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**EDUCATION:**

- Master of Science in Administration, Leadership Concentration, Central Michigan University (expected Graduation date Spring 2016)
- Bachelor of Business Administration, Minor: International Business, Northwood University, May 1999
- Certified Meeting Professional (CMP), Convention Industry Council, 2008

**WORK EXPERIENCE:**

**January 2010 – Present**

*City of Lansing, Elected Official*

Lansing City Council – 2<sup>nd</sup> Ward Representative

The Lansing City Council is the legislative and policy-making body for the City government. Responsibilities include: Setting policies, approving budgets, determining tax rates, creating and adopting ordinances and resolutions to govern the City of Lansing. Current Committee Assignments: Council President, Development/Planning Chair, Personnel Member.

**August 2014 – Present**

*MSU Center for Service-Learning and Civic Engagement (CSLCE)*

Student Services Coordinator II

- Work in partnership with McLaren Greater Lansing and Sparrow to place over 700 students in health related service-learning opportunities. . Conduct interviews, plan and manage student orientations, classroom presentations, and staff information fairs. Collect and manage accurate records of hospital requirements for all students.
- Advisor to Alternative Spartan Breaks, a registered student organization with an annual budget of over \$100,000. Create and maintain sustainability of the organization, find ways to increase efficiency and productivity, guide students to provide the best quality and least risk service trips to all MSU students.
- Build relationships and collaborate with departments and student groups around the topic of “engaging international students in service”.
- Launch an international Alternative Spartan Break in spring of 2016

**December 2008 – August 2014**

*MSU Center for Service-Learning and Civic Engagement (CSLCE)*

Student Services Coordinator I

Responsibilities include (per semester): Supervising approximately 25 student coordinators, placing over 700 students in health related service-learning opportunities. Collaborate with local hospitals and over 30 additional agencies in the greater Lansing area. Conduct interviews, plan and manage student orientations, classroom presentations, and staff information fairs. Collect and manage accurate records of hospital requirements for all students. Web page composition and maintenance.

**July 2002 – December 2008**

*MSU University Outreach & Engagement (UOE)*

Event Coordinator

Responsibilities included: Plan, manage, oversee, assist in, and participate in the planning and implementation of University-wide events, including speakers’ series, seminars, conferences, and special

events. Assist in the development of and manage assigned event budgets. Showcase UOE materials at various events and assist in the promotion of UOE products and services.

### **October 2000 – December 2008**

*MSU University Outreach & Engagement - World Association for Infant Mental Health (WAIMH)  
Administrative Assistant & World Congress Coordinator*

Responsibilities included: Plan, manage, oversee, assist in, and participate in the planning and implementation of the WAIMH Biennial World Congresses overseas. Manage all membership services for over 700 domestic and international members. Copy editor for quarterly newsletter. Manage all financials including year-end reports. Create and maintain the organization Web site with a SQL/Access based content management system for Call for Proposals and membership services.

### **May 1996 – October 2000**

*MSU - College of Education, Outreach Program  
Secretary II*

Responsibilities included: Microsoft Access (including development, programming, and daily usage), maintaining federal, state, and institutional accounts; budget and grant preparation; course registration of overseas students and off campus students, including processing of many different forms and reconciliation of money; conference planning and implementation; supervision of student employees; processing of university forms (i.e., journal vouchers, direct payment vouchers, travel vouchers, student, academic & non-academic forms, reimbursement vouchers, and administrative action forms).

*MSU – College of Education, Graduate Studies in Education Overseas  
Advertising Coordinator*

Responsibilities included: Order, ship, and reconcile course books for overseas program; process student and graduate assistant employment/payroll; create, edit, and proof correspondence/documents; serve as departmental resource person for students, faculty, and public; answer multi-line phone system; coordinate/schedule meetings and appointments, and schedule travel arrangements.

### **October 1995 to May 1996**

*MSU Office Services -Temporary Clerical Position*

Responsibilities included: Departmental resource person for students and faculty, typing, filing, process of university forms (i.e., JVE, direct payments, travel vouchers, academic & non-academic personnel forms, job posting forms, and reimbursement vouchers); maintain federal, state, and institutional account ledgers; petty cash; schedule meetings; maintain director's calendar; answer multi-line phone system; and print and distribute newsletter.

### **SPECIAL SKILLS:**

- Proficient in MS Office (Word, Excel, Access, PowerPoint), PageMaker - InDesign, MSU's Student Information System (SIS), Quicken Accounting Software, Wordpress Web Design.
- Proficient in accounting procedures, including ledger posting and balancing, budgeting, accounts receivable/payable, payroll, and collections.

### **LEADERSHIP ROLES:**

- General Services Committee, City of Lansing, Chair, (2013), Vice Chair (2010)
- Tri-County Regional Planning Board – Member (2013, 2011)
- Public Safety Committee, City of Lansing – Vice Chair (2011)
- Ways & Means Committee, City of Lansing – Vice Chair (2011); Member (2010)
- Intergovernmental Relations Committee, City of Lansing, Chair (2011); Vice Chair (2010)
- Board and Commission Appointment: Greater Lansing Convention Visitors Bureau
- Lansing Park Board, At-Large Member (2008-2009)
- Lansing Mayor Bernero’s Citizen Action Team (2006-2007)
- Girl Scout Leader (1994-2009)
- Lansing Stars Athletic Club – Executive Director (2004-Present)
- Lansing Soccer Club – Secretary (2006-Present)
- North School Community Playground Building Project Coordinator (2002-2004)
- Various Lansing Schools PTA/Booster Club Executive Board Roles (1993-Present)

***References upon request***