

HEIDI NEELY

EDUCATION

University of South Carolina <i>Master of Education, Higher Education and Student Affairs</i>	Columbia, South Carolina	May 2008
Johnson C. Smith University <i>Bachelor of Art, Communication Arts</i> Magna Cum Laude, GPA 3.7	Charlotte, North Carolina	May 2006

RESIDENCE LIFE EXPERIENCE

Area Coordinator <i>University of West Georgia</i> Housing & Residence Life	October 2013 – Present
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- Assist, supervise and counsel over 1750 residents in 5 facilities, including suite -style, all-female, traditional, all -male traditional, and co-educational traditional, as well as supervise, train and evaluate 5 Graduate Residence Directors, and 40 Resident Assistants Assists
- Serve as instructor for CEPD 4106: Seminar in Residence Hall Staff Education course
- Serve as instructor for UWG 1101: Freshman Year Experience course, including creating instruction and assessment materials for 20 first-year and transfer students to fulfill the USG Core Curriculum Instructional Credit requirement
- Serve as coordinator and committee head for Graduate Assistant Recruitment, Selection and Training, including creating all promotional, application and evaluation materials as well as coordinating multi-placement session candidate interviews and evaluations for a 13- person Graduate Assistant Staff
- Serve as coordinator and committee head for Resident Assistant Recruitment and Staff Selection, including creating all promotional, application and evaluation materials, as well as the interview and selection process for a 90-person Resident Assistant Staff
- Serve as graduate program practicum supervisor for CSA program graduate students, including program design, development and implementation, as well as supervisory roles for 150-200 hours per semester. Create as well as administer the Live2Lead Resident Assistant Orientation Series for all new-hire Resident Assistants, consisting of four non-academic training sessions on personal development skills, as well as departmental policies and procedures

Residence Life Coordinator <i>University of South Carolina</i>	July 2008 – October 2013
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<i>South Quad Residence Hall</i> <ul style="list-style-type: none">• 400 person co-ed apartment style residence hall• Supervise staff of 11 Resident Mentors (RMs)• Houses athletes and upper classmen residents• Advisor, Law Justice Politics Living Learning Community	July 2010 – September 2013
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<i>Columbia Hall</i> <ul style="list-style-type: none">• 480 person co-ed suite style First-Year residence hall• Supervise Higher Education Graduate Student• Supervise staff of 20 resident mentors• Managed the satellite office for two freshmen centers• Supervised an office staff of 12 students• Healthy Carolina Living Learning Community	July 2008 – July 2010
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- Journalism Learning Community

Supervision and Advising

- Coordinate weekly resident mentor staff meetings, one-on-one meetings, and set semester duty schedules
- Assist with and participate in housing selection process and staff selection
- Serve as a mentor for RMs interested in the Higher Education and Student Affairs profession

Student Discipline/Conduct Hearings

- Adjudicate disciplinary cases and conduct judicial hearings
- Conduct hearings involving drugs, erratic behavior, and alcohol possession
- Mediate student conflicts
- Administer educational sanctions and residence hall probation/eviction
- Enforce University and Resident Life policies to provide a safe learning and living environment

Emergency Management

- On-call rotation of primary professional on-call responders for all of campus housing (3300 students)
- Serve as a liaison between Residence Life and other key offices pertinent to day-to-day operations of Residence Life, such as University Police, Counseling, and the Health Center.

Living Learning Communities

- Act as primary professional contact with advisors and students in living learning communities housed in the residence hall
- Creates quality student interactions with faculty to provide student engagement for those living in the community

Facilities

- Maintain the health, safety, and security of the residence halls and their occupants.
- Work closely with maintenance, housekeeping, and other departments to maintain excellent service to students.

Academic Success Initiatives

- Serve as a Housing Academic Recovery liaison with residents who have below 2.0 GPA
- Created an initiative for Resident Mentors to make contact with Academic Centers of Excellence (ACE) to provide tools to remain in good academic and employee standing

Interim Assistant Director for Residence Life

January 2010 - July 2010

University of South Carolina- North Area

Supervision and Advising

- Supervise one Residence Life Coordinator (RLC) and five graduate student Resident Hall Directors (RHD)
- Supervise an administrative assistant on office procedures and office responsibilities
- Communicate effectively with maintenance and facility services as requested for the area
- Lead weekly meetings with RLC and RHD staff
- Participate in weekly meetings with departmental managers and administration
- Serve as a reference for crisis management in-area for RLC and RHDs
- Oversee the room condition and damage assessment/appeals process for the area
- Collaborate with Residence Life Assistant Directors on projects and staff development
- Understand and be knowledgeable of budgeting allowances for graduate students, desk assistants, and office assistants

Student Discipline/Judicial

- Assign disciplinary cases to the area RLC and RHD staff
- Conduct judicial hearings involving drug & alcohol cases

- Advise graduate students in administering educational sanctions, residence hall probation, and mediate student conflicts

TEACHING EXPERIENCE

Resident Mentor Instructor August 2008 – 2013
University of South Carolina

- Serve as instructor of an 8-week course on Resident Mentoring for first year RMs
- Facilitated class discussion on topics related to Emotional Intelligence
- Implement weekly classroom discussions and activities

Instructor, University 101 August 2009 – 2013
University of South Carolina

- Teach a nationally recognized, three-credit, academic course for 25 first-year students to assist them in transition to college
- Develop a curriculum consisting of transition issues, strategies for academic success and self and community responsibility
- Grade students through presentations, papers, and class participation, and gave feedback to students as necessary

PROFESSIONAL DEVELOPMENT

Diversity Retreat Facilitator 2007 - 2012
Office of Multicultural Student Affairs
University of South Carolina

Safe Zone Ally Training November 2011
Sexual Health and Violence Prevention
University of South Carolina

RELI June 2010
Regional Entry Level Institute
SEAHO (Southeastern Association of Housing Officers)

STUDENT AFFIARS EXPERIENCE

Office of Multicultural Student Affairs, Graduate Assistant August 2006 – May 2008
University of South Carolina

- Organized and facilitated the Student Leaders Retreat for student organization executive board members to network and organization goals for underrepresented students of color
- Participated in diversity training focusing on cultural differences, sexual identity, and religious preferences
- Served as a facilitator and mentor for Diversity Retreat

Academic Success Coach August 2006 – May 2008
Academic Centers for Excellence (ACE)
University of South Carolina

- Conduct one-on-one academic success consultations with academically deficient students
- Present academic development workshops to students in University 101 classes
- Create and contribute new resources to ACE; includes tip sheets on time management and academic skills assessments interpretation sheets

PRESENTATION EXPERIENCE

- “*Why Are All The Athletes Sitting Together in the Cafeteria*”

SEAHO – Southeastern Association of Housing Officers, Chattanooga, TN	February 2012
SCCPA –South Carolina College Personnel Association, Columbia, SC	October, 2011
• <i>“Are You Wearing Your Greek Letters with P.R.I.D.E?”</i> Annual Student Leadership & Diversity Conference, Columbia, SC	February 2012
• <i>“What are Your True Colors?”</i> Student Leadership & Diversity Conference, Columbia SC	February 2011
• <i>“Wear Your Letters, Don’t Let Your Letters Wear You: Fraternity and Sorority Identity Development”</i> South Carolina Student Personnel Association, Charleston, SC	April 2008
• <i>Step Outside of the Box: How to Facilitate Diversity Team builders</i> Southeastern African-American Student Leadership Conference, Conway, SC	March 2008
• <i>Out of the Box: Using Icebreakers, Team builders to Teach Diversity</i> 22 nd Annual Student Leadership and Diversity Conference, Columbia, SC	February 2008
• <i>Using Diversity Icebreakers to Facilitate Diverse Groups</i> SCCPA Drive Fall Drive In, Greenville, SC	October 2007
• <i>Coaching Students to Academic Success</i> 22 nd Annual National College Learning Center Conference, Atlanta, GA	September 2007

REFERENCES

Available upon request