

Accomplished multilingual international education executive with extensive experience in comprehensive internationalization. A demonstrated success in conceptualizing, coordinating, and executing projects and programs with a high-level of detail and a complex set of stakeholder interests. Expert communicator and presenter, able to foster positive cross-functional relationships and a culture of collaboration. Passionate international education advocate with proven history of applying best practices and developing student-centered strategies with a global and intercultural focus leading to student success and academic excellence.

## Education

**Master of Business Administration**  
University of Dayton, Ohio

**Master of Arts in Political Science,  
International Relations**  
Miami University, Miami

**Bachelor of Arts in French &  
Bachelor of Arts, International Studies**  
Miami University, Miami

## Selected Achievements

- Designed a variety of innovative initiatives, experiences and programs including an International Interprofessional Education course to enhance student experiential learning and achievement in health sciences.
- Developed robust relationships with key internal and external stakeholders through multiple meetings, forums, and gatherings to boost outreach, gather feedback, and inform priorities and programs.
- Significantly increased international institutional partnerships and student exchange mobility.
- Oversaw and engaged with multiple committees providing leadership and enforcing University mission and strategic goals.

## Professional Development

- 2020 SIO Adviser Program, AIEA
- 2020 SIO Cohort, NAFSA Academy
- Principles and Techniques of Fundraising Certificate, The Fundraising School, IUPUI
- Virtual Exchange Academy 2021, The Stephens Initiative

## Career Experience

**Gateway International Group, LLC** **2021 – Present**  
**Director, External Relations**  
Lead External Relations team and establish operations for newly formed unit in an international education consultancy firm.

**California State University San Bernardino (CSUSB)** **2019 – 2021**  
**Associate Dean and Executive Director, Center for International Studies & Programs**

Provided day to day leadership and strategic direction for the College of Extended and Global Education and the Center for International Studies and Programs (CISP), supporting domestic and international students, faculty and scholars across 5 departments. Planned, administered, and controlled budgets, maintained financial records, and produced financial reports. Devised strategic plans and priorities for the institution. Performed personnel functions for 15 direct reports. Established and modified operational policies and procedures based on analysis of operations, demographics, and other research information to ensure quality and efficiency of services. Partnered with Risk Management to refine and implement risk management protocols. Prepared reports on academic or institutional data. Promoted the university by participating in community and national events or meetings, and by generating partnerships for CSUSB. Coordinated all international agreements for the university. Represented institution at community and campus events, in meetings with other institution personnel. Supported college and campus response to Covid-19 emergency for international students.

## Affiliations

- NAFSA, AIEA

## Awards

- Pi Delta Phi Honor Society
- Beta Gamma Sigma Honor Society
- Charlotte Meyer Crawford Memorial Scholarship
- William Marion Miller Scholarship

## Languages

- English
- Spanish
- French

- Led transition to online student programs and services through the creation of new communication pathways and requests for services.
- Drove team progression to long-term remote working, setting out expectations and fora for team members in CISP.
- Steered implementation of Terra Dotta software for Education Abroad team.
- Co-developed procedure for managing international student death response on campus.
- Represented college on various committees including CARE Team for student support, the Advisory Board for Faculty Center for Excellence, and HIPs Committee for academic and allied program assessment.

Provided leadership and supervision for International Education and PDSO/RO. Generated and executed university strategic plans and budgets. Examined appropriate data to assess the effectiveness of programs and facilitated activities to increase comprehensive internationalization initiatives and continuous improvement. Authored and implemented international education policies, procedures, and programs focusing on serving healthcare professions. Designed training for F-1 student support. Optimized budgets, operations, and logistical processes for study abroad programming. Produced in-brand marketing and outreach plans for study abroad programs.

- Significantly increased institutional partnerships internationally by a staggering 400%.
- Steered development of Interprofessional International Education course, inclusive of all health science majors offered.
- Established and monitored inaugural university-wide travel registry.
- Pioneered partnership vetting process for international education.
- Achieved the first J-visa sponsorship for the university and served as Responsible Officer.
- Introduced exchange programs in Nursing, Physical Therapy, and Occupational Therapy.
- Implemented Risk Management process to minimize institutional risk.

Headed new department tasked with forming and maintaining university partnerships abroad, establishing pathways for exchange program participation and intercultural and international engagement on campus. Administered activities related to center finance, data, technology, mission and identity. Supported education abroad initiatives. Monitored and controlled budgets, exchange account and other discretionary funds. Drafted policies and procedures related to partnership agreement development and evaluation.

- Enhanced student exchange mobility by over 3000%.
- Instituted budgetary review process to baseline and forecast education abroad budgets.
- Established admissions, financial aid, advising, and orientation procedures for student exchange programs.
- Launched and supervised the first university-wide travel registry.
- Developed one of the country's first re-entry courses for study abroad students.
- Instrumental in the formulation of the University of Dayton Publishing partnership.
- Aided the implementation of Terra Dotta and FSAtlas software and Banner integration for J-1 visas, reviewing and selecting software and serving as tech lead and trainer.
- Co-led biennial Marianist Heritage Tour in France and Spain, managing all logistics and serving as interpreter for participants.
- Formulated and secured support for faculty development program focusing on developing curricular extensions with China and Latin America.
- Oversaw annual internship program in Mexico and Spain.
- Collaborated with Office Mission and Rector to design "Explore the UD Culture" activities for new international students.
- Served as Development Officer for Leadership Team of Region VI, NAFSA.
- Acted as ARO/DSO

#### **Additional Experience**

- Volunteer Development Officer, NAFSA Region VI
- Director of Development & Public Relations, Middletown Public Library System, OH
- Executive Director, Del Pueblo, Inc., OH
- Visiting Professor, Latin American Studies, Miami University, OH
- Research Coordinator, Institute for Policy & Economic Development, University of Texas at El Paso