

# REBECCA LYNNE SMITH

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Morgantown, WV 26505

Cell: 267-644-5843

## PROFESSIONAL STATEMENT

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*Highly organized and strategic problem solver seeking to leverage vision and mentorship skills. Adept at leading diverse teams and implementing effective academic support strategies. Excellent verbal and written communication, time management, and collaborative skills. Focused on supporting post-secondary students so they may be successful, find their passion, and grow professionally.*

## SKILLS

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- Knowledge and Understanding of Supplemental Instruction Methods
- Hire, Onboard, and Train and Lead Staff
- Supervising Federal Work Study Students
- Communicate Across Faculty, Staff, Students, Parents, and Stakeholders Accordingly
- Interpersonal Skills and Mentorship
- Written and Oral Communication
- Presentation in a Small or Large Setting
- Assisting Students with Informed Decisions
- Connecting Students to Resources
- Diversity, Equity, Accessibility, Academic Resilience and FirstGen Initiatives
- Mac and PC operating systems
- Microsoft and Adobe Suite
- Google Platforms
- DegreeWorks, Banner, STAR, EAB Navigate, Blackboard/eCampus
- Android and Apple Operating Systems
- QuickBooks, Pipedrive, Trello, Bluebeam, Smartsheets, Canva
- Ability to Travel

## WORK HISTORY

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### PROGRAM COORDINATOR

AUG. 2023 – CURRENT

BECKER ACADEMIC ENGAGEMENT & SUCCESS CENTER, MORGANTOWN WV

- Lead and coordinate day-to-day operations of academic resource center serving over 3000 students
- Supervise team of 40 undergraduate students and 2 graduate students
- Train and evaluate staff on Supplemental Instruction Methods, customer service, and tutoring
- Promote, recruit, hire, and onboard staff to ensure adequate preparation and coverage
- Create and prepare reporting dashboards for strategic planning of resource allocation
- Serve as a liaison to Chambers Student Organizations, fostering an inclusive environment
- Coordinate First-Year Seminar course for Chambers College, and supervise instructors of the course

### ADJUNCT LECTURER – GENERAL BUSINESS

JAN. 2024 – CURRENT

JOHN CHAMBERS COLLEGE OF BUSINESS & ECONOMICS, MORGANTOWN WV

- Instructor of record BCOR191 First-Year Seminar
- Encourage academic excellence of students in their transition to college and business-specific majors
- Tailor course content to the specific needs of each section or student individually
- Conduct regular outreach to address at-risk behavior and ensure student needs are met
- Maintain detailed student records, attendance, grade books, and online course content

### GRADUATE TEACHING ASSISTANT

AUG. 2021 – MAY 2023

FIRST-YEAR EXPERIENCE, MORGANTOWN WV

- Taught a total of one to four sections of First-Year Seminar course per semester
- Supported undecided and pre-pathway at-risk students through their transition into college
- Counseled and advised students on major and career exploration, campus resources, study skills, and positive academic practices
- Recommend, planned, and implemented necessary outreach to support at risk-students

## **CURRICULUM DESIGN INTERNSHIP**

**OCT. 2022 – MAY 2023**

FIRST-YEAR EXPERIENCE, MORGANTOWN WV

- Designed and implemented a 2-credit First-Year Seminar course based on current student trends
- Developed and overhauled lesson plans, worksheets, and content to meet current student needs with regard to student success, career exploration, and student development
- Assessed content delivery and provided feedback for future implementations of the course

## **PROJECT COORDINATOR**

**JUNE 2020 – AUG. 2021**

SLM FACILITY SOLUTIONS NATIONWIDE, GREEN LANE PA

- Coordinated emergency facility repairs for corporate clients in a fast-paced environment
- Established and maintained relationships with vendors, stakeholders, clients, and internal teams
- Developed and implemented educational materials and resources for training new employees
- Employed conflict resolution techniques to manage disputes between external vendors and clients

## **PROJECT COORDINATOR**

**MAY 2019 – JUNE 2020**

GERRIETS INTERNATIONAL, TRENTON NJ

- Generated proposals, specifications, shop drawings, and installation guides for technical projects
- Managed multiple projects simultaneously from initial request to completed installation
- Provided individualized technical support for remote and on-site installations

## **EDUCATION**

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**M.A. HIGHER EDUCATION ADMINISTRATION**

**MAY 2023**

WEST VIRGINIA UNIVERSITY

GPA 4.0/4.0

**B.F.A. THEATRE DESIGN & TECHNOLOGY**

**DEC. 2018**

WEST VIRGINIA UNIVERSITY

GPA 3.78/4.0

## **CERTIFICATIONS**

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American Red Cross CPR/First Aid

FERPA 101

OSHA 10

Valid US Driver's License

Valid US Passport