERSHIPS

American College Personnel Association (ACPA)
National Academic Advising Association (NACADA)
Ohio Academic Advising Association (OHAAA)

HIGHER EDUCATION PROFESSIONAL DEVELOPMENT

National Academic Advising Association (NACADA) Region 5 Annual Conference April 2013

"Advising: It's a Zoo Out There!"

Owens Community College Professional Development Days October 2012

"Creating a Positive Work Environment"

"Staff Solutions Forum"

"Assessment Academy Communication & Training"

Safe Zone Awareness Training September 2012

Tri-State Diversity Conference February 2012

"Does Race Matter?"

New Student Orientation Facilitator Training October 2011

Ohio Academic Advising Association Fall Regional Seminar October 2011

"Making Cross-Cultural Communication Meaningful:

A Holistic Approach to Advising a Diverse Population

Owens Community College Customer Service Training September 2011

TECHNOLOGICAL SKILLS

Banner

CAPP Degree Auditing System

Novell Groupwise & Messenger

Social Media

Microsoft Office Suite

OnBase

Sightmax

Blackboard

Uselect

Skype

ADDITIONAL WORK EXPERIENCE

LifePoint Church | Lewis Center, OH

Part-Time Administrative Director

2010-2011

- Oversaw day-to-day administrative operations.
- Coordinated small group volunteer opportunities and service projects church-wide.
- Handled follow-up and outreach to new attendees on a weekly basis.
- Planned and coordinated travel for international mission trips to Cuba, Jamaica, Peru and Haiti.

ADDITIONAL WORK EXPERIENCE (CONTINUED)

Nationwide Children's Hospital Foundation | Columbus, OH

Assistant Director Development Communications

2008-2011

- Assisted in all marketing, public relations, & communication needs. Duties included writing & researching for a variety of projects & publications, planning & organizing events, & cultivating relationships with patient families, volunteers, donors & Nationwide Children's Hospital physicians & staff.
- Facilitated the design & production of numerous print & web materials for over 20 Foundation events annually.
- Lead editor (researching, writing, & organizing all aspects) for three Foundation newsletters with readership ranging from 10,000-45,000.
- Conducted interviews with hospital staff, doctors, donors, & grateful patients & families for the purpose of print, audio, or video marketing.
- Created presentations & proposals for Foundation meetings.
- Researched story leads for direct mail acquisition & renewal pieces.
- One of 75 hospital employees selected as a presenter to roll out a hospital-wide zero preventable harm training program to all hospital staff over an 18-month period.

Nationwide Children's Hospital Foundation | Columbus, OH

Administrative Assistant

2006-2007

- Managed multiple projects & effectively balanced the workload of supporting four staff members.
- Handled planning & logistics for a variety of meetings, hospital tours, donor recognition & large-scale fundraising events.
- Initiated team meetings for all Administrative Staff to have a forum for sharing ideas & best practices.

Paragon Management Associates, Inc. | Columbus, OH

Executive Assistant to President & Interim Office Manager

2004-2006

- Managed calendar, coordinated meetings & travel arrangements, fielded calls & identified follow-up actions, interfaced with top executives by phone & face-to-face, handled a variety of confidential matters, prepared business letters, budgets, quotes & contracts.
- Wrote articles for company newsletter that was published & sent to clients quarterly.
- Represented the company at industry-related trade shows, conferences & continuing education events & created marketing materials for distribution to clients.
- Involved in interviewing, hiring, orientation & training of personnel.

AMATH Systems, Inc. | Dublin, OH

Sales Account Manager

2003-2004

- Managed customer base & prospected new customers throughout Ohio.
- Presented products to schools in one-on-one consultations & group settings & wrote proposals.
- Created marketing materials (i.e. brochures, post cards, presentations, etc.) for distribution to clients.
- Represented the company at industry-related trade shows.

Barnes Nursery, Inc. | Huron, OH

Sales & Marketing Manager

1997-2003

- Managed the day-to-day operations of organics division, including interviewing, hiring, & training new staff.
- Assisted with creating copy & layout of all marketing materials.
- Periodically met with individual staff members to discuss growth opportunities within the organization.
- Presented on recycling at trade shows & professional conferences statewide & nationally.
- Conducted tours of recycling facility for businesses, community groups & regulatory agencies.
- Provided extensive follow-up on product sales & services to ensure complete satisfaction & repeat business.

Margaretta Local Schools | Castalia, OH

Special Education Teacher

1993-1997

- Designed a variety of educational materials to meet the individual needs of students in grades 4-6.
- Created Individualized Education Plans (IEP's) for all students & measured/documented progress on goals.
- Conducted numerous staff development programs for regular education teachers to better meet the needs of students with special needs being mainstreamed into their classrooms.