

Curriculum Vitae

January 2023

Instructor: Lindsay Svane, M.S.

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Texas A&M University-Commerce
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Education

MS in Organization, Learning, & Technology. Texas A&M University-Commerce. December 2021

BS in Mathematics, Magna Cum Laude. Texas Woman's University. May 2009

AAS in Pastry Arts. Collin College. December 2014

Professional Experience

Honors Academics Coordinator
Texas A&M University-Commerce
December 2022 to present

- Participate in scholarship review process by processing applications, conducting applicant interviews, and deliberations for potential scholarship offers
- Chair departmental scholarship committee and oversaw the deliberation and processing of endowed university scholarships
- Review and provided feedback on Honors internship proposals for Honors College students
- Facilitate recruiting, marketing, social media outreach, and alumni engagement through a multitude of outlets including Facebook, newsletters, and printed media
- Staff advisor for Student Honors Council – provided direction and oversight in budgetary planning, event planning, and general organizational goals
- Strategic planning and program assessment and management
- Provide academic advising for students in specialized academic programs such as Honors College & Honors Scholars.

Academic Advisor
Texas A&M University-Commerce
July 2022 to November 2022

- Advised students regarding class schedules, degree plans, and long-term career/educational goals,
- Worked closely with students on academic probation/suspension status to recover academically
- Monitored student progress and verify degree requirements

- Assessed students' reasons for their academic status, and provided intervention opportunities and resources to increase success
- Assisted with recruitment and enrollment activities such as New Student Orientation, Mane Event Preview Day, etc.

Assistant Director for Outreach & Post-Secondary Partnerships

Texas A&M University-Commerce

December 2021-July 2022

- Advised dual credit students regarding long-term career/educational goals and transfer requirements
- Developed and implemented an advising and communication plan to assist parents and students to better understand dual credit to make informed decisions relative to education and career goals.
- Monitored student progress and provided intervention as needed
- Collaborated with high schools for events related to admissions, requirements, payments, and placement testing
- Conducted course registration, academic advising regarding University Resources, degree pathway educational plans, and degree selection for college transition

Student Assessment Coordinator TSI & Dual Credit

Texas A&M University-Commerce

November 2018-December 2021

- Created and lead presentations, general questions including purpose, policies, explanation of test scores and placement
- Collaborated with area high schools to provide information events to students and parents regarding the dual credit program
- Obtain and maintain professional certifications to administer state and local exams to the students and surrounding community
- Supervised and managed Testing Center student workers and Graduate Assistants daily tasks, work schedules, and training.
- Led departmental trainings for TSI Assessment and created tools to assist advisors in student developmental placement

Graduation Outreach Specialist

Tarrant County College

November 2017-November 2018

- Built recruiting pool and identified potential graduation candidates by monitoring term-to-term retention
- Organized and assisted with planning graduation ceremony and commencement activities for over 3000 graduating students
- Collaborated with Registrar offices and advisors to follow through with graduation outreach for program completion
- Streamlined diploma processes for more efficient mailing and turnaround time

Enrollment Associate

Tarrant County College

May 2014-November 2017

- Educated future and current students regarding enrollment processes, tuition requirements/waivers, test scores, and course registration
- Assist with enrollment of special populations including College for Kids, Veterans, Senior Citizen programs, Collegiate Academy, and Dual Credit students
- Created and updated enrollment processes to streamline processes related to enrollment
- Collaborated with departments across campus to ease student enrollment process
- Planned campus events to promote community and collaboration on campus

Staff Development & Conferences

- Students on the Autism Spectrum. Virtual. April 2022
- Safe Space Ally Training. April 2022
- Secondary/Postsecondary Partnerships that Open Doors to College. Virtual. March 2022
- How Alternative Approaches to Placement Impact Student Retention. Virtual. February 2022
- College, Career, and Military Readiness Conference. Richardson, TX. February 2020
- Virtual Advising Session of the High School to Higher Education Learning Series. August 2020
- National College Testing Association Conference, New Orleans, LA. August 2019
- Franklin Covey's 5 Choices to Extraordinary Productivity. Fort Worth, TX. June 2017
- Steven Covey's 7 Habits of Highly Effective People. Fort Worth, TX. April 2015

Professional Affiliation

- National Academic Advising Association (NACADA). Member, August 2022-present
- National College Testing Association, Member, 2018-2021.
- National Society Leadership and Success, Member, 2021-present
- Phi Kappa Phi, Member, 2008
- Golden Key International Honor Society, Member, 2006
- National Society of Collegiate Scholars, Member, 2005

Teaching Experience

Texas A&M University-Commerce

- HC 302, Applied Leadership. (Spring 2023)
- HC 495, Honors College Program Internship. (Spring 2023)

Lewisville ISD

- Mathematics, Lakeview Middle School (2009-2010)

American Red Cross

- Lifeguard, CPR, & First Aid. City of Lewisville, (2007-2012)