Rachelle Brown
Email: brownrs2020@gmail.com
https://www.linkedin.com/in/rachelle-brown

Education

Master of Education, College Student Affairs May 2021
University of West Georgia, Carrollton, GA

Bachelor of Science, Psychology May 2019
Tennessee State University, Nashville, TN

Skills

Google Suite	Articulate 360	Canva
Microsoft Office Products	Salesforce	Venngage
Simplicity	Zoom	Campus Lab
Handshake	eCourseware	EAB Navigate

Work Experience

Faculty August 2021-Present
University of Memphis

- Teaches Academic Strategies/First Year Experience course to a total of 27 students.
- Creates class curriculum and activities utilizing course textbook, articles, videos, and other resources to aid student understanding of the material.

Career Specialist June 2021-Present
University of Memphis

- Provides career advising to students in the Communication and Humanities Talent Community, including resume reviews, major and career exploration, and mock interviews.
- Collaborates with College of Fine Arts and College of Arts and Sciences dean staff, faculty, and student support staff to develop professional development programs.
- Presents to classrooms of up to thirty students on a variety of material often incorporating hands-on activities and group discussions to help students apply the skills.
- Assists other Career Specialists in orchestrating and managing department wide initiatives such as brand awareness events, tabling, and career fairs.
- Maintains knowledge of current internship and job opportunities, sending targeted emails to students that are eligible to apply for the positions.
- Communicates with students, staff, and faculty through Handshake and Navigate to send targeted emails and provide career services updates.

Virtual Learning and Curriculum Graduate Intern November 2020-June 2021
The Opportunity Network

- Modifies in-person curriculum to asynchronous digital content to upload to online platforms or be used during virtual instruction.
- Builds college and career exposure, holistic wellbeing, and intellectual and moral development curriculum for Fellows following the organization's curriculum model.
- Creates all-staff newsletter which includes designing graphics, collaborating cross-functionally to gather organization updates, and locating helpful articles and professional development.
- Research best practices and strategies to better engage Fellows.

Career Development Graduate Assistant August 2019-May 2021

University of West Georgia

- Regularly facilitates technical career readiness appointments and training such as resume writing and revision, mock interview preparation, job search strategies, and graduate application submission.
- Orchestrates workshops and presents interactive presentations to educate classes of up to 40 students on services offered and techniques to successfully matriculate and achieve career and educational goals post-graduation.
- Manages social media to help promote career services events, engage with the student body, and promote career readiness and resources.
- Designs supplemental workshop materials, appointment materials, and social media content to provide students with a variety of career readiness resources.
- Develops skill level specific career readiness curriculum for targeted student populations.

Pre-College Programs Graduate Intern June 2020-August 2020

Brown University

- Oversaw logistics of student life webinars including webinar content, marketing, student registration, and assessment.
- Collaborated with another graduate intern to coordinate a Major Exploration student panel for Pre-College Camp participants.
- Utilized Myers-Brigg personality assessment and leadership literature to develop Identity and Leadership webinar for 30 Pre-College Camp participants to aid in creating an action plan to advocate for positive change in the community.
- Facilitated College Fit webinar small groups to guide conversations on factors that influence college selection such as environment, tuition and fees, enrollment and retention, and location.

Student Research Intern February 2020-August 2020

Center for Research on College-Workforce Transitions, University of Wisconsin-Madison

- Collaborated with research scientists to complete studies focused on higher education, internship typologies and modality, and other workforce studies by finding related literature and summarizing findings for reports and literature reviews.

Office of Undergraduate Research Practicum Student January 2020-May 2020

University of West Georgia

- Contacted 57 undergraduate research offices in Georgia and surrounding areas to provide information and encourage participation in the 2020 Georgia Undergraduate Research Conference.
- Researched institutions that offer distinctions, certifications, or transcript notation for undergraduate research to establish similar programs at University of West Georgia.
- Handled logistics for Georgia Undergraduate Research Conference and University of West Georgia Scholar's Day by contacting hotels for nightly rates, gathering contact information for participating institutions, and reserving campus space.

Professional Service

Coordinator for Professional Engagement February 2020-Present

ACPA Graduate Students and New Professionals Community of Practice

- Designs professional development and engagement events for graduate students and new professionals independently and collaboratively with members of the professional development team.
- Facilitates small group discussion focused on higher education and student affairs career readiness, social justice, and equity.

Commencement Volunteer December 2020

University of West Georgia, Registrar Office

- Assisted University of West Georgia's registrar office during Fall 2020 commencement ceremony by distributing graduate materials and directing graduates to designated areas.

TPE Ambassador October 2019-May 2020
The Placement Exchange
- Marketed the Placement Exchange resources and programs to students interested in Student Affairs and Higher Education.
- Planned and implemented programs to help peers with job search strategies and develop skills needed to obtain a career in Student Affairs.
- Created and distributed bi-weekly newsletter with The Placement Exchange updates, career tips, and other job search information using Canva.
- Attended and actively engaged in bi-weekly meetings to reflect on ambassador experience and discuss tactics to better engage the target audience.

Move Out Volunteer April 2020
University of West Georgia, Housing and Residence Life
- Assisted students during summer move out by providing social distancing instructions and answering questions regarding room and mail key drop off and completing checkout.

Pack Premiere Volunteer August 2019, August 2020
University of West Georgia, New Student Programs
- Assisted New Student Programs at various programs and events during freshman orientation and move-in to help establish a welcoming and friendly environment and provide a seamless move-in weekend for students and families.

Publications & Presentations

Hora, M.T., Vivona, B.,Chen, Z., Zhang, J., Thompson, M., & **Brown, R**. (2020). *What do we know about online internships? A review of the academic and practitioner literatures.* Center for Research on College-Workforce Transitions Research Brief #10. University of Wisconsin-Madison.

Hora, M.T., Wolfgram, M., **Brown, R**., Colston, J., Zhang, J., Chen, Z., & Chen, Z. (2020). *The Internship Scorecard: A new framework for evaluating college internships on the basis of purpose, quality and equitable access. Research Brief #11.* Center for Research on College-Workforce Transitions. University of Wisconsin-Madison.

Brown, R. (2021). *From letters to paychecks: Resume and networking workshop*. Association of Fraternal Values and Leadership Virtual Conference.

Memberships

Sigma Gamma Rho Sorority, Inc. | American College Personnel Association | National Association of Colleges and Employers