

EDUCATION

Michigan State University, East Lansing, Michigan

College of Social Science

Master of Arts: Anthropology Conferred

Bachelor of Arts: Anthropology Conferred

Certificate: Asian Studies Specialization Conferred

PROFESSIONAL EXPERIENCE

Michigan State University, East Lansing, Michigan The School of Hospitality Business

**August 2009
to Present**

Teaching

- | | |
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| 2019 – Present | HB 489: Hospitality Business Strategy (3 cr.) <ul style="list-style-type: none">• teach one section of HB 489 each Fall Semester; one section of HB 489 each Spring semester |
| 2017 – Present | HB 307: Introduction to Human Resources Management (3 cr.) <ul style="list-style-type: none">• teach one section of HB 307 each Fall Semester; one section of HB 307 each Spring semester |
| 2010 – Present | HB 201: Hospitality Business Professional Development I (1 cr.) <ul style="list-style-type: none">• teach three sections of HB 201 each Fall Semester; three sections of HB 201 each Spring Semester |
| 2010 – 2017 | HB 401: Hospitality Business Professional Development II (1 cr.) <ul style="list-style-type: none">• taught three sections of HB 401 each Fall Semester; two sections of HB 401 each Spring Semester |

Advising

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| 2009 – 2019 | Graduate Program Coordinator <ul style="list-style-type: none">• planning, developing and implementing policies for graduate student recruitment and retention• graduate programming, including curriculum development and program administration• admission application process, review, and decision• scholarship application process; application review, decision, and award according to the terms and conditions of the various scholarship agreements• new graduate student orientation; professional development workshops• all promotional media, including web site and printed materials |
| 2009 - 2018 | Graduate Student Advisor <ul style="list-style-type: none">• course selection and progress plan• approval of elective courses and course substitutions; independent study applications; field study applications; course overrides• review of mid-program student progress reports; final evaluations; exit interviews• graduation certifications• advising students concerning career goals, internships and work opportunities; future educational pursuits (e.g., Ph.D. programs)• planning and organizing The School's annual Graduate Student Research Forum |

- 2010 – 2014 Undergraduate Student Advisor
- course selection and progress plan
 - approval of elective courses and course substitutions; independent study applications; course overrides
 - admission process and decisions (upper-level admission requirement)
 - monitoring student progress; academic performance; implementing probationary and disciplinary policies as necessary
 - promoting Education Abroad programs, application approvals, program selection, evaluation and approval of course selections
 - graduation certifications

Committee Memberships

- 2018 – Present The School of Hospitality Business' Advisory Council
 2018 – Present The School of Hospitality Business' Scholarship Committee
 2009 – Present The School of Hospitality Business' Graduate Program Committee
 2009 – Present The Broad College of Business' Master's Program Directors Committee
 2010 – 2014 The School of Hospitality Business' Undergraduate Admission Committee

Service/Outreach

- 2020; 2019 Representative: MSU, Eli Broad College of Business, School of Hospitality Business Alumni Distinguished Scholars Event (ADS)

Professional Contributions

- November 2014 Invited Presenter: Jackson County Chamber of Commerce
The Brand Called YOU: Creating, Marketing, Managing Brand YOU for Effective Leadership
- September 2014 to May 2015 Mentor: MSU's Women's Network Association
 Mentor Match Program, a WNA program intended to develop mentoring relationships among women at MSU
- February 2014 Invited Presenter: Women's Initiative for Leadership Development
Reinventing the Rules: From Shame Game to Name Fame

Professional Memberships

- 2017 – Present Society for Human Resource Management (SHRM)

Professional Conferences

- June 2019; 2018 Society for Human Resource Management (SHRM) (Attendee)
 March 2019 Human Resources in Hospitality (Attendee)

Michigan State University, East Lansing, Michigan International Studies and Programs, Dean's Office

**December 2007
 to August 2009**

- provided administrative support to the Associate Dean
- assisted with research for and development of funding proposals and reports
- assisted Associate Dean with academic and research projects/manuscripts
- arranged domestic and international travel itineraries; complete travel authorizations and reimbursement vouchers
- prepared and process university accounting forms
- composed drafts and proofread correspondence and other materials
- maintained Associate Dean's calendar
- arranged meetings and assist with agenda development
- responded to phone and email correspondence
- served as staff scribe for Forming Partnerships in International Initiatives Committee and University Committee on International Studies and Programs
- completed special projects as assigned

CERTIFICATIONS

2012

Dale Carnegie Training, East Lansing, Michigan

Certificate

Effective Communication and Human Relations

2006

Michigan State University, East Lansing, Michigan

Certificate

Foundations of Effective Leadership: Succeeding at Supervision