

CYNTHIA EASON

(414) 331-5637

cynthia_eason20@yahoo.com

EDUCATION

University of Wisconsin – Milwaukee

May 2020

Master of Science – Administrative Leadership;
Concentration: Higher Education Administration

- Graduated with Honors

Alverno College

May 2016

Bachelor of Arts – Sociology; Adult Education minor

- Graduated with Honors

PROFESSIONAL EXPERIENCES

McHenry County College

February 2020 – July 2020

Academic Advisor

- Advised students individually and in group sessions using prescriptive, developmental, and appreciative relationships to monitor student progress toward established educational goals.
- Developed appropriate education plans to establish academic and career goals and advised on course selection.
- Assisted with facilitating new student orientation programming by presenting college information and advising.
- Helped students gain or improve necessary skills for academic success including goal setting, development of study skills, and career/major planning.
- Maintained documentation in student records that is objective, complete, and accurate.
- Proactively monitored at-risk students to identify opportunities to develop and improve academic success.
- Assessed students in crisis and assess the need to refer to the appropriate college resources.
- Evaluated transfer credits for course waivers.
- Conducted outreach to students (phone calls, emails, advising on wheels, drop-in advising) to support the College's retention efforts.
- Collaborated with faculty and/or College Success Coaches to problem solve issues and ensure students are on track for success.

Mount Mary University

August 2018 – January 2020

Grace Scholars Program Coordinator & Advisor

- Served students from underrepresented backgrounds, such as income-eligible, first-generation, and students of color.
- Provided individual counseling, academic advising, intervention, advocacy, and referrals for students regarding their academic, professional, personal, and financial circumstances at the University.
- Monitored academic progress towards educational and professional goals through scheduled appointments, progress reports, and consistent communication with Scholars.
- Met with and developed individualized goal-oriented action plans for students with challenging performances.
- Maintained appropriate and accurate records of student interactions into the database for future reference.
- Taught a .5 credit section of the Grace Scholars Seminar during the fall and spring semesters surrounding topics, such as professional development, identity awareness, strategies for success, and promoting wellness.
- In collaboration with the Admissions Team, coordinated Grace Scholars' recruitment, interviewing, and selection processes of incoming Scholars.
- Assisted with the planning and implementation of the Summer Bridge Program, celebrations, and programs/events for academic, leadership, and professional development.
- Managed social media platforms to maintain communication with Grace Scholars and program alumnae.
- Hired, trained, and supervised Undergraduate Assistants and other staff.
- Assisted with the Peer Mentor Program, including pair matching, mentor orientation, programming, and evaluations.
- Performed administrative tasks, such as monitoring and reconciling program expenditures, maintaining inventory, grant reporting, and serving as a liaison for the department.

REV Group, Inc.**March 2017 – August 2017****Human Resources Generalist**

- Supported the REV Corporate HR team with implementing programs to improve the employee experience.
- Supported the development of strategies and identifying possibilities to improve policies and procedures.
- Under the guidance of HR Leaders, provided counsel to employees on a variety of issues, such as benefits discrepancies, constructive action plans, and policy overviews.
- Provided support on tasks and projects, including recruitment, pre-employment background checks and drug screens, new hire orientations, and data analytics.
- Maintained Human Resources Information Systems by assisting in keeping the HRIS database current.

Alverno College**September 2016 – March 2017****Undergraduate Admissions Counselor**

- Proactively maintained relationships with prospective high school and new or transferring adult students throughout the recruitment/admission cycle.
- Scheduled and conducted appointments individually or with students' families to counsel students on the admission process, undergraduate programs offered, and the financial aid process.
- Maintained and processed accurate student data, applications, scholarship eligibility, and registration materials in department preferred databases (Recruiter, Colleague, Excel, etc.).
- Recruited prospective students by attending local, statewide, and national college fairs and high school visits throughout Wisconsin and surrounding areas.

INTERNSHIP EXPERIENCES**University of Wisconsin – Milwaukee****September 2019 – January 2020****Recruitment and Retention Specialist, College of Health Sciences, Graduate Internship**

- Represented the College at on-campus and off-campus recruitment events in collaboration with the University's Office of Undergraduate Admissions, other UWM schools/colleges, and outside entities.
- Assisted Advisors with creating effective retention strategies for students identified as Undecided or at-risk.
- Acted as a member of the student appeal process regarding reinstatements, class retakes, and late drops.
- Supported the team with the evaluation of the scholarship application process.
- Assisted with transitional activities for new freshmen and transfer students, such as preparing materials and completing logistical tasks for orientations.

Johnson Controls, Inc.**June 2015 – April 2016****Human Resources Intern**

- Coordinated partnership with local high school work-study program to provide students with developmentally appropriate work experience.
- Developed and implemented a process plan for facility closure and employee exit interviews.
- Created and designed job aids to facilitate employees' search for processes and address questions regarding FMLA and retirement.
- Processed HRIS requests for employee data changes resulting from relocations, promotions, and terminations.

Actuant Corporation**February 2015 – June 2015****Human Resources Intern**

- Developed a leadership program with the Learning & Development team to identify and elevate individuals' leadership abilities or potential to develop to the next tier.
- Planned preparatory recruitment details with College Relations staff for both career fair visits as well as the Management Development Program processes.
- Developed interview questions and processes to interview potential candidates for internships.

Manpower

January 2013 – November 2014

Intern at Northwestern Mutual

- Supported DIS/Enterprise Solutions team with record keeping and depositing checks into policy owners' accounts.
- Coordinated staffing duties, such as candidate interviews, posting jobs, creating offer letters, and supporting university recruitment for interns.
- Assisted the recruitment team with hosting a STEM-related field trip for middle school students at an area university for a day filled with presentations, workshops, and activities related to the field of IT.

PROFESSIONAL AFFILIATIONS

- Wisconsin College Personnel Association (WCPA), 2019 – Present
- National Academic Advising Association (NACADA), 2019 – Present
- Wisconsin Academic Advising Association (WACADA), 2018 – Present
- National Association of Student Personnel Administrators (NASPA), 2018 – Present
 - Graduate Associate Program (GAP) Region IV-E Representative, 2019 –2020
 - Jim Rhatigan Fellowship Recipient, 2019
- UWM Association of Student Affairs Professionals (ASAP), 2018 –2020
 - Executive Board Member, Professional Development Coordinator, 2018 –2020

CERTIFICATIONS AND TRAININGS

- Mental Health First Aider Certified, Present (exp. 2/28/2023)
- Trauma-Informed Care Training, 2019

HONORS

- Member, Phi Kappa Phi Honor Society, Present
- Member, Pi Lambda Theta Honor Society, Present

PROFESSIONAL ABILITIES

Advising • Career Counseling • Admissions • Recruitment • Outreach • Student Engagement • Facilitation • Programming • Multicultural Initiatives • Human Resources • Talent Acquisition • Employee Relations • Orientation

PROFESSIONAL QUALITIES

Excellent Oral/Written Communication • Student/customer-centered • Excellent Planning • Organizational • Interpersonal • Collaborative • Effective Public Speaking • Detail-oriented • Critical Thinker • Takes Initiative • Creative

RELEVANT SOFTWARE / PROGRAM FAMILIARITY

Microsoft Office Suite • Jenzabar • Recruiter • Colleague • Early Alert • Canvas • Handshake • Career Locker • Workday • Taleo • BrassRing • Kronos • appointment systems • social media tools