

Vana Stevens

vana.springer2017@gmail.com | (254)-228-7021 | vivianvana.me

Education

- Master of Science** | Educational Leadership Studies: College Student Development May 2019
Oklahoma State University - Stillwater GPA: 4.0
- Bachelor of Art** | Psychology, Minor in American Sign Language May 2017
Texas Tech University - Lubbock

Experience

Academic Advisor

- Oklahoma State University - Stillwater May 2019-Present
- ▽ Academic Advisor for 250+ College of Engineering, Architecture, and Technology students focusing in chemical, mechanical, and aerospace engineering
 - ▽ Meet with students to discuss their academic progress, create plans for enrollment, explore career paths that align with their goals, and check in for general first and second year success
 - ▽ Preparing and executing the CEAT programs with recruitment, retention, and graduation related events
 - ▽ Serve as the United Way representative for the Student Services office by planning fundraising events
 - ▽ Present to student and parent groups on college preparedness and majors within the college

Assistant Coordinator of Student Success in Leadership

- Oklahoma State University - Stillwater July 2017-May 2019
- ▽ Hired and supervised a desk staff of 9 desk clerks
 - ▽ Crisis response through the on-call system for 3,000+ residents
 - ▽ Managed \$60,000-\$120,000 semester budgets
 - ▽ Advised the Residence Hall Association (RHA) including 10 officers and a programming board
 - ▽ Advised the National Residence Hall Honorary (NRHH) including 5 officers and 30+ members
 - ▽ Sat on the Assessment and Residential Curriculum committee in Housing and Residential Life
 - ▽ Advised the SWACURH Regional Leadership Conference 2018 that hosted over 400 delegates

Vice President of Student Affairs Office Intern

- Oklahoma State University - Stillwater August 2018-May 2019
- ▽ Assisted with projects within the VPSA office including the Leadership OSU mentor program
 - ▽ Observed Students of Concern, Behavioral Consultation Team, and Board of Regent meetings

College of Engineering, Architecture, and Technology Student Services Intern

- Oklahoma State University - Stillwater May 2018-August 2018
- ▽ Assisted with enrollment for New Student Orientation
 - ▽ Shadowed academic advisors and created forms to streamline office processes

Community Advisor

- Texas Tech University - Lubbock August 2014-May 2017
- ▽ Built personal relationships with a range of 36-55 residents each year
 - ▽ Responsible for office management including: Counting money, checking in and out packages, key rental and return, checking residents in and out, and customer assistance
 - ▽ Created and facilitated bi-weekly programs and events targeted towards resident education

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Organizations and Leadership

- ▽ Oklahoma Academic Advising Association
 - ▼ Member-at-Large June 2019-Present
 - ▼ August 2019-Present
- ▽ Southwest Association of College and University Housing Officers
 - ▼ Recognition and Awards Committee Febraury2017-Present
 - ▼ Exhibits and Displays Committee February 2018-Present
- ▽ Phi Kappa Phi Member November 2018-Present
- ▽ The Placement Exchange Ambassadors November 2017-May 2018
- ▽ National Residence Hall Honorary
 - ▼ Texas Tech NRHH President February 2015-Present
 - ▼ Texas Tech NRHH Vice President May 2016-May2017
- ▽ Southwest Affiliate of College and University Residence Halls February 2013-Present
- ▽ National Affiliate of College and University Residence Halls (NACURH) February 2013-Present

Awards Received

- ▽ Oklahoma College Student Personnel Association Outstanding Graduate Student May 2019
- ▽ Bob Huss Outstanding Graduate Student of the Year February 2019
- ▽ Marcia Dickman Endowed Fellowship May 2018
- ▽ SWACURH Advisor of the Year February 2018
- ▽ SWACUHO Program Presenter February 2018
- ▽ NAUCRH 4 Year Service Pin May 2017
- ▽ Texas Tech University Student Housing Jerry Calumn Award April 2017
- ▽ RHA Bronze Pin April 2017
- ▽ SWACURH NRHH President of the Year February 2017
- ▽ SWACURH Silver Feather Pin October 2016
- ▽ SWACURH 3 Year Service Pin October 2016
- ▽ SWACURH Cornerstone Award June 2016
- ▽ Texas Tech University Student Housing Volunteer of the Year April 2016

Conferences Attended

- ▽ Oklahoma Academic Advising Association Annual Conference September 2019
- ▽ The Retention Conference at Oklahoma State University March 2019
- ▽ SWACURH Regional Business Conference February 2019
- ▽ SWACUHO February 2019
- ▽ SWACURH Regional Leadership Conference October 2018
- ▽ National Association for Campus Activities Central Conference October 2018
- ▽ NACURH May 2018
- ▽ SWACUHO February 2018
- ▽ SWACURH RBC February 2018
- ▽ SWACURH RLC November 2017
- ▽ Residential Curriculum Institute October 2017
- ▽ SWACURHO RA October 2017
- ▽ SWACURH RBC February 2017
- ▽ SWACURH RLC October 2016