

Debbie Allison

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Education

Master of Science, College Counseling and Student Development

Azusa Pacific University, Azusa, CA

Expected Graduation: May 2013

Bachelor of Arts in Communications, Emphasis in Public Affairs

University of La Verne, La Verne, CA

May 2011

GPA: 3.95

Summa Cum Laude

Student Programming Experience

Graduate Assistant for Smith Campus Center and Student Programs

Pomona College, Claremont, CA

August 2012- Present

- Serve as co-advisor of the student programming board, the Pomona Events Committee (PEC)
- Advise 6 PEC committees in planning and executing small and large-scale campus programs by meeting weekly to set goals, schedule events, and outline necessary steps for the production of successful events
- Counsel PEC members by addressing group and interpersonal conflict and serve as a resource in regards to academic, personal, and leadership development
- Manage relationships with vendors and process all necessary contracts and invoices
- Oversee committee budgets, ranging from \$5,000 to \$40,000, and approve all committee expenditures
- Develop and enhance interdepartmental relationships in order to create opportunities for collaboration, specifically with the Office of Campus Security, to ensure that all events are both safe and successful
- Aide the Assistant Director of the Smith Campus Center in the implementation of special Campus Center programming including the Smith Campus Center Open House and Clubs and Organizations Fair

Clubs and Organizations Graduate Assistant

Communiversy, Azusa Pacific University, Azusa, CA

August 2011- May 2012

- Supervised a staff of 12 undergraduate interns
- Created leadership development activities for weekly staff meetings
- Advised the Coffeehouse Intern by conducting weekly one-on-one meetings to guarantee the duties of the position were being fulfilled and to oversee personal and leadership development
- Designed fall training retreat for interns, including activities promoting teamwork and communication
- Coordinated and facilitated all aspects of clubs and organizations registration and training
- Organized monthly Club President Council meetings to remind presidents of important upcoming events and deadlines, and disseminate pertinent information regarding issues facing on-campus clubs
- Monitored a \$6,000 budget for 45 campus clubs to ensure money was spent on appropriate club activities
- Planned and implemented a bi-annual club fair, including advertisement, registration, and day-of operations

Student Government Experience

Executive Vice President

Associated Students of the University of La Verne, La Verne, CA

September 2010 - May 2011

- Assisted the President in establishing annual goals and objectives
- Oversaw the Student Outreach Committee by assisting a group of 6 students in their efforts to assess student needs and design and provide appropriate programs and services for the student body
- Assisted the President in the day-to-day operations of the organization such as creating meeting agendas, supervising student senators, and creating various reports for administrative committees
- Headed the Judicial Affairs Committee which reviewed the constitution to assess and implement necessary changes to current organization bylaws and policies
- Served on the Presidential Search Committee, interviewing four candidates on behalf of the entire La Verne undergraduate student population

Vice President of Communications

Associated Students of the University of La Verne, La Verne, CA

May 2009 – September 2010

- Served as an ex-officio member of the Associated Students Senate
- Developed and dispersed weekly senate and executive board meeting agendas
- Maintained records of attendance of all official meetings, office hours and mandatory events
- Preserved all inter-organizational records and regularly communicated them to appropriate constituents
- Assisted in the planning of fall and spring executive board and senate retreats and end of the year banquet, including location reservation, agenda development, and activity coordination

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Other Related Experience

Executive Vice President

College Pan-Hellenic Association

March 2010-May 2011

- Coordinated the revisions of all organizational documents, bylaws, and constitutions
- Organized and advertised fundraisers to raise money for the College Pan-Hellenic Association retreat
- Designed and hosted a four-day sorority recruitment weekend for 75 undergraduate women
- Mentored a group of 15 young women by guiding them through the process of selecting a sorority and providing a safe space for them to ask questions and express concerns
- Assessed potential new members' organization preferences and matched them with the appropriate sorority through mutual selection

Orientation Week Leader

May 2009- February 2010

University of La Verne, La Verne, CA

- Counseled a group of 40 new students as they acclimated to life at the University of La Verne by answering questions and alleviating concerns throughout their first week on campus
- Promoted orientation events by encouraging new students to attend orientation programming and to get involved with the University campus community
- Assisted in the implementation of all orientation week activities by assembling supplies and preparing event spaces

Related Coursework

The Process of Adult Development

- Studied and critiqued theories relevant to the process of adult development
- Analyzed models for translating theory to practice in working with college students

The Role of Diversity in Student Affairs

- Introduced to the attitudes, beliefs, values, skills, knowledge, and self-awareness necessary to serve diverse student populations in today's world of higher education
- Completed a multicultural action plan to gain an awareness and understanding of the unique needs and challenges of Muslim and Arab American students

Student Learning in the Co-Curriculum

- Exposed to a combination of theory and research in relation to human learning and the design of effective learning experiences in differing environments
- Examined the concepts of needs analysis, evaluation design, learning objective and program creation

Today's College Students

- Reviewed and analyzed the environmental and cultural influences on college students in contemporary American higher education and examined student characteristics, subcultures, values, beliefs, and lifestyles in relation to assessment methods and program implications
- Completed a study on the factors affecting the satisfaction of first generation Latino/a college students

Skills

- Experience in print, web and advertising design utilizing Adobe Photoshop, Adobe Illustrator, Adobe Dreamweaver, QuarkXPress, Final Cut Pro, and iMovie
- Familiar in Statistical Package for Social Sciences (SPSS)
- Knowledgeable in social network marketing strategies using Facebook and Twitter

Memberships

- Alpha Chi National Honor Society, California Gamma and California Theta Chapters
- Phi Sigma Sigma Sorority
- Order of Omega Greek Honor Society
- College Student Educators International (ACPA)
- Student Affairs Administrators in Higher Education (NASPA)

Honors and Awards

- University of La Verne Dean's list Fall 2007 - Spring 2011
- Departmental Honors: Communications May 2011
- Who's Who Among Students in American Colleges and Universities May 2011
- Landis Leadership Scholarship May 2010