

LASHANDA C. COLEMAN, M.S.

Self-Motivated ♦ Receptive to Change ♦ Extensive experience in Higher Education ♦ Hard-Working
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CAREER SUMMARY

EXPERIENCED AND SKILLED PROFESSIONAL SEEKING TO SECURE A CHALLENGING POSITION WITHIN A HIGHER EDUCATION INSTITUTION THAT WILL ALLOW ME TO LEVERAGE MY LEADERSHIP SKILLS, WORK ETHIC, ANALYTICAL SKILLS, AND STRATEGIC THINKING IN A WAY THAT IS CONDUCTIVE TO THE SUCCESS AND GROWTH OF THE INSTITUTION/CORPORATION.

EDUCATION/CREDENTIALS

Ohio University Athens, Ohio January 2015 - Present
Department of Counseling and Higher Education

- Doctor of Philosophy in Higher Education
 - Research Focus: African American Male Student-Athletes and Academic Success

Indiana State University Terre Haute, Indiana Graduated: December 2011
School of Educational Leadership, Administration and Foundation

- Master of Science in Student Affairs and Higher Education
 - Capstone: African American Male Student-Athletes and Academic Success (Mentoring Initiatives)

The Ohio State University
College of Education

- Bachelor of Science in Education (Sport and Leisure Studies)

KEY SKILLS

- Proven Leadership Experience
- Superb Analytical Skills
- Attention to Detail
- Strong Organizational Skills
- Excellent Written and Verbal Skills
- Team - Oriented
- Customer Service Oriented
- Extensive knowledge in Microsoft Office: Word/Excel/PowerPoint/Windows

PROFESSIONAL EXPERIENCE

THE OHIO STATE UNIVERSITY DEPARTMENT OF FOOD, AGRICULTURAL, AND BIOLOGICAL
ENGINEERING—Columbus, OH

Academic Program Coordinator, February 2017 - Present

- Counsels students and provides academic guidance and information concerning progress toward degree
- Advises students regarding general education and major/minor course requirements
- Counsels students on academic concerns, programs and resources available within the department, college and university, and makes referrals as appropriate
- Coordinates with college advising staff in providing advising support to ASM and CSM students at the regional campuses
- Assist with student scheduling and registration
- Serves as instructor for ASM and CSM survey courses for new students
- Coordinates and participates in on campus and off campus recruitment activities and events
- Works in coordination with FABE marketing/communications manager for ensuring FABE website advising content is current
- Coordinates student petitions within the department and college
- Researches and resolves problems

- Completes other duties and special projects as assigned
- Serve on various department committee

THE OHIO STATE UNIVERSITY DEPARTMENT OF EDUCATIONAL STUDIES – Columbus, OH

Student Teaching Placement Coordinator, December 2014 – February 2017

- Coordinated internships and student teaching placements for undergraduate students in the college programs
- Counseled students and provides academic guidance and information concerning progress toward degree
- Maintained and coordinated the annual application and admissions candidate interview process for college programs
- Assisted with the coordination of orientation for new students in department programs
- Provided faculty support
- Researched and resolved problems
- Advised and correspond with prospective students, applicants and admitted students regarding program eligibility, deadlines, course selection, policies and procedures, and academic standards
- Served as the liaison between Department of Educational Studies, Student Services and the Office of Educator Preparation
- Completed other duties and special projects as assigned
- Served on various department committee

UNLEASHED SPORTS AND FITNESS, LLC – Columbus, OH

Certified Personal Trainer and Group Fitness Instructor, June 2006 - Present

- Lead fitness classes and sessions for all skill levels from beginning to advance
- Teach clients and participants correct positions to ensure maximum benefits and safety
- Work with clients of all body types and fitness levels to develop customized programs that will increase skill, fitness, and well-being
- Work with Columbus City Schools high school girls basketball programs with Strength and Conditioning
- Pay attention to the needs of every client and participant throughout each class and session
- Develop exercise programs in nutrition, strength training, aerobics and flexibility

THE OHIO STATE UNIVERSITY COLLEGE OF OPTOMETRY – Columbus, OH

Program Assistant, July 2012 – December 2014

- Maintained and coordinated the annual application and admissions candidate interview process
- Coordinated annual application review process with admissions committee
- Advised and corresponded with prospective students, applicants and admitted students regarding OSU Optometry admissions policies, procedures, deadlines, academic progress and general information in various capacities
- Managed and monitored student records from PeopleSoft SIS, WebAdmit and Hobsons databases
- Participated in on campus and off campus recruitment activities and events
- Assisted with the coordination of orientation for new students
- Assisted with the planning of annual student events, liaison activities and special programs
- Co-Instructor for New Student Cultural Competency Workshop for first year students
- Served on various University and College committees
- Made critical decisions for admissions team in the absence of the Admissions Manager
- Researched and resolved problems
- Provided direct supervision, hired, trained, evaluated and motivated undergraduate student employees

THE OHIO STATE UNIVERSITY STUDENT SERVICE CENTER – Columbus, OH

Office Associate/Administrative Assistant, April 2009 - July 2012

- Managed administrative functions and activities for Director and Associate Director

- Managed complex calendars and approved and prioritized appointment requests
- Assisted with the day-to-day operations for the center
- Provided assistance to students, internal staff and visitors with eligibility, deadlines, policies and procedures
- Collected data from staff and prepares weekly/monthly statistical reports, meeting minutes, and internal/external correspondence
- Served as liaison for various internal and external units
- Provided direct supervision, hired, trained, evaluated and motivated undergraduate students and temporary staff accordingly
- Assisted with managing staff schedules and daily duties
- Assisted with the coordination of training and professional development opportunities for staff
- Maintained office supply inventory for the department
- Completed other duties and special projects as assigned

FRANKLIN COUNTY OSU EXTENSION CENTER – Columbus, OH
Program Assistant, November 2007 – April 2009

- Conducted educational programs in nutrition, food safety, food security and budgeting to limited resource families
- Created documents and presentations to be used for lessons and workshops
- Planned, implemented and managed programmatic operations
- Conducted research on lesson materials and content
- Recruited agencies and participants for program by developing written correspondence
- Established and maintained participant records of program

THE OHIO STATE UNIVERSITY DEPARTMENT OF RECREATIONAL SPORTS – Columbus, OH
Club Coordinator/Interim GAA- Sports Club, September 2002 – April 2005

- Recruited, interviewed, hired, trained, and managed student employees
- Coordinated training opportunities for student employees
- Served as the department liaison for internal and external units and students
- Oversaw committee structure and development of committee changes
- Assisted in overall functioning of the Sport Clubs program
- Delegated communications between program administration, committees, clubs, and officers
- Arranged meetings for committees and officers to gauge needs for clubs
- Assisted Director with other special projects
- Served as a liaison between individual sports clubs and the Sport Clubs program
- Remained in weekly contact with clubs via email, phone calls, and personal visits
- Compiled a file system on each club including: registration form; advisor and coach agreement; activity plan; and consent insurance and medical waiver forms
- Maintained an updated officer, advisor and coach list for each assigned club

GROVEPORT MADISON/CENTENNIAL HIGH SCHOOLS – Columbus, OH
Assistant Varsity Girls Basketball Coach, September 2001 – April 2006

- Assisted with practices and game implementation, scouting, and team stats
- Developed technical, tactical and conditioning training sessions for players
- Communicated with parents, counselors, and teachers concerning student athletes
- Assisted with the development and coordination of summer youth basketball camps

THE OHIO STATE UNIVERSITY – Columbus, OH
Office of Student Life Intern, June 2008 to 2011

- Conducted research on departments associated with Student Affairs and the University
- Conducted research to help develop training sessions for graduate programs
- Assisted with program planning and development for graduate students
- Scheduled speakers/presenters for trainings
- Facilitated research involving Big Ten Universities' student development training programs
- Completed various projects assigned by Chief of Staff /Director for Graduate Programs and Office Associate

COLUMBUS STATE COMMUNITY COLLEGE – Columbus, OH
Athletic Director Intern, January 2004 to December 2004

- Assisted Athletic Director with various tasks around the office
- Prepared and sent invitation letters and other correspondence to potential youth camp participants
- Helped coordinate annual youth summer camps
- Prepared invitation letters for other colleges and universities Men's basketball programs on Columbus State Community College Men's basketball program's open gym sessions
- Prepared student athletes profiles for the Columbus State Community College's media guide

ADDITIONAL SKILLS/TRAINING

Using U.OSU; Getting Started Teaching Online; Using Top Hat, Creating Course Images for Effective Learning in Carmen; Carmen Quizzes; Using Carmen Connect; Canvas, Kickstart – ODEE
Qualtrics
HR Action
Business Writing
Student Information Systems
Notary Public, State of Ohio
CPR and First Aid Certification
EDU P&L 270.04 NPHC Leadership Class, Co-Instructor
AFAA; Personal Trainer and Primary Group Instructor (Kickboxing Certification)

PROFESSIONAL AFFILIATIONS/COMMUNITY INVOLVEMENT

Zeta Phi Beta Sorority, Inc. Undergraduate (OSU) Advisor ♦ National Pan-Hellenic Council of Columbus; President, 1st Vice President and 2nd Vice President ♦ Kappa Phi Kappa Fraternity (Professional Education Fraternity) ♦ American College Personnel Association ♦ Student Affairs Administrators in Higher Education ♦ Aerobics and Fitness Association of America ♦ 2015 9 Who Care Community Service Award ♦ 2016 Who's Who in Black Columbus Emerging Leader ♦ Zeta Phi Beta, Local and State Registration Coordinator

PROFESSIONAL REFERENCES

D'Andra Mull, Ph.D

The Ohio State University

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