

Hollie L. Miller

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EDUCATION

Master of Science

Educational Technology
 Dakota State University: Madison, South Dakota

Anticipated 2010

Master of Education,

Curriculum and Instruction; College Student Affairs
 University of South Florida: Tampa, Florida

May 2004

Bachelor of Arts,

English Writing Arts
 State University of New York, College at Oswego: Oswego, NY

August 2001

WORK EXPERIENCE

Alden March Bioethics Institute at Albany Medical College

October 2007 - April 2010

Coordinator of Graduate Studies

Albany, New York

Conducted periodic needs assessment analyses and assessments of program success to determine student satisfaction and program quality. Planned and recommended new approaches and use of technologies. Created timelines for assessment, design, development, implementation and evaluation phases of training initiatives to ensure compliance with institutional and other programmatic requirements. Provided training services and technical support to online learning students, faculty, and staff on Albany Medical College's course management system (i.e. Sakai); responded to inquiries/questions, troubleshooting problems, adding/removing students from Sakai sites/sections. Served as a resource for course management system support and online learning initiatives; occasionally provided on-site training for faculty and create online student orientations. Developed and assisted the creation of media or applications required for online learning initiatives. (i.e. Storyboarding, Audio Production, Camtasia Screencasts, Podcasts, Itunes University) Assisted with the maintenance of the Alden March Bioethics Institute websites. Created, edited, and maintained publications and documentation, including brochures, manuals, guides, flyers, and handbooks. Participated as Bioethics Team Lead for the Datatel/Colleague database management committee. Acted as Bioethics representative for the Active Apply and WebAdvisor software trial.

Envision, EMI / Congressional Youth Leadership Conferences

July 2006 – June 2007

National Young Scholars Program Associate Director of Programs - Production

Vienna, Virginia

Prepared program classroom components, individually and as part of a team (e.g. create homemade materials, inventory classroom supplies, shipped supplied to appropriate conference site etc.) Hired and assigned a team of program temporary staff. Planned and produced series of temporary staff training sessions and relevant training materials. Participated in curriculum training sessions and produced homemade classroom materials. Trained to handle routine student discipline and emergency/crisis situations. Trained to coordinate arrival and departure of participants. Represented the organization in a professional manner to various audiences (participants' parents, vendors, speakers, supporting organizations, etc.). Assisted in resell efforts/initiatives.

National Young Leaders State Conference-Faculty Advisor

Various U.S. Cities

Co-supervised assigned group of 24 junior high school scholars. Facilitated small group meetings in conflict resolution, appreciating diversity, leadership techniques, project planning, group dynamics, responsible decision making and presentation skills. Prepared students for each day's activities through informational sessions (lead interactive discussions and followed pre-made lesson plans, etc.) Monitored and ensured appropriate student behavior and enforced all rules and policies as directed. Provided

supervision and assistance in residence at the program site as assigned. Conducted a nightly room check ensuring that students are safe and secure in their rooms. Traveled weekly from city to city to provide conference assistance. Worked 64 hours per week for seven 4-Day sessions.

National Young Leaders Conference-Operations Team Member

Washington D.C.

Provided logistical implementation of the program as directed by the Associate Director of Programs – Operations. Inspected every aspect of a given location in preparation for the arrival of students, staff and invited speakers and to insure logistical success of the event. Managed safe and efficient transportation of 400 students [Grades 9-12] and faculty to, between and from off-site event location. Monitored and ensured airport arrival transportation from three area locations to conference site. Worked with scholars regarding any concerns including medical issues and special needs while at the program. Identified and solved any logistical problems that arose in a quick, efficient and professional manner. Worked 84 hours per week for eight 6-Day sessions. Followed accounting procedures for petty cash expenses.

Purdue University

July 2004 – May 2005

Assistant Director of Orientation and New Student Programs

West Lafayette, Indiana

Assisted in designing, implementing, and coordinating all aspects of new student and family orientation programs offered by the Orientation and New Student Programs [ONSP] Office. Major programs included the five-day Boiler Gold Rush program that accommodates approximately 4,500 freshmen and consists of more than 450 student leaders. Assisted in researching, developing, and implementing new orientation initiatives, such as non-resident retention efforts. Evaluated all aspects of ONSP events, recommend, and implemented changes when necessary. Supervised and advised the eight Student Orientation Committee [SOC] members in planning, coordinating, and recruiting in the selection of all the student leaders. Supervised and advised the 62 Team Supervisors in training, group processing, diversity work, and leadership development. Assisted with writing and editing all written correspondence and publications including, newsletters, handbooks, and promotional materials. Designed travel brochure for non-resident students, sent to over 7,000 admitted students. Designed t-shirt prints and contracted with vendors for ONSP professional staff and student staff uniforms. Maintained the website for the Orientation and New Student Programs office.

University of South Florida

August 2002-May 2004

Graduate Assistant-Office of Student Activities

Tampa, Florida

Coordinated catering, marketing, and event logistics. Advised co-sponsoring organizations to ensure a well-managed event. Convened committee of faculty, students, and staff to review lecture series submissions. Oversaw purchase requests and spending of a \$150,000 budget. Supervised and provided guidance to undergraduate student employee. Worked with agencies contracting large speaking engagements and facilitate contract and rider negotiations. Maintained a university budget of \$150,000 contracting 24 lecture events. Designed an educational program series that focused on personal development and student success. Coordinated over 12 workshops each semester. Surveyed building staff to determine desired personal and professional staff information sessions. Conducted needs assessment to establish future staff development topics. Created a yearlong development program aimed at full-time staff employees. Planed and presented Student Activities information sessions to First Time In College students regarding the importance of getting involved in campus and the resources available to them. Acted as a liaison between Student Activities and various university departments. Completed local train the trainer certification for Safe Zone and National Coalition Building Institute training.

RELATED EXPERIENCE

Purdue University, West Lafayette, Indiana

Continuing Education

Instructional Technology class: Dreamweaver I

Instructional Technology class: Dreamweaver II

Instructional Technology class: Microsoft FrontPage

Instructional Technology class: Adobe Photoshop

RELATED EXPERIENCE CONTINUED**Purdue University, West Lafayette, Indiana***Print Design and Marketing – NODA Region VII*

Designed logo for "Late night with Region VII" regional conference in 2005. Designed, proofed, and printed the regional conference packet containing workshop descriptions to mimic an edition of the TV Guide booklet. Served as the NODA Region VII newsletter editor. Designed layout and encouraged the submission of articles written by regional members. Proofed newsletter and sent paper and electronic versions to all current NODA members.

Saint Leo College of Online Learning, Tampa, Florida**Summer 2003***Internship*

Researched online learning, online arts initiative, and programming for non-traditional students. Designed and created Fine Arts component of online student involvement. Component covered arts education, recreation, and appreciation. Acquired understanding of online learning.

PRESENTED PROGRAMS

Diversity: On Demand – Developing a diversity workshop – Educational Session

2005 National Orientation Directors Association Region VII Conference

Brilliant But Canceled – Creating media presentations using Windows Movie Maker and Iphoto

2005 National Orientation Directors Association Region VII Conference

"Free Food Now" - Creative Marketing Workshop Fall 2003

University of South Florida Creative Leadership conference

Student Activities Involvement Presentations

Fall 2002 & Spring 2003 University Experience Classes

"Let's Go Fishing" - Motivation and Retention Workshop

University of South Florida Leadership conference Spring 2002 & Fall 2003

MEMBERSHIPS & AFFILIATIONS

National Association of Student Personnel Administrators, 2005

American College Personnel Association, 2004

Omicron Delta Kappa, National Leadership Honor Society, 2004

National Orientation Directors Association, 2001-2002, 2004

Life-time Member, Alpha Phi Omega, National Co-Ed Service Fraternity, 1999

COMPUTER SKILLS

CMap Tools, Bubblus, TimeToast, Google SketchUp, Camtasia, Microsoft Outlook, Word, Works, Publisher, PowerPoint, Adobe Captivate (classroom knowledge), Adobe Acrobat Pro, Adobe Photoshop, Adobe PageMaker, Microsoft FrontPage, Macromedia Dreamweaver, Windows Movie Maker, Ilife '05 suite, Iwork '08, Internet skills, Macintosh and PC orientated, Sakai education software, Datatel/Colleague Database management system, iTunesU administrator functions.