

# Julie M. Palmer

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## **EDUCATION**

### **Bowling Green State University - Bowling Green, OH**

Expected May 2015

Master of Arts - College Student Personnel, 4.0 GPA

### **George Mason University - Fairfax, VA**

May 2013

Bachelor of Arts - Dual Major in Interpersonal/Organizational Communication & Government

## **RELATED WORK EXPERIENCE**

### ***Bowling Green State University (BGSU) – Bowling Green, OH***

#### **Graduate Assistant-Alumni and Development**

8/2013-Present

- Advisor for the Student Alumni Connection (SAC), an organization of 25 students whose intended outcome is connecting students and alumni through large-scale events and student philanthropy programs
- Oversee major programs and partnerships for Alumni and Development such as the Homecoming 5K, which grew from 117 to 269 participants this year; Networking Dinner involving ~200 students, 18 alumni, and 8 local businesses; and “Beyond BG”, an end of the year senior celebration for ~800 students
- Serve on application review and interview committees for scholarships and awards including: the Alumni Laureate Scholars Program, a full tuition scholarship funded by the Alumni Association, the Master Teacher Award, the Outstanding Senior Award, and the Once a Falcon, Always a Falcon Scholarship
- Develop training, retreats, and leadership programs for the students on professional development, networking with alumni and donors, and event planning
- Hold weekly one-on-ones with each SAC executive board members discussing their position, academics, and other paramount issues to ensure they are supported

#### **Practicum Student-Young Alumni Engagement**

1/2015-Present

- Spearhead a strategic plan for young alumni programs, including the creation of a structure for the Young Alumni Council, regional events, local events, and web/social media content
- Utilize Agilon’s One Customer Relationship Management & Donor Management Software to reflect gifts, goals, and objectives for 20 Young Alumni Council members
- Communicate regularly with Young Alumni Council members regarding regional event progress, campus events where their presence is requested, and opportunities to engage with current BGSU students

#### **Greek House Director-Fraternity and Sorority Life**

8/2013-5/2014

- Trained in various types of crisis response, facilities management, and university/legal policies to oversee ~600 residents and 23 buildings
- Liaised among Fraternity and Sorority Life, Housing and Residence Life, and Phi Gamma Delta Fraternity regarding the 11 residents and 35+ fraternity members to ensure open communication
- Fostered a living community that encouraged wellness, academic excellence, and fraternal values

### ***Heidelberg University – Tiffin, OH***

#### **Practicum Student-Office of Admission**

8/2014-12/2014

- Coordinated Scholars Days, Fall Fridays at the Berg, and Spring Preview Days, large scale admissions events with 30-150 students and families in attendance at each event
- Utilized Hobsons Connect (customer relationship management software) and Front Rush (athletic recruiting software) to schedule student visits to campus and create schedules for admissions events

### ***Pennsylvania College of Technology (PCT)– Williamsport, PA***

#### **Orientation and Student Activities Intern (NODA Internship Program)**

5/2014-8/2014

- Supervised 12 orientation leaders throughout their summer training and 6 first-year student sessions, a transfer student session, and a non-traditional student orientation session
- Collaborated with campus partners to design and present three presentations at each orientation session: “How to Get Involved”, “Diversity at PCT”, and “Commuter Student Success”
- Designed a three-week training for the orientation leaders encompassing leadership development, team building, and professionalism
- Assessed the orientation leaders’ experience with over 50 training activities via Qualtrics

## **George Mason University (GMU) – Fairfax, VA**

### **Special Projects Coordinator-Orientation and Family Programs and Services** 2/2013-8/2013

- Drafted a proposal for GMU's first Online Orientation program after completing extensive benchmarking
- Edited and maintained 8 different orientation assessments via Campus Labs
- Contributed to the design and content of GMU's first Common Read Program for the First Year Experience by creating a discussion based curriculum for each week of the semester

### **Student Organization Leadership Team-Office of Student Involvement** 8/2010-5/2013

- Developed leadership training and materials for ~300 student organizations on topics such as recruiting and retaining members, officer transition, and event planning
- Facilitated over 50 one-on-one meetings for new and prospective student organizations to walk students through the registration process and requirements
- Planned events including focus groups, feedback socials, and mixers to engage students and organizations

### **Office Coordinator-Orientation and Family Programs and Services** 9/2011-11/2012

- Directly supervised 6 student staff members and oversaw the customer service components of the office
- Compiled orientation reports and assessment pertaining to attendance, special student populations, and retention via Visual Zen to shape future orientation programs
- Coordinated with the student leader team to design leadership training and activities for Patriot Leaders

### **Patriot Leader-Orientation and Family Programs and Services** 2/2011-9/2011

- Facilitated small groups of 16-20 freshmen and transfer students at each orientation session
- Presented information about academics and student involvement to incoming students and families

### **Out-of-State Student Program/Research Assistant-University Life** 8/2010-10/2011

- Piloted and assessed George Mason's first out-of-state student retention initiatives, including a social and focus group, in order to create a better experience for those students
- Researched existing programs and contacted student affairs professionals regarding out-of-state student retention initiatives at peer institutions

## **LEADERSHIP DEVELOPMENT**

### **Bowling Green State University – Bowling Green, OH**

#### **Facilitator-Perspectives Alcohol Education Program** 10/2013-Present

- Co-facilitate a class of 3-25 students who have been charged with an alcohol related offense discussing topics like "smart partying" and the risks of drinking
- Empower students to reevaluate the "alcohol culture" and make informed decisions when drinking

#### **Student Development Association-Vice President of Professional Development** 12/2013-12/2014

- Plan professional development workshops, webinars, and panels for 70+ Student Affairs graduate students
- Organize the volunteers for the New Professionals In Transition Conference, a student affairs conference with presentations, mock interviews, and a keynote speaker

#### **Practicum Student-Office of Residence Life** 1/2014-5/2014

- Created a training manual and evaluations for the student summer staff positions
- Assisted with summer conference guest assessment creation

#### **Facilitator-Leaders in Residence** 12/2013-3/2014

- Created a syllabus and taught a six-week leadership course for 15 residential 1<sup>st</sup> and 2<sup>nd</sup> year students
- Designed the course around Kouzes and Posner's *Five Practices of Exemplary Leadership*

### **George Mason University – Fairfax, VA**

- Teaching Assistant-George Mason University Communication Department 8/2012-12/2012
- First Year Experience Annual Conference-San Antonio, TX 2/2012
- President-Zeta Tau Alpha Fraternity 12/2010-12/2011

## **PROFESSIONAL AFFILIATIONS**

- American College Personnel Association (ACPA) 10/2014-Present
- Association for Orientation, Transition and Retention (NODA) 1/2014-Present

## REFERENCES

**Kelly Basden Lawrie**

*Current Direct Supervisor*

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