

MALIKA M. LINDSAY

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EXPERIENCE & QUALIFICATIONS

High School Advisor

July 2024 - Present

Optima Academy Online

- College and Career advising to the first wave of students slated to graduate from the nation's first fully virtual, spatial computing, classical school.
- Individually advising and assisting juniors, seniors and their families in successfully completing **all** aspects of the post- high school journey wherever it leads.
- Managing all aspects of the dual enrollment/credit programs and partnerships with multiple higher education institutions.
- PSAT program coordinator.
- Advanced Placement program coordinator.
- Creation of the curriculum for and teaching of two on-demand courses using the CANVAS platform; one in Career Development and the other on College Counseling for high school sophomores and juniors.
- Academic Advising to the school and its administrators on course progression, selection and transcripts.
- Primary manager of the Capstone Project wherein all juniors work on a year and a half long research project that yields a written paper, an oral presentation, and a virtual reality experience.
- Various proficiencies and certifications earned specifically for virtual school and classical school work and teaching.

Senior Counselor

January 2023 - Present

College Admission Advisors, LLC

- Working virtually with a select group of individual students and their families on all aspects of the college search and application processes. This includes but is not limited to:
 - Expert guidance in choosing the right colleges to apply too
 - Assistance writing unique and powerful college essays and resumes
 - Advice in selecting individual attributes to highlight in the admissions process
 - Interview practice and techniques to improve interpersonal skills
 - Sharing specific guidance on standardized testing and summer program opportunities
 - Comprehensive review and editing support for all aspects of the college application itself
- Continually engaging both students and their families by serving as expert support when questions arise relating to the myriad details connected to these processes

Director of College Counseling

Diversity Initiatives Chair

Interim Director of Diversity

July 2016 - June 2024

July 2022 - June 2024

October 2019 - June 2020

Jackson Preparatory School - Flowood, MS

- Leader of professional team of educators responsible for the supervision and guidance of the college search, selection, and funding process for **all** students and families of the largest independent school in the state of Mississippi
- Individually advising and assisting juniors, seniors and their families in successfully completing **all** aspects of the college and scholarship search, application and selection processes
- In-class work with Life Skills, Junior English, and Freshman Seminar classes on developmentally appropriate details of the college process
- Writing concise and persuasive school letters of support for student applications for college admission, college scholarships, honors programs, etc.
- Comprehensive training of College Counseling team members both professional and paraprofessional
- Training and maximizing the effectiveness of current technology use in areas of the process that can be simplified for students, families and faculty members in the completion and submission of materials for applications

- Publications including the annual School Profile, Roadmap to College, training materials for faculty, and guides for students relating to various aspects of the application process
- Essay guidance for all types of college and scholarship applications
- Liaison with college representatives, alumni and friends involved in the recruitment and evaluation of students interested in schools nationwide
- Planning and hosting of annual college fair program
- Presentations of day, evening, and virtual college planning, financial aid, and technology “best practices” programs for all upper school students and 7th-12th grade parents both online (webinars) and in person
- Service as School Site Manager for SCOIR college process management system for all constituencies (January 2022 - June 2024)
- Service as School Site Manager for Naviance/Succeed/Student platforms for the entire school community faculty, student body, parents and administration (July 2016 - June 2022)
- Travel to and participation in meetings, conferences and college and university campus tour and visitation programs to remain current with important changes and issues in the admissions and counseling profession
- Oversight of the NCAA Clearinghouse process for all prospective student athletes
- Management of the school’s Diversity and Inclusion initiatives in partnership with the Head of School, and Diversity Team including external affairs, and crisis management as needed
- School and MidSouth Association of Independent Schools District III East Spelling Bee Coordinator and Overall Spelling Bee Host

Director of College Counseling

July 2010 – July 2015

The Gregory School/Saint Gregory College Preparatory School – Tucson, AZ

- Served as the primary conduit for all college related information for every constituency involved with St. Gregory College Preparatory School – grades 5- 12 the only non-sectarian, fully NAIS and ISAS accredited independent school in southern Arizona
- Individually advised & assisted juniors, seniors and their families in successfully completing all aspects of the college and scholarship search, application and selection processes
- Wrote concise and persuasive school letters of support for each student in each graduating class
- Followed up on every application filed with Admissions Staff at the colleges and universities involved
- Presentations of evening and weekend college planning, financial aid, and technology “best practices” programs for all upper school students and their parents
- Established and maintained the most effective possible communications protocols for students and their families by utilizing all currently available technologies (e-mail, text messaging, etc) consistently and efficiently
- Served as School Site Manager for Naviance/Succeed/Family Connection programs for the entire upper school faculty, student body, parents and administration
- Served as the school’s College Board Advanced Placement Coordinator
- Coordinated the ACT’s, PLAN testing program for all of the school’s 9th and 10th graders (2010-2014)
- Coordinated the College Board PSAT/NMSQT testing program for all of the school’s 10th and 11th grade students
- Served as the College Board Services for Students with Disabilities Coordinator for all upper school students taking SAT Reasoning, SAT Subject, AP and PSAT exams annually
- Provided assistance to the Head of School and Director of Student Services via presentations and meetings with groups and individuals considering enrollment and re-enrollment
- Supported the Admissions Office by reviewing the applications of applicants to the Upper School
- Data collection for the revision of the annual school profile and presentations to the Board of Trustees, Development Office, Faculty, Admissions Staff and guests as often as requested by the Head of School
- Advised Head of School on policies related to testing, admissions and transcripts for the school through transitions - three heads in five years
- Travel to meetings, conferences and college and university campuses to remain current with important programs and issues in the admissions and counseling profession.
- Academic Advisor
- Served on all appropriate committees in an advisory capacity and participated actively in meetings thereof - Academic Committee, Parents’ Association, Curriculum Committee, Administrative Team, etc.
- Oversaw NCAA Clearinghouse process for all prospective student athletes

Director of College Counseling**June 2006 – June 2010****Augusta Preparatory Day School – Martinez, Georgia**

- Established a comprehensive college counseling program for 9th-12th graders at the leading independent, non-sectarian school in the Central Savannah River Area (CSRA)
- Individually advised & assisted students and their families in successfully completing all aspects of the college and scholarship search, application, financial aid application and selection processes
- Wrote concise and persuasive school letters of support for each student in each graduating class
- Followed up on every application filed with Admissions Staff at the colleges and universities involved
- Designed and lead annual junior class college tour/retreat
- Presentations of evening college planning, financial aid, and technology “best practices” programs for all upper school students and their parents
- Established and maintained the most effective possible communications protocols for students and their families
- Travel to meetings, conferences and college and university campuses to remain current with important programs and issues in the admissions and counseling profession.
- Served as School Site Manager for Naviance/Succeed/Family Connection programs for the entire upper school faculty, student body, parents and administration
- Coordinated the College Board Advanced Placement testing program for the school
- Coordinated the ACT’s, PLAN testing program for all of the school’s 9th and 10th grade students
- Coordinated the College Board PSAT/NMSQT testing program for all of the school’s 10th and 11th grade students
- Served as the College Board Services for Students with Disabilities Coordinator for all upper school students taking SAT Reasoning, SAT Subject, AP and PSAT exams annually
- Provided assistance to the Director of Admissions via presentations and meetings with groups and individuals considering enrollment as well as evaluation of prospective student credentials
- Data collection for the revision of the annual school profile and presentations to the Board of Trustees, Development Office, Faculty, Admissions Staff and guests as often as requested by the Head of School

Assistant Director of College Counseling**April 2004 – June 2006****The Bryn Mawr School for Girls – Baltimore, MD**

- Counseled approximately half of the young women (35 to 65 students) in each class beginning in the fall of the junior year, on all aspects of the college search and selection process.
- Wrote concise and persuasive school letters of support for each student and coordinating the submission of all of their credentials to the colleges, universities and scholarship programs of their choosing.
- Established and maintained working relationships with college admissions professionals at colleges and universities throughout the United States and abroad.
- Interacted with students’ families who have varying degrees of interest, knowledge and engagement in their children’s college search and selection processes through face-to-face meetings, phone and e-mail contact.
- Counseled students and their families on the need- and merit-based financial aid processes as needed.
- Travel to meetings, conferences and college and university campuses to remain current with important programs and issues in the admissions and counseling profession.
- Maintained records of all conversations, meetings, and data relevant to each student’s process from beginning to end primarily using the web-based TCCi/Naviance platform.
- Coordinated the Advanced Placement testing program for the school

**Senior Assistant Director of Admissions
Transfer Admissions Coordinator
Coordinator of Multicultural Recruitment**

September 1998 – April 2004

Lafayette College - Easton, PA

- Member of a Professional Staff of ten involved in annual recruitment travel, interviewing, on and off campus programming, application review and decision making for Lafayette College – a highly selective college of 2300 undergraduate students.
- Review and decision making on all Transfer Applications to the college for both spring and fall entry.
- Coordinated the revision, ordering, mailing, data compilation, and distribution of the College Board Admitted Student Questionnaire annually.
- Managed three Fall Open House programs each year hosting well over 1000 prospective students and their families during October and November.
- Coordinated Admissions' special recruitment programs promoting increased enrollments of competitive African, Hispanic/Latino, Asian and Native American students. These include innovative uses of available technologies, engagement of students, faculty, alumni and administrators, and extensive on-campus programming
- Provide leadership for the Admissions Staff in Open House and Multicultural Recruitment efforts as well as direct supervision of support staff, interns and student workers on a daily basis.
- Member of various committees and organizations on and off campus as Admissions Office representative and spokesperson.

Mentor, Lafayette College Posse 2

January 2003 – April 2004

Lafayette College – Easton, PA

- On-Campus support for 11 Posse Scholars (Leadership Scholarship) for the first part of their Lafayette College experience.
- Weekly 2-hour workshops/meetings with all scholars.
- Bi-weekly 1-hour One-on-One meetings with each scholar individually focusing on academic progress, personal adjustment, and Posse group experience.
- Weekly contacts with Posse staff (Director and/or Trainers).
- Primary liaison with campus offices and faculty on scholars' behalf.
- Extensive summer training for the mentor role annually including local and national Training seminars, workshops and retreats.

**Director of College Counseling
College Counselor**

**Summers 2002 – 2009
Summer 2001**

College Summit – Washington, DC

- Work at 4-day College Summit Programs in Illinois, California, South Carolina, and Florida including the following:
 - One-hour meetings with approximately 15 students at each Summit (2 or 3 annually).
 - Provide leadership to teams of college counselors involved in meetings with students at College Summits.
 - Collaboratively crafting lists of appropriate college options for all Summit participants.
 - Facilitating discussion about students, their college options, and best strategies for Senior Year at Great Review meetings.
- Participant in annual trainings with all Directors of College Counseling, Summit Core Staff, Rap Directors, and Writing Coach Coordinators.
- Assisted in the editing of the College Summit Navigator (12th grade curriculum/ workbook/planner/guide) for students involved in Summits annually.

Aftercare Social Worker

1997 – 1998

DeLaSalle Aftercare – Philadelphia, PA

- Provided comprehensive case management for 30 juveniles at varying stages of therapeutic placement and their families.
- Managed coordination of care with parents, treatment professionals, teachers, counselors and probation officers, from the beginning of incarceration to six months after release.

Director of College Counseling/Director of Residential Program**1996 – 1997****The Oak Grove School – Ojai, CA**

- Established a comprehensive college counseling curriculum based on the specific needs, interests, and abilities of the school's multi-national and multi-ethnic upper school student body.
- Taught classes weekly for juniors and seniors on the college search and selection process.
- Provided several evening training sessions for parents on all aspects of the process as well.
- Revitalized and reopened a full service, co educational, residential program involving seventeen students, ages 13 to 18, from eight countries.

Admissions Counselor/Coordinator of Multicultural Recruitment**1994 – 1996****Grant Administrator/ Scholarship Administrator****Millikin University – Decatur, IL**

- Handled all inquiries, recruitment, admission, and financial aid discussion/negotiation, orientation and registration of students from assigned service areas.
- Instituted and implemented plans for the intentional recruitment of qualified American Multicultural students, where no such recruitment had ever existed.
- Orchestrated the Building New Bridges Program between Millikin University and Richland Community College with the goal of improving multicultural student transfer rates and Bachelor's degree attainment.
- Created and administered all aspects of the Long/Vanderburg Scholarship Program, which awarded \$10,000 annually in merit scholarship to each of ten African-American scholars for four years.

PROFESSIONAL MEMBERSHIPS, LEADERSHIP & SERVICE ACTIVITIES

- Member of NACAC (National Association for College Admissions Counseling) 1994 - Present
- Member of SACAC (Southern Association for College Admission Counseling) 2006 - 2010 and 2016 - Present
- Member of RMACAC (Rocky Mountain Association for College Admissions Counseling) 2010 - 2015
- Member of PCACAC (Potomac & Chesapeake Association for College Admissions Counseling) 2004 - 2006
- Member of PACAC (Pennsylvania Association for College Admissions Counseling) 1998 - 2004
- Member of ACCIS (Association of College Counselors in Independent Schools), 2007 - 2024
- Member of the National Alliance of Black School Educators (NABSE), October 2022 - Present
- Member of Black Women Educational Leaders (BWEL), October 2022 - Present
- Member, Counselor Advisory Board, University of Alabama, September 2018 - 2022
- Member, Counselor Advisory Board, ScarletCS/SRAR/SSAR, August 2020 - Present
- Member, Counselor Advisory Board, Samford University, January 2021 - Present
- Admissions Practices Chair, SACAC, April 2023 - Present
- Professional Development Co-Chair, SACAC, April 2024 - Present
- New Counselor Workshop and Series Faculty, Association of College Counselors at Independent Schools (ACCIS), July 2023 - June 2024
- Guest Speaker for the Inside College Admissions Podcast - Evaluating Your College List: When are You Ready to Submit? - October 2021
(<https://podcasts.apple.com/us/podcast/evaluating-your-college-list-when-are-you-ready-to-submit/id1537004916?i=1000542347508>)
- Faculty and Presenter, SACAC Leads, 2021 (Inaugural) Cohort
- Faculty, Presenter and Mentor, SACAC Leads, 2022 Cohort
- Co-Chair, SACAC Public School Counselor Initiative for Mississippi, 2020 - 2022
- Co-Chair, SACAC College Admissions Workshop (CAW) for Mississippi, 2022 - 2023
- Mentor, SACAC Mentorship Program, January 2021 - 2023
- Faculty, SACAC Dry Run, Virtual, Seeing the Whole Board: Strategies for Thriving Within the Admissions Game & High School Visits & Building Counselor Relationships, Summer 2021
- Faculty, SACAC Dry Run, Virtual, High School Visits and Building Counselor Relationships, Summer 2020
- Presenter, SACAC Annual Conference, Atlanta, GA, What Have You Done for me Lately, April 2019

- Presenter, SACAC Counselor Drive In Workshop, Mississippi, Selective College Admissions, Winter 2017, 2018, 2022 & 2023
- Presenter, Hobson's Summer Institute, Palm Desert, CA, Counseling to Make Dreams Come True, July 2018
- Presenter, NACAC Guiding the Way to Inclusion Conference, Washington DC, Achieving Excellence in College Counseling: an Intentional Approach, July 2018
- Member, Honors Counselor Liaison Board, University of Arizona, 2011 – 2015
- Delegate to the National Assembly and Executive Board Member, RMACAC, 2011-2013
- Chair for Liberal Arts and Sciences Colleges – College Fair Planning Committee, 2009 Central Savannah River Area (CSRA) College Fair, 2009
- Faculty, SACAC Dry Run at Vanderbilt University, Summer 2009
- Chair, SACAC Human Relations Committee, 2007– 2008
- Chair, NACAC Professional Development Committee, October 2004 – October 2006
- Member, NACAC Professional Development Committee, October 2003 – October 2004
- Co-Director, NACAC Counselors of Color Workshop, Baltimore, MD, July 2004
- Lead Trainer and Founder, College Expectations Program, Greater Shiloh Church, Easton, PA, 2003 – 2004
- Faculty Member, NACAC Counselors of Color Workshop, NACAC, July 2002 and July 2003
- Carl Brown Fellow, NACAC Counselors of Color Workshop, July 2001
- Member, Human Relations Committee, PASSCAC (Pennsylvania Association of Secondary School and College Admissions Counselors), 1999 – 2000

EDUCATION

Lafayette College, Easton, PA
Bachelor of Arts (with Honors)

May 1994
English and Philosophy