

EDUCATION

University of Wisconsin- Milwaukee (UWM)

Master of Science, Educational Psychology/Community Counseling (completed required coursework for the degree)

Bachelor of Science, Educational Policy and Community Studies, May 1998

PROFESSIONAL EXPERIENCE

COUNSELING & ACADEMIC ADVISING

(UWM) **Advisor** - Black Cultural Center (formerly Multicultural Student Center), **09/ - Present**

Provide non-academic student support advising and personal counseling to multicultural students.

- Inform and advise new and returning multicultural students about academic and non-academic services available to them at UWM.
- Refer new and continuing students to various on campus resources to ensure that students are successful academically each every semester.
- Served as the Advisor for the Black Student Union Organization. Offered advice and support to the organization in regards to their activities, as well as informed them of policies and procedures that affect the overall organization.
- Represent the Black Cultural Center at UWM Open House.
- Speak to high school and middle school students who visit the campus about the Black Cultural Center.
- Primary Outreach person for the Black Cultural Center and the Multicultural Resource Centers by staffing a table at all New Freshman Orientations and giving oral presentations to parents of New Freshman.
- Coordinate and manage annual “*Making the Connections Program*” for new incoming freshman.
- Managed the Multicultural Student Center Textbook Loan Program. Make decisions on a case-by-case basis for our department to assist students who are in need of financial assistance to purchase their textbooks.
- Contact new freshman and transfer students by telephone and email who are experiencing academically to connect them with on campus resources.

(UWM) **Advisor** - Multicultural Student Center, **09/05- 09/09**

- Contacted Prospective Students who were to UWM informing them of upcoming testing dates and New Freshman Orientation Fee payment.
- Served as the Advisor for the Black Student Union Organization. Offer advice and support the organization in regards to their activities, as well as inform them of policies and procedures that affect the overall organization.
- Represented the Multicultural Student Center at UWM Open House.
- Presented to high school and middle school students who visit the campus about the Multicultural Student Centers.
- Represented the Multicultural Student Centers by staffing a table at all New Freshman Orientations and giving oral presentation to parents of New Freshman.
- Coordinated and managed annual “*Making the Connections Program*” for new incoming freshman.
- Managed the Multicultural Student Center Textbook Loan Program. Made decisions on a case-by-case basis for our department to assist students who are in need of financial assistance to purchase their textbooks. While in this position, I obtained indefinite status in June 2009.
- Hired tour guides for the Making the Connections Program to help new freshman find their assigned classroom locations and accompany the students to the bookstore to purchase correct books for their classes.
- Hired, supervised and approved time cards for work-study students who work in the Multicultural Student Lounge.

The Cathedral Center – Homeless Shelter for Women and Families

Milwaukee, WI

Night Shelter Staff / (part-time)

September 2011-March 2014

Counseling Intern/ 600 hours of fieldwork

February 2011-August 2011

- Maintained a safe environment while enforcing rules for women and families living in shelter throughout the night.
- Conducted initial intakes for Service Point Data to determine if women meet requirement to stay in shelter.
- Assisted with daily basic needs, emergencies, conduct issues, document and file report.
- Documented all weekly interactions, and counseling sessions conducted.
- Identified, evaluated and assessed diverse needs of residents and suggest appropriate resources to help with obtaining food, housing, healthcare and upgrading current education and work skills.
- Collaborated with other colleagues and professionals from Milwaukee Area Technical College, University of Wisconsin Milwaukee to help women with resumes writing, interviewing skills and connecting to employment opportunities.
- Attended and reported resident’s issues and concerns while in shelter at meetings with case management staff.

UNIVERSITY OF WISCONSIN – MILWAUKEE: STUDENT ACADEMIC ADVISING EXPERIENCE CONTINUED

Office of Student Services, College of Engineering and Applied Science

Academic Advisor

11/03-09/05

Primary point person and recruiter for visiting area high schools to recruit students of color for the College of Engineering and Applied Science; represented the department at college fairs to recruit and promote the University of Wisconsin-Milwaukee and the College of Engineering and Applied Science.

- Advised undergraduate students on issues related to admission, registration and graduation.
- Referred students to student support services on-campus, i.e. tutoring, career development, academic support services, student organizations, and financial aid.
- Proactively contacted students as scholarships/grants are received to inform and help students gain assistance and recognition.
- Served as liaison to the Academic Opportunity Center (AOC) for AOC students who were interested in majoring engineering or computer science.
- Reviewed and explained major course requirements as well policies and procedures for the College of Engineering and Applied Science.

Office of Diversity, College of Engineering and Applied Science

Academic Advisor

02/02-11/03

Recruited prospective high school students and provided them with information on the various engineering majors.

- Attended local and national college fairs to recruit prospective students of color i.e. National Society of Black Engineers Conferences (NSBE).
- Participated and represented the College of Engineering and Applied Science during on-campus visits for high school students.
- Met with students one-on-one to provide them with academic information and planning. Coordinated and supervised the Tutoring Program in the Engineering College.
- Planned tutoring schedules for 17 tutors of 100 -300 level Computer Science and Engineering courses and verified timesheet and work coverage.

African American Student Academic Services, College of Letters and Science

Freshman Advisor

08/98-02/02

Recruited prospective high school students of color and provided them with information on the various College of Letters and Science majors. Emphasized the supportive and important role that the department plays in successful completion of college and various majors offered in the College of Letters and Science.

- Advised and acted as primary contact for New Freshman and Continuing Students. Assisted students with registration, class selection, preparation of semester schedules, provided information about student policies and procedures including probationary status and academic withdrawal.
- Facilitated Student Advising and Registration (STAR) Orientation Session for new freshman students designed to orientate first-year African American students to the College of Letters and Sciences.
- Explained general education and major requirements and helped the students register for classes for upcoming semesters.

Student Academic Services, College of Letters and Science

Interim Associate Advisor

08/98-11/98

Advised continuing, international, and transfer students in transition to their first year of college at UWM.

- Helped students understand UWM academic policies and procedures.
- Suggested and assisted students with selecting classes according to their major each semester.
- Provided unofficial evaluation of transcripts. Educated students regarding transfer of credit possibilities.

ADMINISTRATIVE EXPERIENCE

African American Student Academic Services

Program Assistant

08/97-05/98

- Responsible for daily office management and administrative program support for academic advisors.
- Scheduled appointments for the Academic Advisors as needed.
- Coordinated special events, office projects, new student reception, and UWM annual open house.
- Greeted and received all students, staff, and visitors.

UNIVERSITY OF WISCONSIN – MILWAUKEE COMMITTEES

Member of Focus group for the School of Education Alumni Chapter
Member of Diversity Career Day Committee
Member of UWM Open House Committee
Member of the African American Staff Council (ongoing)
Served on the Economic Benefits Committee
Served on the Public Relation Committee
Served on the Search and Screen Committee for Recreational Sports and Facilities
Served on the Search and Screen Committee for the Student Accessibility Center
Served on the Search and Screen Committee for the Ronald McNair Program
Served on the Search and Screen Committee for the School of Education

UNIVERSITY OF WISCONSIN – MILWAUKEE CONFERENCES AND WORKSHOPS

Attended Ninth Annual Black Student Union Conference, Lake Geneva, WI.
Attended National Conference on Race and Ethnicity, Chicago, IL
Attended National Conference on Race and Ethnicity, San Francisco, CA
Attended National Conference on Race and Ethnicity, San Diego CA
Attended the Women in Wisconsin in Higher Education Learning Workshop, (WWHEL)
Attended Careers in Student Affairs Workshop, UW Milwaukee
Attended the College and University Educators Workshop, Quantico, VA

UNIVERSITY OF WISCONSIN – MILWAUKEE

Faculty/Staff Award from the Black Student Union 2006
Black Student Union Advisor Award 2007, 2010
Employee Development Award 2007
Length of Service Award 2008, 2013, 2018
Program Award “Social Justice Retreat”2009

Ramona Sledge

References

Mrs. Rita Larson
Registered Dietician
DietRight.us
(262) 391-1003

Dr. Anthony Ross
Professor
University of WI-Milwaukee
Sheldon B. Lubar School of Business
(414) 229-6516

Ms. Kristin Wood
Business Office Manager
Harbor Chase of Shorewood
(414) 436-0311