Educational Experience

Director, On-Campus and Online Visitor Engagement & Associate Director of Admission

Northwestern University, Evanston, IL

2014-Present

- Founding Director of the Segal Visitors Center, the \$31M building that welcomes 65,000 prospective students and guests each year to Northwestern's campus; prior to my arrival the University welcomed 23,000 guests per year
- Supervise a staff of ten assistant directors & graduate counselors, 20 admission counselors & 160 tour guides
- Develop, implement and assess the strategic recruitment of students throughout the western United States to meet enrollment goals and the University strategic plan
- Lead the team that evaluates and renders admission decisions for over 8000 applications each year; my regional oversight recently more than doubled in size from 3500 applications per year in 2020
- Oversee all aspects of visit experience including online programming, information sessions, tours, yield events, and admission volunteers; curated and executed over 230 unique online events in 2020
- Created several fundamental programs designed to increase the quality and diversity of applicants to include STEM tours, Purple Preview, ED Admit Celebration, student panels, office hours & Veterans support
- Read international applications and make admission decisions for students throughout Europe and Asia

Director, Knight Family Scholars Program

Catlin Gabel School, Portland, OR

2011-2014

- Founding Director of innovative scholarship program endowed by Nike Chairman Phil Knight for student-athletes to attend Catlin Gabel modeled after the Rhodes Scholarship
- · Set the vision and goals for the program, often pioneering the way for this unique independent school program
- Architect of an admissions process and recruiting strategy that identified academically talented students who possess great potential for creative thinking and demonstrated leadership; contributed to dramatic improvements in diversity and academic excellence of new students far beyond just the program's admits at Catlin Gabel
- Designed and taught innovative seminar curriculum that leveraged both community resources and national expertise; also taught core and elective history courses as faculty member in the History Department
- Embodied the philosophy of the Program as articulated by Mr. Knight and the Head of School and communicated its ideals on a local and national basis
- Advise students on academic plans, support their social and emotional development, counsel students on transitioning to highly selective colleges; contributed to a restructure of the school's college counseling practices
- Established an identity and visibility for the program through partnerships with organizations like <u>TEDxPortland</u>, articles in <u>Edutopia</u>, stories on <u>KGW TV news</u>, and workshop presentations at the <u>NAIS Annual Conference</u>

Admissions and Financial Aid Officer

Harvard College, Cambridge, MA

2007-2011

Admissions Responsibilities

- Evaluated approximately 700 applications each year and served on the Harvard Admissions Committee
- Developed and oversaw recruitment, engagement and outreach strategies for PA, OR, WA, ID, MT, UT, WY, CO, NV, and AK
- Admissions liaison with six NCAA Division I athletic teams at Harvard; reviewed admissions credentials for recruits, conducted interviews, and participated in recruiting functions
- Freshman Academic Advisor; provided academic advice to a cohort of first-year students

Financial Aid Responsibilities

- Counseled families and students on financial aid practices and policies at Harvard
- Determined financial need through both federal and institutional methodology, calculated approximately 550 aid packages annually, and reviewed and presented aid appeals to the Financial Aid Committee

- Managed the Student Events Fund, which allowed needy students to purchase tickets online for campus events at no-cost and distribute them in a confidentially
- Administered eligibility and distribution of NCAA Student-Athlete Assistance funds
- Lead officer for students receiving Veteran Benefits; coordinated Veteran support throughout Harvard College

Academic Advisor and Assistant Women's Cross Country & Track Coach

University of Notre Dame, South Bend, IN

2006-2007

- Lead Academic Advisor for the Notre Dame Varsity Crew and Lacrosse teams; challenged and provided academic support to 150 student-athletes
- As Tutor Coordinator provided flexible, comprehensive tutoring and mentoring to over 600 student-athletes; interviewed, evaluated, hired, and assigned duties to approximately 200 university tutors
- Assisted with daily practices and supervision of workouts for the Notre Dame Women's Cross Country and Track team, traveled to meets and assisted with recruiting process

History Faculty and Head Girl's Cross Country & Track Coach

Taft School, Watertown, CT

2004-2006

- Taught multiple sections of American History and Empires & Cultures through a variety of pedagogical techniques focused on student-centered learning
- Head Girl's Cross Country and Distance Track Coach; team won League Championship and finished 3rd at New England Championships, increased participation from 12 students to 35 on the team
- Served as head residential dormitory proctor as well as faculty advisor to individual students

Military Experience

Lead Survival School Instructor

U.S. Navy SERE (Survival, Evasion, Resistance, Escape) School Rangeley, ME

2001-2003

- Supervised 60 instructors and 75 students per class on 15,000 acres of remote wilderness in northern Maine
- Directly responsible for all training goals and student safety; instructed naval aviators, SEALs, Special Forces, and foreign military in subjects such as navigation, evasion, food/water procurement, firecraft, survival medicine, extreme cold weather survival, and how to effectively resist interrogation while under severe duress if taken captive

Naval Flight Officer

Patrol Squadron Twenty-Six, Brunswick, ME

1997-2001

Mission Commander of \$75 million P-3C "Orion" aircraft and the combat aircrew

- Led operational detachments to multiple countries for weeks at a time and was completely responsible for mission accomplishment and the lives of my aircrew
- Ranked #1 of 33 Lieutenants, recognized as the top Mission Commander in Patrol Squadron Twenty-Six

Awards

- The Air Medal for achievements during aerial combat operations in the former Republic of Yugoslavia
- The Iraq Campaign Medal, Kosovo Campaign Medal, Bosnia NATO Medal, among others for three combat deployments to Bosnia, Kosovo, and Iraq

Education

Brown University, Providence, RI

2004

Master's Degree in History and Education

Master's Thesis - Cohen v. Brown: The Impact of Brown's Loss on the Implementation of Title IX

U.S. Navy Flight School, Pensacola, FL

1997

Distinguished Graduate

Georgetown University, Washington, DC

1995

Bachelor of Science Degree, Business Administration