

SHARON SKILLS

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EDUCATION

Master of Science in Education: University of Wisconsin Oshkosh - Oshkosh, WI May 2021
Major: Educational Leadership and Policy Analysis

Bachelor of Arts: University of Wisconsin Oshkosh - Oshkosh, WI May 2013
Major: English; Minor: Business

PROFESSIONAL PROFILE

- Dedicated to student development and success with seven years of progressive experience in student activities, leadership and volunteerism
 - Extensive supervision experience demonstrated through advising student committees and supervising 28 orientation group leaders
 - Ability to build rapport with diverse populations including students, parents, staff and faculty
 - Captivating and creative public speaker with groups ranging from 2 to 350 people
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SKILLS AND ABILITIES

Human Relations and Communication

- Provide extensive training and programming on topics including: interviewing, assessment, study skills, wellness, community development, ethics, leadership, time management and academic success
- Counsel students with academic and personal concerns to promote wellbeing and academic success
- Instruct resident assistant seminars, educating student staff on policies and procedures in the residence hall
- Interpret policy, mediate conflicts, and enforce regulations to comply with university standards
- Possess excellent oral and written communication skills through staff training and professional presentations
- Represent department at recruitment and information sessions for parents and students
- Revised departmental handbooks: Resident Assistant Handbook and Academic Advisor Manual

Student Involvement and Organization Development

- Aided student organization development and program assessment with planning and volunteer recruitment
- Served as a resource and mentor to all 60 student organizations on campus
- Promoted student involvement through organization/involvement fairs, one-to-one contact with students, printed materials and presentations to parents and students at early registration programs
- Organized creative publicity campaigns for activities, performances and organization recruitment
- Produced a handbook for student organizations and advisors presenting information on recruitment, committees, officer transition, budgets and university policies
- Presented important issues including budget management, fundraising, creative publicity and program planning to monthly student leaders organization meetings
- Supervised the student organization recognition process for more than 50 organizations

Community Service Coordination

- Advised the campus volunteer group promoting student volunteerism for three years
- Established excellent working relationship with local mentor group in support of student participation
- Implemented volunteer activities for the entire campus community including: campus clean-up days, blood drives and gift-giving programs for children of students during the holiday season
- Organized alternative spring break trips to Kentucky and Negril, Jamaica for five years for groups of 10 to 22 students

- Participate in Paint the Town Planning Committee, organized two university groups to participate
- Represented the campus community as an American Cancer Society Relay for Life Team Leader

SKILLS AND ABILITIES (continued)

Personnel Management

- Supervise approximately 50 undergraduate and clerical staff
- Conducted employee performance appraisals and evaluations for all staff
- Led employee trainings involving both professional and undergraduate staff
- Recruit, interview and select new employees
- Created and implemented professional development programs to support staff retention and growth

PROFESSIONAL EXPERIENCE

- **Residence Life Coordinator**, University of Wisconsin Oshkosh, Oshkosh, WI September 2018 – Present
- **Student Activities Specialist**, University of Wisconsin Madison, Madison, WI June 2014 – August 2018
- **Program Outreach Assistant**, Children’s Learning Center, Madison, WI June 2013 – July 2014
- **Community Advisor**, University of Wisconsin Oshkosh, Oshkosh, WI August 2012 – May 2013
- **Marketing Intern**, Oshkosh Corporation, Oshkosh, WI May 2011 – August 2012

RESEARCH EXPERIENCE

Graduate Student & Faculty Collaborative Research Grant (Dr. Dana Smith) May 2019 – Present
 Project Title: *Non-matriculantes of the ACT Program: Why did they choose not to enroll?*

- Designed a research study to investigate non-matriculated students of the ACT Program
- Created and administered survey to over 100 participants for data collection
- Coded and analyzed qualitative data to identify themes and form conclusions
- Presented study at regional conference for math and science teachers by faculty investigator

RELATED ACTIVITIES

- **Co-Chair, Assessment Committee**, University of Wisconsin Oshkosh October 2019 – Present
- **Member, Names Quilt Project Committee**, University of Wisconsin Oshkosh September 2019 – Present
- **Member, Retention Committee**, University of Wisconsin Oshkosh January 2018 – May 2019
- **Team Lead, New Student Orientation**, University of Wisconsin Oshkosh June 2017 – September 2017
- **Advisor, Committee on Sexual Orientation**, University of Wisconsin Madison August 2014 – May 2016
- **Staff Advisor, Wellness Committee**, University of Wisconsin Madison August 2013 – May 2016

PRESENTATIONS

- **“How to Get a Job in Business Without a Business Major”** November 2019
University of Wisconsin Oshkosh
- **“Staff Training: Just another Dust Bunny in the Vacuum of Residence Life?”** September 2019
University of Wisconsin Oshkosh
- **“Creating a Positive Web Presence”** April 2019
University of Wisconsin Oshkosh
- **“Is There Life Beyond RHA? Market Yourself!”** November 2018
University of Wisconsin Oshkosh
- **“Academic Success 101”** February 2017
University of Wisconsin Madison
- **“Non-traditional Approaches to Community Building”** October 2016
University of Wisconsin Madison
- **“What’s This Thing Called Heterosexuality?”** August 2015
University of Wisconsin Madison