|  |  |
| --- | --- |
| COLLEEN M. SMITH | CMRStech@gmail.com | LinkedIn: marquartc | 1808 Clover Circle   931.703.7410 | colleensmith.tech/ID | Melbourne, FL 32935 |

PROFESSIONAL GOAL

Current higher education professional who seeks to merge knowledge of learning theory, adult development theory and instructional technology to teach content, social and emotional skills online. My current interests lie in digital leadership, online learning to reinforce high impact practices and digital interventions to aid in student access, success, persistence, and retention of diverse students.

EDUCATIONAL PREPARATION

**Graduate University of Central Florida – Orlando, FL (4.00 GPA)**

**Certificate,** Program: Educational/Instructional Technology

**2018**

**M.Ed., 2013 Clemson University – Clemson, SC (3.84 GPA)**

Program: Counselor Education

Study Abroad: Internship at The American University of Rome **–** Rome, Italy

**B.S., 2011 Purdue University – West Lafayette, IN (3.25 GPA)**

Major: Computer Graphics Technology

Minor: Art & Design

Minor: Organizational Leadership and Supervision

PROFESSIONAL EXPERIENCE

**2018- Present Graduate Preparation Advising & Digital Learning Coordinator**

Orlando, FL, University of Central Florida, Division of Teaching and Learning, Academic Advancement Programs

Instated a new position as the coordinator of Academic Advising Services in Academic Advancement Programs. Developing a new advising structure to create a culture of graduate school preparation and integrative learning at UCF.

* Coordinating graduate school preparation advising efforts including virtual graduate school fairs, online curriculum, workshops, and webinars.
* Implementing planning, assessment, and student-data tracking of AAP graduate school preparation initiatives
* Training Peer Advisors and professional staff on diverse advising tools for mixed mode, online and face-to-face meetings using emerging technologies
* Advising students in the creation of preparedness e-portfolios, Individual Development Plans (IDPs), and digital storytelling
* Collaborating with university stakeholders to infuse graduate preparation initiatives into various university programs
* Partnering with faculty and staff at external institutions for summer research programs and graduate school preparation events, like virtual graduate school fairs
* Designing and managing marketing, branding and electronic newsletters for the office using Adobe Creative Suite, Calendly, Canva, MailChimp, and other software packages

**2016- 2018 Coordinator of Learning Environment and Academic Research Network (L.E.A.R.N.)**

Orlando, FL, University of Central Florida, Division of Teaching and Learning, National Science Foundation - Office of Undergraduate Research

Established a newly created position as the Coordinator of L.E.A.R.N. programs. Developed and strengthened the following STEM retention models funded by the National Science Foundation:

* First-time in college living-learning community – F-L.E.A.R.N.
* Transfer learning community – T- L.E.A.R.N.

**2016- 2018 Coordinator of Learning Environment and Academic Research Network (L.E.A.R.N.) *- continued***

Instructed courses housed in Interdisciplinary Studies (IDS) department and managed each course in the Learning Management System, Canvas.

* Introduction to Research I (IDS 1911, IDS 3913) – fall semesters
* Introduction to Research II (IDS 2912, IDS 4914) – spring semesters
* Aided in course/syllabus (re)design in each year of the grant
* Developed design, layout and delivery of online and multimodal course materials
* Utilized classroom teaching technologies for increased student engagement

Coordinated a group of inter-institutional L.E.A.R.N. Coordinators at Western Carolina University and Florida Atlantic University as a part of the L.E.A.R.N. Consortium.

* Facilitating the implementation and continuous quality improvement of T and F-L.E.A.R.N. programs

Planned and implemented academic, social and service programs and learning opportunities for current L.E.A.R.N. students and alumni.

* Managed multiple projects simultaneously, like development and maintenance of new website, online Individual Development Plan process, student leader digital storytelling projects, and online discussion engagement about non-cognitive skill development using various strategic technologies.

Developed and enhanced marketing campaign and accompanying materials for several levels of the L.E.A.R.N. program.

* Utilized MailChimp CRM and postcards to recruit and select first year students for competitive F- L.E.A.R.N. and T- L.E.A.R.N. scholarship programs.
* Recruited, selected, trained and supervised 6 undergraduate Peer Mentors, 1 Student Assistant, and 13 graduate research mentors

Collected and worked to publish and interpret data for grant report submissions and future publications

**2013- 2016 Coordinator of Transfer Academic Initiatives & Pre-Transfer STEM Advising**

Baltimore, MD, University of Maryland, Baltimore County, Bill & Melinda Gates   
Foundation - Office of Undergraduate Education, Office of Academic and Pre-Professional Advising

Pioneered newly created and dual-reporting position for the STEM Transfer Student Success Initiative (stemtransfer.org) funded by the Bill & Melinda Gates Foundation.

Coordinated a group of inter-institutional Pre-Transfer Advisors (PTAs) by

* Facilitating the creation, design, implementation and enhancement of a comprehensive network of support

Facilitated the creation of a comprehensive network of support in advising and success interventions and fostered a collaborative culture shift between UMBC and partner 2-year institution transfer advisors while ultimately better serving students’ transitions and persistence in STEM degrees.

* Advised a diverse caseload of approximately 700 students whom self-identify as pre-transfer and interested in a Science, Technology, Engineering and Mathematics (STEM) field at UMBC.
* Leveraged technology to expand access to pre-transfer advising services to students and colleagues at the 4-year and 2-year institutions (i.e. Box, Google+, Youtube, Twitter, Google Forms, MailChimp).

Supervised Peer Alumni from Community Colleges (PACC) Academic Mentors, a co-created student mentor position for transfer STEM students and collaboration with Off-Campus Student Services.

* Designed and created promotional materials and marketing for programs such as PACC Mentor recruitment and selection, Transfer Admission Fairs, Early Alert Intervention email campaigns, and informational videos for prospective transfer students

**2011- 2013****Graduate Assistant for Selection and Training**

Clemson, SC, Clemson University, University Housing & Dining – Residential Living and Learning

Established a new graduate position in University Housing & Dining by assisting in recruitment, selection, training, and development at three levels:

* professional staff
* graduate staff
* undergraduate staff

Assisted in designing, implementing, assessing, and enhancing of all RASP, RALI, GASP and GST processes. Served various roles on six personnel selection and development committees:

* Resident Assistant Selection Process (RASP), Resident Assistant Leadership Institute (RALI). Graduate Assistant Selection Process (GASP), Clemson University Graduate Assistant Recruitment and Selection (CU-GARS), and Graduate Staff Training (GST)
* Professional Staff Selection committees
* Chair of the Technology Committee as graduate student

Implemented first CU-GARS student lead recruitment effort through Google+ Hangout OnAir, an innovative, webinar-like event to answer questions of prospective graduate students using technology.

**2012 Internship in Enrollment Services & Student Life Departments** Rome, Italy, The American University of Rome – Enrollment Services and Student Life

Interned at an International-American University during a two-month summer internship in Enrollment Services and Student Life departments.

* Supported resident AUR students in housing, transition resources, first-year success strategies, and finding a community in Rome, Italy
* Presented newly mandated Federal Student Aid information for foreign schools
* Assisted in creating new student recruitment guidelines and communication materials during a transition to Intelliworks, a relationship management solution program, and Google Adworks

**2010-2011** **Academic Resource Guide**

West Lafayette, IN, Purdue University – Student Access, Transition and Success Programs, Purdue Promise

Provided guidance and promoted success with opportunities for first-generation college students to achieve academic success after being on academic probation

**2008-2010** **Orientation Leader,** **Boiler Gold Rush**

West Lafayette, IN, Purdue University – Student Access, Transition and Success Programs, Boiler Gold Rush (BGR)

Student Orientation Committee, 2009-2010

One of eight students that recruited, selected, trained, developed, and provided an environment for learning personal and professional skills for over 500 student leaders for Purdue’s week-long new student orientation program. Mentored 150 student leaders indirectly and mentored 13 student leaders directly. Developed and designed 9 orientation, leadership, and peer mentoring trainings and 4 retreats for 500 students**.**

Team Supervisor, 2008-2009

One of 70 student leaders that volunteered as liaisons between the Student Orientation Committee and Orientation Leaders, attend seven leadership trainings, winter and fall retreats, and work together during the week of Boiler Gold Rush to facilitate events and keep the team morale at its highest.

Team Leader, 2008

One of 500 student volunteer leaders that attended 3 leadership orientation trainings, spring and fall retreats, responsible for a group of 15-20 new students during the week of Boiler Gold Rush.

TEACHING AND FACILITATION EXPERIENCE

**2016-2018Introduction to Research I (IDS 1911 & IDS 3913) Instructor**

University of Central Florida – Office of Undergraduate Research

**2016-2018****Introduction to Research II (IDS 2912 & 4914) Instructor**

University of Central Florida – Office of Undergraduate Research

**2015****Introduction to an Honors University (ECON 101Y & ECON102Y) Instructor**

University of Maryland, Baltimore County – First Year Experience

**2012 Teaching Alcohol Abuse Prevention (TAAP) Facilitator**

*Clemson University – Healthy Campus Initiative*

**2011-2012****Resident Assistant Leadership Course (EDC 390) Co-Instructor**

*Clemson University – University Housing and Dining*

CERTIFICATIONS

**2015** **SafeZone: LGBTQ 101; Ally Development**

University of Maryland, Baltimore County – Coordinated by the Mosaic Center

**2014** **Mental Health First Aid USA**

University of Maryland, Baltimore County – Coordinated by National Council for Community Behavioral Healthcare, Maryland Department of Health and Mental Hygiene, and Missouri Department of Mental Health

RESEARCH AND CREATIVE ACTIVITIES [[1]](#footnote-1)

RESEARCH PUBLICATIONS

Schneider, K., Coles, N., & **Smith, C. M.** (2018). Understanding the research experience: Activities completed during a STEM undergraduate research apprenticeship. International Journal of Science Education in December 2018. Manuscript submitted for publication.

GRANTS FUNDED

**Smith, C.M.** (2018-2019). Individual development plans (IDPs) for undergraduate students. Author of an online article as part of the 2018 cohort at UCF for Enhancing Integrative Learning. $500 Quality Enhancement Plan grant awarded to each faculty and staff who completed the cohort requirements and online article for publishing. Published on https://undergrad.ucf.edu/whatsnext/faculty-staff/resources/individual-development-plans-idps-for-undergraduate-students/

Kuperman, A., Schneider, K., **Smith, C. M.**, & Jardaneh, K. (2017-2018). Opening the digital door: New paths to engagement in undergraduate research. Third author on a $10,000 Quality Enhancement Plan grant to create an online, non-credit course to help UCF students learn how to get started in undergraduate research.

RESEARCH POSTER 1

Kane, E., **Marquart, C.**, & Williams, A. (2013, April). Teaching the future: A mixed methods study of millennial students’ and faculty’s preferred teaching styles in a school of education. *HEHD Research Forum, https://www.clemson.edu/cbshs/research/documents/researchforum/2013-forum-docs/Program-Book-Full-abstract-spring-2013-Forum.pdf*

PROFESSIONAL PRESENTATIONS 1

National Conference/Peer-Reviewed Presentations

**Smith, C.M.** (2019, January). *Individual development plans to aid undergraduates in graduate school preparation*. McNair Promising Practices Institute. Orlando, FL.

Eagen, K. & **Smith, C. M.** (2018, July). *Thriving in survival mode: Tips and (tech) tricks for doing more with less*. Council on Undergraduate Research Biennial Conference. Arlington, VA.

**Smith, C. M.**, Johnson, J., & Hansen. K. (2018, July). *LEARNing to lead: Peer mentors of first-year research communities.* Council on Undergraduate Research Biennial Conference. Arlington, VA.

**Smith, C. M.**, Johnson, J., & Hansen. K. (2018, February). *LEARNing to lead: Peer mentors of first-year research communities*. 37th Annual Conference on The First-Year Experience. San Antonio, TX.

**Smith, C. M.** (2018, January). *Digital storytelling for success*. McNair Promising Practices Institute. Ronald E. McNair Scholars Annual Conference for Directors. Orlando, FL

Baron, K., Kealey, J. & **Marquart, C.** (2015, October). *Integrated academic support for transfer students: Collaboration.* 22nd National Conference on Students in Transition. Baltimore, MD.

Baron, K., Kealey, J. & **Marquart, C.** (2015, October). *Pre-Transfer STEM advising at a 4-year institution.* 22nd National Conference on Students in Transition. Baltimore, MD.

Kealey, J., & **Marquart. C.** (2014, October). *Leveraging online learning to meet the diverse needs of transfer students*. 21st National Conference on Students in Transition. Denver, CO.

Armstrong, J., Baron, K., & **Marquart. C.** (2014, October). *Collaborating to transform the culture of academic advising for STEM transfer students*. National Academic Advising Association. Minneapolis, MN.

Blicharz, M., **Marquart, C.**, & Upah, B. (2013, March). *Empowering female college students: Breaking society’s boundaries.* National Association of Student Personnel Administrators. Orlando, FL.

State/Regional Presentations

Baker. T., Johnson, J., Kuperman, A., & **Smith C. M.** (2017, October). *Leading students to empower their peers in undergraduate research*. 10th Annual Florida Statewide Symposium: Best Practices in Undergraduate Research. Orlando, FL.

**Smith. C. M.** (2017, February). *Your digital footprint: Develop your online academic portfolio*. Florida Undergraduate Research Conference. Boca Raton, FL.

Kuperman, A. & **Smith. C. M.** (2017, February). *Getting started in undergraduate research*. Central Florida STEM Alliance: STEM Summit 2017. Orlando, FL.

Armstrong, J., Hurn, J., Kessinger, J., & **Marquart, C.** (2015, April). *The critical role of the pre-transfer advisor*. 2015 USM Transfer Professional Day and CCBC’s Annual Articulation and Transfer Partnership Workshop. Essex, MD.

Lee, B., **Marquart, C.,** Moroney, E., & Slattery, K. (2014, October). *VIP access: The inside scoop on successful STEM transfer*. First Annual Maryland Collegiate STEM Conference. Germantown, MD.

**Marquart, C.**, McKenzie, S., & Rutledge, A. (2012, October). *Graduate programs in higher education within south carolina*. South Carolina College Personnel Association. Charleston, SC.

Anderson, S., & **Marquart, C**. (2010, April). *The W.H.A.L.E. in the room.* National Orientation Directors Association, Ashland, OH.

Institution Presentations

Walker, K., Dye, K., **Marquart, C.**, & Williams, T. (2013, April). *Internationalization of student affairs*. Higher Education Administration masters level course. Clemson, SC.

Last name changed from ‘Marquart’ to ‘Smith’ in April 2016. Bolded typeface indicates applicant’s participation.

COMMITTEES

**2018 iACE Student Leader Training Committee, Chair**

University of Central Florida – Division of Teaching & Learning

**2018 Upperco Family Scholarship Committee**

University of Central Florida – Division of Teaching & Learning

**2018 UCF Integrative Learning Scholarship Committee**

University of Central Florida – Division of Teaching & Learning

**2016-2017 Re-Imagining the First Year Committee**

University of Central Florida, American Association of State Colleges and Universities – Division of Teaching and Learning

**2014-2015****Women’s Center Advisory Board**

University of Maryland, Baltimore County – Women’s Center

**2013-2015 First Year Experience (FYE) Course Planning Committee**

University of Maryland, Baltimore County – Office of Undergraduate Education

**2014** **Transfer Orientation Sprint Group**  
 University of Maryland, Baltimore County – Office of Undergraduate Admissions and Orientation

**2012-2013** **Technology Committee, Chair**

Clemson University – University Housing & Dining

PROFESSIONAL ORGANIZATIONS AND AWARDS

**2016-2018 Council for Undergraduate Research (CUR)**, Active Member

**2014****Science, Technology, Engineering and Mathematics (STEM) Advising Commission   
Sponsored Session,** National Academic Advising Association (NACADA) 2014

**2011- 2013** **Student Personnel Association (SPA)**, Clemson University – Director of Public Relations

**2011- 2013** **South Carolina Student Personnel Association (SCCPA)**

State Association – Executive Board Member and Graduate Student Liaison

1. Last name changed from ‘Marquart’ to ‘Smith’ in April 2016. Bolded typeface indicates applicant’s participation. [↑](#footnote-ref-1)