**Tasheila Williams-Townsend**

7 Elizabeth Way

Phenix City, Alabama 36869 (334) 468-9090

 tjw0024@auburn.edu

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**CAREER OBJECTIVE:**

*Seeking to continue a career in an educational post-secondary setting that will provide me with the opportunity to demonstrate strong program coordination/ management, supervision and communication skills while promoting professional growth and development. Eager to practice within the values of the public service profession, build education based partnerships within secondary and post-secondary settings, organizations and within the community.*

*I am dedicated to helping all individuals through different initiatives starting with listening to understand different perspectives and viewpoints.*

**Skilled educator, leader and communicator** with a strong and decisive leadership style. I have extensive training and some experience in education, leadership and management, coupled with skills in motivating and orchestrating staff professional development and instructional programs in support of achieving transformation. I have the ability to establish sustainable relationships with students, parents, faculty and community. Solid track record of success and demonstrated expertise in the following areas:

Leadership/Team Building School Improvement

Technology Integration Social Emotional Learning

Collaborative Decision Making Professional Development

Strong Collaboration Skills Instructing and directing large college groups

 Dependable and Consistent Detailed Oriented

 Project Management Meeting operational Deadlines

 Excellent Rapport with others

**EDUCATION**

**Auburn University,** Auburn, AL/ Education Specialist in Adult Education, Present

**Auburn University,** Auburn, AL / Master of Education in Clinical Rehabilitation Counseling, 2016

**Troy University,** Troy, AL / Bachelor of Science in Human Services minor in Health Sciences, 2011

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**PROFESSIONAL EXPERIENCE**

**Academic Advisor**

**Auburn University College of Education 2016-Present**

* Confer with faculty, other academic advisors, and other campus constituents regarding student academic needs, progress and expectations
* Pre-assess the academic readiness and learning styles of students
* Develop and provide informational materials for staff and students
* Educate and train new employees on processes and procedures within Enrollment Services
* Administer group standardized tests in accordance with state testing programs such as the SAT, ACT, LSAT, etc.
* Evaluate students’ academic growth, keep appropriate records, and prepare progress reports.
* Implement freshman initiative programs in the College of Education to assist incoming freshmen with adaptation needs.
* Advise over 600 hundred students within the College of Education
* Hold group advising appointments for students to gain insight on the Education program
* Work closely with the Office of Accessibility on campus to ensure students with disabilities were provided the necessary services to help them be successful
* Work closely with Counseling Services on campus to ensure students with psychological issues were provided with resources and services.
* Make sure all students were on track for graduation.
* Provide students with outside resources for assistance.
* Educate all students on what courses and degrees to pursue
* Develop plans that provide continuous improvement of programs of study that focus on preparing students for successful careers.
* Work to make sure all students are treated fairly in courses and did not feel singled out
* Identify and develop work readiness skills and training opportunities for students
* Make sure students with disabilities are provided with the necessary tools needed with the online course
* Manage student workers and graduate assistants
* Orchestrate orientation days for incoming freshmen and sophomore students
* Work closely with international students
* Evaluate courses for the College of Education
* Work as the College of Education liaison for Auburn Global students (international student program)
* Attend monthly meetings to ensure international students success within different colleges.
* Serve as the course evaluator for the College of Education

**Course Instructor**

**Auburn University First Year Experience, College of Education 2017-Present**

* Taught first year freshmen ways to be successful at Auburn University
* Provided students with information about time management
* Provided students with information about study skills
* Provided students with information about the requirements for the Education program
* Provided students with information about becoming successful in college
* Served as an advocate for student success
* Served as a College of Education liaison with the First Year Experience office
* Completed trainings and presentations to assist with teaching students
* Completed lesson plans and syllabi to provide students with semester guidance
* Provided guidance for students enrolled in the UNIV course

**Academic Coach Trainer**

**Auburn University 2017-Present**

* Attended Academic Coach training
* Completed presentation for other advisors to have tools for advising sessions
* Used counseling skills to build rapport with students
* Used skills learned in training to incorporate into an advising session
* Provided academic advisors with information that can be used in advising sessions
* Able to provide students with other campus resources and support outlets
* Able to apply counseling skills for students who may be facing a crisis

**Testing Supervisor**

**Auburn University Testing Services 2012-Present**

* Administer group standardized tests in accordance with state testing programs such as the SAT, ACT, LSAT, etc.
* Supervise testing room for students taking standardize tests.
* Make sure staff proctors are following procedures
* Work with testing administrator to make sure all students are in the correct place during testing.
* Make sure students were provided accommodations if needed.

**Admissions Evaluator**

**Auburn University Admissions, Enrollment Services 2012 - 2015**

* Conferred with faculty, academic advisors, and other campus constituents regarding student academic needs, progress and expectations
* Pre-assessed the academic readiness and learning styles of students
* Developed and provide informational materials for staff and students
* Input and evaluated high school and college transcripts for incoming freshmen and transfer students
* Administered background audits on all incoming (freshman) students
* Assisted in the decision making process within the department of enrollment services
* Assisted the Director of Admissions Processing with auditing, indexing, and managing student files
* Managed employees when necessary
* Educated and train new employees on processes and procedures within Enrollment Services
* Evaluated students’ academic growth, keep appropriate records, and prepare progress reports.
* Made sure all students were given equal opportunities to attend College.
* Provided students with solutions

**Student Services Coordinator/Academic Advisor**

**Troy University, 2011-2012**

* Advised over 500 students on various issues.
* Made sure all students were on track for graduation.
* Provided students with outside resources for assistance.
* Educated all students on what courses and degrees to pursue
* Developed plans that would provide continuous improvement of programs of study that focused on preparing students for successful careers.
* Identified and developed work readiness skills and training opportunities for students
* Made sure students with disabilities were provided with the necessary tools needed with the online course.
* Evaluated students’ academic growth, kept appropriate records, and prepared progress reports.
* Communicated with students and through conferences and other means to discuss students’ progress
* Provided students with different solutions to issues depending on problems

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**Community Involvement**

**Auburn University Office of Accessibility**

**Course Auditor, Auburn University 2016-Present**

* Transcribed courses for students with hearing impairments
* Assembled textbooks for students with vision impairments

**Big Sister (volunteer)**

**The Bridge Church, Daddy’s Girls Life Group 2014-2016**

* Speaking engagements to promote program awareness/opportunities
* Encourage young girls to stay active in school, church, and communities
* Provide assistance for personal issues
* Promote self-esteem and self-respect in young ladies

**Troy Girls Group Home**

**Peer Counselor, Troy University 2009-2010**

* Provided assistance to girls ranging from 12-18 years of age.
* Taught problem solving skills and techniques
* Taught time management skills, planning for the future and healthy relationships.
* Designed workshops for this age group that including keeping healthy hygiene, domestic violence, planning for the future, and steps to take to be successful
* Established and maintained standards of behavior needed to achieve a functional learning atmosphere in this setting.
* Evaluated students’ academic and social growth, kept appropriate records, and prepared progress reports.
* Communicated with community directors through conferences and other means to discuss students’ progress
* Identified student needs and cooperated with other professional staff members in assessing and helping students solve health, attitude, and learning problems
* Participated in planning development programs

**Youth Leadership Forum (YLF)**

**Team Leader**

* Provided students with disabilities success strategies
* Led team members to participate in team building activities
* Actively listened to the problems and concerns many of the students were facing
* Provided students with different options
* Held counseling sessions for students who struggled to understand procedures
* Mentored students who had trouble adapting without their parents being present

**INTERNSHIPS**

**NACDD (National Association of Councils on Developmental Disabilities)**, Sheryl Matney- Troy, AL

* Worked with youth of all ages with developmental disabilities
* Made sure individuals with disabilities were treated equally
* Made sure individuals with disabilities were provided with the necessary tools to be successful
* Booked trips to conferences for individuals with disabilities and made sure they were provided the correct travel documentation to make travelling easier for them.

**LCYDC (Lee County Youth Development Center),** Terry Woodall- Opelika, AL

* Worked with Psychological Services to mentor and counsel at risk youth
* Provided at risk youth with different alternatives
* Taught at risk youth life skills through different activities
* Held weekly group counseling sessions with young males who were at risk
* Held weekly individual counseling sessions for students on my caseload
* Sought to understand the thought process of at risk youth
* Created programs for at risk youth to learn transferable skills
* Provided different initiatives for at risk youth to reach attainable goals.

**PROFESSIONALMEMBERSHIPS//COMMUNITY AFFILIATIONS/COMMITTEES**

* Southern Association for College Admissions Counseling (SACAC)
* Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
* Iota Delta Sigma (Auburn University)
* Sigma Alpha Sigma (Troy University)
* Open Door Volunteer
* Alabama Education Association (AEA)
* Participated in the Mentor/Mentee program for Auburn University Advisors
* NACADA

**Leadership Activities, Outstanding Achievements**

* Presenter at Advisorpalooza: Incorporating Motivational Interviewing into an Advising Session
* Incorporated an Early Intervention Program for student success
* Attended the Administrative and Professionals Day Conference
* Assisted in training incoming employees and students
* Attended Title IX training
* Attended training for International Student programs
* Attended Black Caucus meetings
* Attended additional active listening training
* Co-lead search committee

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**TECHNOLOGY PROFICIENCY:**

* Microsoft Office (Access / Excel /Publisher/PowerPoint/Outlook/Word)
* Black Board
* CANVAS
* Panopto
* PLATO
* Banner
* Advise Assist
* SARS

References

**Dr. Clarence Merckerson**

**Special Education, Rehabilitation, Counseling**

**Auburn University**

Office: 334 844-4000

cdm0033@auburn.edu

**Angela Lane**

**Analyst II, Institutional Student Research**

**Auburn University**

Office: 334-844-4777

rowelak@auburn.edu

**Dr. Jared Russell**

**Associate Professor**

**School of Kinesiology**

Auburn University

Office: 334-844-4483

russej3@auburn.edu

**Dr. Nicolas Derzis**

**Assistant Clinical Professor**

**Special Ed, Rehabilitation, and Counseling**

Auburn University

Office: 334-844-7676

derzinc@auburn.edu

**CyEreka Sutton**

**Clinical Counselor**

**Psychological Services**

**Lee County Youth Development Center**

Opelika, AL

Office: 336-529-0259

cdsutton004@gmail.com

**Dr. Rebecca Curtis**

**Associate Professor**

**Special Education, Rehabilitation and Counseling**

Auburn, AL

Office: 334-844-2091

curtirs@auburn.edu