



Stephanie D. Holmes

Education

- 2010** **University of Central Missouri (UCM) - Warrensburg, MO**
Master of Science: College Student Personnel Administration
- 2005** **Park University - Parkville, MO**
Bachelor of Science: Management-Human Resources
- 1998** **Southeast Community College - Lincoln, NE**
Associate of Applied Science: Business Administration-Marketing Management

High Education Professional Experience

Peru State College - Peru, NE

Director of Field Experiences/Certification Officer

2017-Present

- Interview, train, and supervise college supervisors
- Schedule, advertise and hold informational meetings for teacher candidates
- Administer and oversee all practicum and student teaching field placements
- Annually update all handbooks associated with teacher certification and field experiences
- Submit teacher certification paperwork to the Nebraska Department of Education
- Attend all State of Nebraska Education meetings that pertain to teacher certification
- Verify the Nebraska Department of Education certification reports
- Assign field placements through LiveText our assessment management system
- Serve as the academic advisor for added endorsement students
- Partner with Graduate Programs for recertification enrollment needs
- Collaborate with many offices across campus for recruitment, academic advising and enrollment

Peru State College - Peru, NE

Certification Officer

2016-2017

- Completed certification paperwork for undergraduate teacher candidates
- Processed recertification applications for initial teaching certificates
- Assisted School of Education Director of Field Experiences with practicum placements
- Completed certification reports for Nebraska Department of Education
- Attended the Nebraska State Department of Education meetings in Lincoln, NE
- Served as the academic advisor for students adding teaching endorsements
- Reported certification information at School of Education department and committee meetings
- Collaborated with Office of Admissions for academic advising and recruitment incentives
- Met with prospective and transfer students to discuss enrollment information
- Partnered with Graduate Programs for recertification enrollment needs

Bellevue University - Bellevue NE
Graduate Student Coach-Academic Advisor

2010-2016
(March 2016-August 2016)

- Coached students with academic planning, registration, and personal issues
- Adhered to strict confidentiality of records and other ethical standards with policies and procedures to include the Family Educational Rights and Privacy Act (FERPA)
- Guided students through the university's complaint process to ensure successful resolution
- Identified educational and career options appropriate for each student
- Explained the scholarship and financial aid application process
- Sustained positive relations with all departments, deans, program directors, and staff

Undergraduate Student Coach
Flex paced-skills to performance majors

(July 2014-March 2016)

- Engaged students to develop sound academic, student finance, and time-management goals
- Coached students in using college resources to enhance retention and graduation rates
- Monitored satisfactory goal progression of students using student interaction reports
- Developed relationships and maintained positive rapport with all departments
- Coached students at predetermined intervention points such as performance warning, academic warning, academic probation, and academic suspension
- Documented student coaching sessions within the Customer Relationship Management (CRM) and Campus Solutions (CS) systems

Undergraduate Academic Advisor
Retail, Corporate, and Traditional majors

(May 2010-July 2014)

- Assisted with improvement, coordination, and facilitation for staff professional development
- Maintained strict level of confidentiality in the handling of student files and information
- Evaluated transcripts and monitored degree plans to ensure timely completion towards graduation
- Represented Bellevue University at events and conferences while promoting a positive image and building a professional network
- Served as the liaison to Financial Aid, Registrar, Enrollment, Student Accounts, and Faculty to ensure students encounter user-friendly University learning objectives and processes
- Reported students Satisfactory Academic Progress (SAP) through oral and written communication

University of Central Missouri - Warrensburg, MO
University Housing - Residential Dining Services
Administrative Assistant for the University Housing Director

2006-2010
(September 2007-May 2010)

- Provided administrative support to the Senior and Associate Director
- Managed multiple projects with accuracy, proficiency, and timeliness
- Evaluated bid proposals for furniture and laundry facilities for resident halls and apartments
- Approved over 225 First-Year Student Residency Requirement Exemptions a year
- First point of contact for students, parents, and other constituents related to University Housing policies and procedures
- Liaison to the Facilities, Planning, Operations and Meeting and Conference Service offices

Office of Student Activities & University Housing-Residential Dining Services

Graduate Internships

(May-July 2008 and January-May 2009)

- Planned and publicized Leadership Award Ceremony for over 200 students
- Developed and coordinated the IMPACT Student Leadership retreat for 120 students
- Supported personnel with planning staff training events
- Co-Advised 35 students during alternative spring break trip for Habitat for Humanity in Alabama
- Coordinated late night programming initiatives for the Office of Student Activities
- Created an alcohol resource manual distributed to all community advisors
- Assisted summer conference staff with pre- and post-conference responsibilities

Alumni Relations and Annual Giving Programs

Administrative Assistant for the Alumni Director

(September 2006-2007)

- Provided administrative support to the Assistant Director, Event Coordinators, and Alumni Board of Directors
- Supported Alumni personnel to cultivate alumni volunteers for involvement
- Served as primary budget officer for the Alumni department
- Supervised, hired, and evaluated 5 student workers

Carlyle Van Lines-Warrensburg, MO

Administrative Assistant for the Chief Executive Officer

2003-2006

- Organized meeting schedules and travel arrangements for company executives
- Resolved customer concerns in accordance with company policies
- Processed accounts payable bills for over 125 vendors
- Instituted positive communication channels with 100 drivers and 75 co-workers

Professional Activities, Leadership, and Presentations

Peru State College - Peru, NE

2016-Present

- Search Committee member to hire new PSC President
- Academic Advising Committee Member
- School of Education Teacher Education Committee Member
- Collaboratively work with Education Service Unit #4 (ESU#4)
- Professional Staff Senate Member & Campus and Engagement Committee Member
- Nebraska State College Professional Association (NSCPA) Member
- Nebraska Association of Colleges of Teacher Education (NACTE) Member and Secretary
- Nebraska Council on Teacher Education (NCTE) Alternate Member
- National Academic Advising Association (NACADA) Member
- School of Education representative at Educator's Rising Vendor Fair
- School of Education representative at Southeast Community College (SCC)
- Teammates Mentorship Program

Bellevue University - Bellevue, NE

2010-2016

- Team facilitator for Academic Advising Professional Development Workshop
- Training facilitator for all advisors and admission counselors on Flex paced-skills majors
- Implemented the Academic Advising Coaching Model
- Engagement & Professional Development Committee Member

- Planned professional development team building activities
- Commencement Student Speaker Committee Member
 - Reviewed and selected student speaker commencement recipients
- Safety Council Committee Member
- Scholarship Committee Member
 - Reviewed and selected scholarship recipients
- New Student Orientation Committee Member
 - Assisted with planning, executing, and organizing student panel
- Teammates Mentorship Program
 - Peer Mentor for two Junior High School students

University of Central Missouri - Warrensburg, MO
Missouri College Personnel Association (MoCPA)
UCM College Student Personnel Association (CSPA)

2007-2010

- Executive Board Support Staff Conference Chair and Coordinator
 - Keynote Speaker for “Explore Your Path in Student Affairs” conference
 - Assisted with conference planning and logistics for 200 attendees
 - Attended annual executive planning meetings
- Presented at MoCPA Fall and Support Staff Conference
 - Presented at Leadership Institute Workshop, “Leading your Peers”