

THERESA E. MURPHY

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EDUCATION

Michigan State University

Doctorate of Philosophy in Higher, Adult, and Lifelong Education

- Certificate in Teaching and Learning in Postsecondary Education

East Lansing, MI

Anticipated 2028

December 2024

The University of Chicago

Certificate in Editing

Chicago, IL

April 2023

Loyola University Chicago

Certificate in Curriculum and Pedagogy in Higher Education

Masters of Education in Higher Education

Chicago, IL

December 2021

May 2021

Trinity College Dublin

Masters of Philosophy in Irish Writing

Dublin, Ireland

April 2019

Marquette University

Honors Bachelors of Science in Elementary Education and English Language Arts

- Study Abroad at John Cabot University, Rome, Italy

Milwaukee, WI

June 2017

Spring Semester, 2015

HIGHER EDUCATION PROFESSIONAL EXPERIENCE

Office of Graduate Career Development, Michigan State University

East Lansing, MI

Graduate Career Advisor

August 2023-Present

- Served a student body of 11,000 graduate students, holding one-on-one career advising sessions for Masters' and PhD students. Provided resources to improve career outcomes and bolster graduate student professional development
- Supported an overarching Office Strategic Project for each academic year
 - AY 24/25: Researched, incorporated, and presented on AI tools for professional development/career support
 - AY 23/24: Organized and chaired a 4-person graduate assistant task force focused on information auditing and event development to address the specific career needs of international graduate students
- Developed and led Master's- and PhD-focused professional development workshops, class sessions, resume review drop-ins, and career-related programs (including international students, STEM majors, and PhD Women of Color) to address specific student identity/interest career support and professional development needs
- Co-managed office social media accounts, newsletters, and other communication mediums (including translating our general advising content into videos) to distribute information about upcoming events and career tips, expanding reach and allowing for more tailored one-on-one advising sessions. Advocated for the creation of an office LinkedIn page and spearheaded growth of audience to over 200 followers
- Partnered with internal and external stakeholders, including Graduate School staff, Career Services Network, Office of International Students, faculty members, student organizations, and industry partners, to design programs, gather data, and strengthen career-related services for graduate students

College of Education, Michigan State University

East Lansing, MI

Mentored Teaching Apprentice Experience

January 2025-May 2025

- Implementing learning from Teacher Leadership Training, co-taught an in-person, biweekly Pass/Fail section of EAD 315, Student Leadership Development for undergraduate students
- Effectively divided teaching, grading, and course updates with my co-teacher, ensuring high-quality planning and facilitation of lessons even during busy periods in the semester
- Practiced student-centered approaches, incorporating empathy and adaptability into my teaching practice

Teaching Leadership Training

June 2024-December 2024

- Completed six training modules focused on student leadership learning and the fundamentals of teaching to inform the design of an undergraduate leadership course, incorporating leadership and learning theories into teaching choices
- Determined curriculum and designed a syllabus around Student Leadership Development informed by the Social Change Model of Leadership to maximize potential for student learning and engagement
- Created and maintained a D2L LMS site, prioritizing accessibility and centering a universal design for learning

Booth School of Business, The University of Chicago

Academic and Research Specialist

Chicago, IL

January 2022-July 2023

- Provided expansive teaching, administrative, and research support for 7 faculty, managing upwards by communicating frequently with faculty, anticipating and completing requests based on time of year and needs of prior semesters, and prioritizing tasks by deadline and urgency to ensure all requests were completed in a high-quality and timely manner
- Supported the visibility and research productivity of faculty at a high-profile research university through submission of IRB documents, copyediting academic journal articles, arranging travel to conferences and invited speaker talks, and keeping university profile and personal websites updated
- Ensured the smooth running of classes and labs through the management of graduate assistant (both teaching and research assistants) needs, including approving research expenditure, registering assistants with Human Resources, and supporting course material management, Canvas LMS updates and grade submission
- Maintained relationships across the university and with various university and external partners, including Facilities, Academic Services, the Law School, the Department of Economics, the Executive MBA (EMBA) program, the PhD program, Human Resources, Accounting, the Gleacher Center downtown campus, Mindworks laboratory, professional editors, academic journals, and faculty partners from other top-10 business schools

Study Abroad Foundation/IES Abroad

Program Specialist

Chicago, IL

May 2021-October 2021

- Advised international students through the study abroad application, class registration, arrival onsite, ordering transcripts, and tracking enrollment statistics using the Customer Relationship Management system in order to ensure a smooth transition into the U.S. institution
- Managed a portfolio of 22 US and International partner institutions, gaining expert knowledge in program dates, Covid-19 vaccination requirements, visa requirements, and enrollment policies for each institution, and determined pricing of programs based on research, communication with hosting institution, and examination of previous trends
- Built relationships and effectively communicated with Japan, China, and Korea partner offices, inbound university study abroad offices, and internal IES Abroad departments to resolve questions about study abroad programs

North Park University Office of International Affairs

Interim Study Abroad Advisor, Maternity Leave Coverage

Chicago, IL

July 2020-December 2020

Study Abroad Graduate Intern

January 2020-July 2020

- Advised 10% of student body on best fit programs, application process, and scholarship application. Partnered with the registrar and academic advisors to ensure correct course sequencing and transfer
- Planned and implemented virtual programming for students and alumni (such as a Swedish Student virtual exchange) to build international relationships when students were unable to travel due to Covid-19 restrictions
- In response to changing student demographics, collaborated with faculty to assess, restructure, and run programming for faculty-led study to make study abroad trips more accessible to underrepresented students
- Communicated with prospective students, current students, and alumni via individual meetings, newsletter, and email to share information about programs and funding opportunities

University of Chicago Center for Leadership and Involvement

CLI Graduate Intern

Chicago, IL

July 2020-November 2020

- Researched Leadership program development and Leadership theories, utilizing published literature, previous coursework, and existing leadership programming handbooks to help inform leadership curriculum design
- Designed curriculum, collected resources, modified activities for online use, and created lesson plans for the Women's Leadership Program
- Taught two sessions, "Leadership Theories" and "Intersectionality/Privilege", as part of a 6-week program promoting leadership capacity of a majority first-year, female-identifying audience

SKILLS

- **Technical Skills:** Administrative essentials (Microsoft 365, Google Suite, Customer Relationship Management Systems-CRM); Learning Management Systems- LMS (Canvas, D2L); Student career portals (Handshake); Website content updates (SiteCore, Wordpress, Weebly, Google Sites); University financial systems (GEMS); Audio/Video Editing Software (Snagit, Audacity)
- **Data Analytics:** Data collection/assessment (Qualtrics, SPSS)
- **Communication tools:** Zoom; Teams; Slack; Marketing tools (Mailchimp, Canva, Loomly); Social Media (LinkedIn, Instagram, TikTok)
- **Academic Skills:** Citation styles (APA/Chicago); Certified Curricula Vitae Writer- CCVW (Professional Association of Resume Writers & Career Coaches, 10/25/2025)