

## EDUCATION

Doctor of Philosophy, In Progress	Antioch University Leadership and Change
Master of Education, 2018	Merrimack College Higher Education Administration, Student Affairs Leadership
Master of Science, 2013	Drexel University Professional Studies, Education Policy
Bachelor of Arts, 2010	Haverford College Classical Culture and Society

## ADMINISTRATIVE & TEACHING EXPERIENCE

Present – May 2022 **Founder, Consultant & Coach**  
Changing Spaces LLC

- Develop consulting, speaking, coaching, and training business focused on justice, equity, diversity, inclusion, belonging, and leadership.
- Establish new business relationships for training, education, and consulting.
- Build and manage website, marketing plan, and social media presence.
- Provide training and education for organizations and businesses nationwide.
- Facilitate and consult for organizations to assist in developing strategic priorities and goals.

May 2022 – September 2021 **Assistant Dean of Student Affairs & Unity House**  
Division of Student Affairs, Merrimack College

- Managed \$100,000 budget for Unity House facilities, programming and activities, training and education, professional development, meeting spaces, and day-to-day business of physical plant.
- Supervised 2 Multicultural Initiatives Program Assistants & Unity House Coordinator staff of 10, including hiring, onboarding, training, management of daily responsibilities, personal and professional development, and offboarding.
- Built Office of Multicultural Initiatives and Unity House brand for institution and embed across campus administrative divisions and academic schools.
- Coached and advised students, particularly from marginalized populations, regarding personal, academic, and professional preparedness, using coaching strategies to assist with development, goal setting, and general well-being.
- Developed, executed, and evaluated DEI-focused strategy, policies, trainings, and programming in support of institutional needs and mission, including logistics, marketing strategy, staffing, budget, and operations.
- Developed student affinity group organizations, including recruitment efforts, programming, and leadership development.
- Advised faculty and staff leadership on diversity, equity, and inclusion matters related to curriculum development, hiring, professional development, student support, recruitment and retention efforts, and personal development.
- Served as council member on the Presidential Advisory Council for Diversity, Equity & Inclusion and the President's DEI Leadership Team, assisting in establishment and revision of policies and processes related to institutional governance.

September 2021 – April 2021

**Project and Program Manager, Diversity, Equity & Inclusion  
and Special Initiatives**

Office of the President, Merrimack College

- Assisted the Vice President of Inclusive Excellence, Institutional Access & Leadership with planning, outreach, coordination, and scheduling of diversity, equity & inclusion focused programming and events.
- Developed a DEI strategic focus in alignment with the institutional strategic plan, Agenda for the Future.
- Created data-driven and evidence-based DEI training modules for faculty and staff.
- Assisted with development of and communication to faculty and staff affinity groups (Multicultural Professionals of Color, First Gen, LGBTQIA+, etc.).
- Managed the day-to-day operations of the DEI initiative, including organizational strategy, assistance with statements, and outreach to shareholders.
- Assisted with Diversity hiring practices and policy implementation, including training and serving on hiring committees.
- Supervise the Event Planning & Community Outreach Fellow in all aspects of daily work related to administrative and programmatic support for multiple DEI initiatives.
- Researched and investigated best practices regarding curriculum integration of DEI concepts and practices across divisions.
- Managed DEI website and content development for promotions, information sharing, and event launches.
- Collaborated with faculty, staff, and students to develop diversity and inclusion initiatives and supports for underrepresented and marginalized populations (race, ethnicity, LGBTQIA+, trans\*, ability, first-gen, socio-economic, veterans, and transfer).
- Designed first year experience syllabus with content focus on reframing the curriculum through a DEI lens.

April 2021 – June 2016

**Associate Director of Admission of Transfer Students  
Assistant Director of Admission of Transfer Students**

Office of Admission, Merrimack College

June 2020 – January 2019

**Adjunct Faculty**

Department of Higher Education, Merrimack College

December 2019 – June 2017

**Instructor**

Division of Academic Affairs, Merrimack College

May 2016 – July 2014

**Transfer Credit and Articulation Analyst  
Admissions Advisor for Transfer Initiatives**

Office of Undergraduate Admissions, Ohio University

July 2014 – July 2011

**Administrative Assistant II**

Admissions Information Center, Community College of Philadelphia

**Professional Development**

May 2022

Diversity Awareness Training Credential

February 2022

Adult Mental Health First Aid USA Certification

January 2022

Information Privacy and Security (IPS) – HIPAA Certification

January 2022

Human Participants in Research Certification

November 2021

Safe Zone Training Certification

September 2021

Distinguished DEI Educator Credential