

JEMINIE L. SHELL

[REDACTED]
Santa Fe, NM 87508
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Curriculum Vitae

SUMMARY OF EXPERIENCE

- ❖ Program administrator with a proven ability to lead, motivate, collaborate, and develop programs to high performance in a multicultural setting.
- ❖ Outstanding outreach, organization, management, and networking skills.
- ❖ Adaptable to new environments, with highly developed oral, written, presentation, and interpersonal communication skills.
- ❖ Exceptional skills and experience in disability advocacy and support, including ADA Coordinator Certification.
- ❖ Creative and versatile, with administrative, teaching, and advising experience in a variety of settings and disciplines.
- ❖ Award-winning research, writing, and analytical skills.
- ❖ Dedicated to designing and delivering programs that support constituents toward progressive self-empowerment and participatory action.
- ❖ Able to fulfill varied roles and take on new responsibilities with tenacity and resourcefulness.

EDUCATION

Master of Arts, International Studies and Environment & Natural Resources (dual degree), University of Wyoming, Laramie, Wyoming, 2010

Thesis: "An Analysis of Community-based Psychosocial and Economic Reintegration Efforts by Young Mothers Formerly Associated with Armed Groups in Sierra Leone."

Honors: Recipient of the university-wide Outstanding Master's Thesis Award, 2011

Bachelor of Arts Degree, Anthropology, Yale University, New Haven, Connecticut, 1992

TRAINING AND CERTIFICATIONS

- ADA Coordinator, professional certification. SEP 2019

RELEVANT PROFESSIONAL EXPERIENCE

New Mexico Governor's Commission on Disability
Santa Fe, NM 40 hours per week

AUG 2021-Current

Disability Specialist

- Advocate for people with disabilities

- Provide technical assistance to the public, state and local governments, businesses, universities, and others on the Americans with Disabilities Act and other disability-related laws, service animals, the Fair Housing Act, the 2010 Standards for Accessible Design, and other topics
- Provide in-person and remote trainings to the public, state and local governments, businesses, universities, and others on the Americans with Disabilities Act and other disability-related laws, service animals, disability awareness and sensitivity, the Fair Housing Act, and other topics
- Plan, develop, implement, and evaluate various assigned programs and projects including
 - State-wide ADA Coordinator Certification Program (ACTCP), including planning annual conference
 - Adaptive Sports Program, including networking with individuals and programs around the state
 - Quality of Life Grant Program, including managing all grant recipients' monthly reports and maintaining fiscal records for each recipient
- Serve on various committees in state and local government and provide TA and feedback regarding disability-related topics
- Maintain and update the agency's website, including coordinating the 2023 site refresh with vendor

SANTA FE COMMUNITY COLLEGE

NOV 2020–AUG 2021

Santa Fe, NM 40 hours per week

Testing Center Manager

- Direct and deliver testing and assessment programs and manage strategic development of Testing Center
- Plan, develop, implement and evaluate Testing Center policies and procedures
- Collect, analyze, and report data
- Manage security and confidentiality of Testing Center clients and data
- Train, supervise, and evaluate three staff members
- Obtain and maintain 12 vendor test management certifications
- Consult and advise faculty and staff on assessment matters
- Implement and manage all fee-based third-party testing
- Consult with Santa Fe Community College's Accessibility Services office and third-party vendors to get approvals for student testing accommodations and implement those accommodations in the Testing Center

INSTITUTE OF AMERICAN INDIAN ARTS

AUG 2012-AUG 2020

Santa Fe, NM 40 hours per week

ADA Coordinator (professional certification)

SEP 2019-AUG 2020

Retention Director

APR 2013-AUG 2020

Student Success Team Leader

AUG 2012-APR 2013

- Design, deliver, manage, evaluate, and improve Student Success Center Programs:
 - Learning Lab/Tutoring Center, including budget management (\$55,000)
 - Recruit, interview, train, and supervise 4-6 tutors
 - Develop workshop content
 - Disability Support Services Program, including budget management (\$10,000+, depending upon need to meet compliance obligations)
 - ADA (Americans with Disabilities Act) Coordinator for entire campus, ensuring ADA compliance
 - Wrote ADA policies and procedures
 - Developed and delivered training and educational materials related to the ADA to all departments

- Academic Advising Program (until March 2017)
 - Including direct student advising in academics, with personal and career coaching
- Placement testing via ACCUPLACER
 - Managed transition from classic to NextGen version of ACCUPLACER for entire college
 - Trained and supervised proctors
 - Tracked data and ran reports in ACCUPLACER system
 - Improved testing protocols and cooperation with third party examiners
- Various other student support-related academic programs
- Quarterly reporting of data assessment for board report and program improvement
- Taught Student Success course for two semesters
- Recruit, interview, train, and supervise Retention Specialist (until fall of 2017).
- Member of multiple governance, academic, and student support program committees
 - Chair of Early Alerts and Disability Support Services Committees
 - Co-chair of Student Success Summit Planning Committee
- Grant team member/Coordinator, two-year \$100,000 Walmart/AIHEC (American Indian Higher Education Consortium) Student Success Collaborative grant (ended spring 2014)
Co-directed activities under two-year \$100,000 grant focused on Student Success
 - Implemented project assessment to determine outcomes
 - Project reporting, budgeting, planning
 - Attended national grant meetings, trainings and First Year Experience Conferences
 - Contributed to the development of curriculum for Freshman Seminar
- Communicated daily with students, parents, faculty, and staff
- Marketed Student Success Center Programs via email, social media and other means
- Coordinated and collaborated with other college departments for campus-wide events and programs

ILISAGVIK TRIBAL COLLEGE

FALL 2011-FALL 2012

Utqiagvik (Barrow), AK 40 hours per week

**Persistence and Retention Facilitator/ Grant Project Director
and Student Services Counselor**

OCT 2011-AUG 2012

- Project Director for Walmart/AIHEC Student Success Collaborative grant:
 - Directed activities under two-year \$100,000 grant focused on Student Success
 - Designed and implemented project assessment to determine outcomes
 - Project reporting, budgeting, planning
 - Attended national grant meetings, trainings and First Year Experience/Transitions Conferences
 - Contributed to the development of curriculum for Freshman Seminar
- Managed placement testing program, including coordination with third party examiners and external testing partners
- Designed and implemented programs to support student success
- Developed curriculum for and delivered weekly academic success/career/culture talk series, including delivery of talks
- Recruited, hired, trained, and supervised 8 Academic Assistants (tutors) for Learning Resource Center
- Supervised (remotely) Village Student Advocate, including performance coaching and annual evaluation
- Chaired Persistence and Retention Committee; led Student Support Services Committee; member of Summer Camp Program Committee and Accreditation Steering Committee; member of Admissions and Financial Aid/Scholarships Committees
- Team member: administrative and logistical planning and implementation of Summer Camp programs

- Communicated daily with students, parents, faculty, and staff
- Marketed Student Services programs
- Coordinated and collaborated with other college departments

Interim Director of Student Services

NOV 2011-FEB 2012

- Managed Student Services Department during Dean of Students' leave of absence
- Created and delivered monthly Cabinet reports and presented grant report to Board of Trustees
- Managed up to 12 direct report employees, and 20-person department
- Oversaw department annual budget of over \$650,000

UNIVERSITY OF WYOMING ENVIRONMENT & NATURAL RESOURCES (ENR) PROGRAM

University of Wyoming, Laramie, WY 20 hours per week

AUG 2009-JUN 2010

Graduate Teaching Assistant

- Interviewed interdisciplinary faculty members for research on curriculum changes
- Co-developed and co-taught freshman core course on local, national and international environmental issues, including scientific, economic, social, cultural and policy interactions
- Lectured; mentored students' team research projects
- Graded papers, presentations, and exams using matrix-based grading assessment
- Advised and supported students in academic matters, including improving writing and research skills, developing critical thinking skills, improving study habits, and finding summer internship opportunities
- Received positive student reviews

UNIVERSITY OF WYOMING INTERNATIONAL STUDIES PROGRAM

AUG 2007-JUN 2009

University of Wyoming, Laramie, WY; Sierra Leone, Uganda 20 hours per week

Research Assistant – Participatory Action Research Project

- "Participatory Action Research Project with Young Mothers and their Children in Liberia, Sierra Leone, and Northern Uganda."
- In Sierra Leone, assisted lead researcher with evaluative interviews to assess project outcomes
- Liaised with NGO representatives, local community, and study participants
- Contributed to interviews; took field notes via laptop; digitally recorded interviews; managed data and all equipment
- Edited interviews, created data spreadsheet, and compiled statistics for 82 interviewees
Attended 2009 conference in Kampala, Uganda, as a meeting recorder; took verbatim meeting notes via laptop and assisted in administrative capacities
- Edited and organized meeting notes for dissemination to all stakeholders

Graduate Teaching Assistant

- As teaching assistant for Global Public Health course, Culture Change course, and Anthropology of Global Issues classes:
 - Directed graduate students' community health assessment fieldwork
 - Delivered presentations
 - Mentored all class project teams in research and presentation preparation
 - Graded papers and presentations using matrix-based grading assessment
 - Advised and supported multi-cultural students in academic matters, including improving writing and research skills, developing critical thinking skills, and finding summer internship opportunities

- Taught class periodically when professor was unavailable
- Received positive student reviews

Graduate Assistant

- As graduate research assistant for Participatory Action Research project on post-conflict reintegration of young war-affected mothers (separate from paid position as Research Assistant.)
 - Coded data sets and designed and created spreadsheet for demographics of over 650 study participants and their 1,200 children based on survey responses
 - Organized site report files for 20 field sites and developed spreadsheets for indexing and code reference
 - Attended 2008 conference in Kampala, Uganda, as a meeting recorder
 - Edited and compiled meeting notes for dissemination
 - Created annotated bibliographies on multiple topics, including community/individual empowerment

DUCOR ENVIRONMENTAL (WASTE) MANAGEMENT

JUNE-AUG 2008

Monrovia, Liberia 40 hours per week

Program Assistant/Intern

- Nine-week environmental health assistantship with start-up non-governmental organization in Monrovia, Liberia
- Edited and significantly expanded project's concept paper
- Ensured participation of women in all community-based project meetings; recruited participants
- Submitted concept paper and other documents to the Government of Liberia for funding consideration
- Conducted research and reported on initiatives under proposal to the Board of Directors
- Co-conducted interviews and liaised with community members, government officials, international corporations and UN staff from several agencies
- Traveled extensively in urban and rural areas
- Wrote a blog covering public health, education, and other post-conflict issues
- In the U.S., delivered numerous presentations and developed a traveling photo essay on Liberia's social justice issues

UNIVERSITY OF WYOMING ENVIRONMENT & NATURAL RESOURCES (ENR) PROGRAM

University of Wyoming, Laramie, WY 20 hours per week

AUG 2007-JUN 2008

Team Leader, University of Wyoming ENR Program Capstone Project

- ENR Program Capstone Project, "Environmental Assessment of the Impacts of Road Development and Population Growth on Land Use Change in the Interior of Panama" – Environmental Resources Chapter
- Led a 4-person team in research and report writing
Traveled to Panama and performed research on deforestation, environmental policy, and other topics
Coordinated meetings and liaised with outside stakeholders
- Wrote multiple sections of Environmental Resources chapter and Social Justice chapter
- Merged separately authored sections and edited chapter text for content, consistency, and accuracy

GREAT-WEST HEALTHCARE GROUP SALES OFFICE

Portland, OR 40 hours per week

SEP 1998-AUG 2007

Client Service Representative, Account Associate, Customer Service Representative

- Interpreted benefits, contracts, and State and Federal laws to members, brokers, and plan administrators
- Counseled members on most effective use of benefits
- Coordinated benefits enrollments, including database management and eligibility tracking
- Liaised with health plan administrators and brokers for up to 150 clients
- Ordered, created and disseminated reports, and monitored client data
- Managed projects including communications materials and document storage/management protocols
- Trained new administrative support personnel in all aspects of office functionality, computer systems and software, including Microsoft suite and proprietary programs
- Planned and coordinated office meetings and special functions
- Functioned as a member of the sales and account management teams, responsible for back-up support during absences and emergencies
- Maintained confidentiality as outlined under Federal HIPAA laws governing personal healthcare information
- Obtained Oregon state insurance license

SELECTED ACTIVITIES

- “Women, War and Peace” film screening and discussion panel organizer. AUG 2011
 - Developed and coordinated interdisciplinary event on University of New Mexico campus.
 - Performed outreach to academic departments and marketed event to public.
 - Recruited event co-sponsors, panelists and student volunteers to provide logistics support.
 - Participant in discussion panel.
- Committee Member, University of Wyoming Cheney Study Abroad Scholarships Committee.
 - Reviewed and assessed scholarship applications each semester and served as graduate representative on committee disseminating up to \$50,000 per semester. SEPT 2007-MAY 2010
- Invited book discussion leader for Earth Democracy by Vandana Shiva. Shepherd Symposium on Social Justice, Laramie, WY. APR 2010
- Panelist, “Using Arts and Humanities to Engage in Environmental Discourse.” ReVisioning the (W)hole III, Curious Intersections 2009. Symposium on interdisciplinary efforts to break down barriers between arts and sciences. Laramie, WY. SEPT 2009
- Invited speaker, University of Wyoming Cheney International Center building dedication, “Have You Ever Heard a Survivor of War Rape Sing the Alphabet?” Laramie, WY. SEPT 2009
- Invited workshop participant, “Making it about democracy, defense, and development”: Transatlantic strategies for crisis management and post-conflict reconstruction. University of Wyoming Political Science Department, Laramie, WY. AUG 2009
- Photographer, “portraits [in]justice: Facing social justice issues in post-war Liberia.” Solo photo exhibit based on 2008 work in Liberia, displayed at multiple venues throughout Wyoming. Spring 2009-Fall 2010
- Fundraiser, The Niapele Project, a nonprofit supporting war orphans in Liberia. Spring 2009
- Blogger, “This, too, is Liberia.” Blog featuring original photos and writing on environmental and public health issues in post-war Liberia. JUN-AUG 2008
- Founding member and officer, FaceAIDS, University of Wyoming chapter. Fall 2007-Spring 2008