

Maya Coopergard

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EDUCATION

Indiana University, Bloomington, IN

Master of Science: **Higher Education and Student Affairs**

Overall GPA: **4.00/4.00**

May 2015

California Polytechnic State University, San Luis Obispo, CA

Bachelor of Science, Major: **Business Administration, Cum Laude**

Concentration: **International Business** Minor: **Psychology**

December 2012

HIGHER EDUCATION EXPERIENCE

The Office of Student Ethics-Indiana University-Bloomington, Bloomington, IN

August 2013-present

Academic Integrity Hearing Officer

- Conduct one-on-one hearings with students who violate the Code of Student Rights, Responsibilities and Conduct resulting in creation of Action Plans for students to realign through participating in educational pillars
- Develop curriculum based upon values, ethics, and foundational academic skills in order to implement and facilitate Academic Integrity Seminars for those who have been found responsible for academic misconduct violations
- Facilitate the Digital Millennium Copyright Act Seminar in order to educate students who have violated University Information Technology Services (UITS) system usage policies about the importance of responsible internet usage
- Develop a Personal Responsibility Seminar to implement as an educational pillar for students who are found responsible for acts of personal misconduct in order to promote better decision-making processes
- Develop and analyze assessment data for educational seminars through learning outcome surveys and evaluations
- Manage conduct cases within the Symplicity database
- Oversee the office's social media presence including co-managing the Facebook account

Student Support Services-California Polytechnic State University, San Luis Obispo, CA

September 2011-June 2013

LINKS Mentor

- Led the 2013-2014 mentor recruitment campaign and initiated inter-departmental collaboration in marketing efforts
- Designed and led a 5-hour training session for new and returning mentors for the 2013-2014 academic year that educated the students about the LINKS program and incorporated team-building activities
- Specialized in mentoring first-generation and low-income first-year students
- Mentored 10 freshman (2011-2012) and 7 transfer students (2012-2013) in their transition to a 4-year public university
- Conducted three individual meetings with each mentee per quarter to provide academic and social support
- Organized and implemented group events as opportunities to foster personal relationships and to share information on campus activities
- Organized and implemented one large off-campus event per year exposing students to the local community
- Provided campus and community resources to mentees through tours, emails, and social media to promote campus engagement

Marketing Proposal-California Polytechnic State University, San Luis Obispo, CA

March 2012-December 2012

Senior Project Student

- Created a 30-page marketing proposal for University Housing that presented seven distinct marketing strategies that utilize interactive videos to assist in better communicating with prospective and current students
- Researched existing digital marketing strategies currently in place at other universities in order to evaluate strategies that would best suit Cal Poly's unique campus culture while also promoting student engagement within the campus community and in residence halls

Center for Talented Youth-Johns Hopkins University, Santa Cruz, CA

June 2012-August 2012

Residential Program Assistant

- Served as a liaison between University of California-Santa Cruz Conference Services and the Center for Talent Youth (an intensive scholarly camp experience for 12-17 year olds) in order to maintain positive communication
- Provided excellent customer service to parents/guardians and students before, during, and after the session to ensure that expectations were fully met
- Conducted supply runs for residential and instructional staff to support the mission of providing an interactive and meaningful experience for the students

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University Housing-California Polytechnic State University, San Luis Obispo, CA

August 2009-June 2012

Resident Advisor and Community Advisor

- Oversaw and promoted community building for 70+ first-year students living in a Engineering-centered living-learning community (2009-2010) and 70+ upper-class students living in apartment housing (2010-2012)
- Supported new students in their transition to university life through programmatic efforts and community building
- Advised a hall council of 20 first-year student leaders responsible for student advocacy, problem-solving, and social programming
- Created staff development events to enhance team camaraderie and professional development among 12 student staff
- Planned and executed large-scale and small-scale events for the purpose of promoting specific learning objectives and community development.
- Provided on-call crisis response coverage for an area of 600 students
- Oversaw the Entrepreneurial Living Community and worked with the Entrepreneurship Club to promote awareness and skill development for entrepreneurial activities
- Planned and executed alcohol and drug education, and cultural inclusion events in order to provide learning opportunities to students
- Served on the student committee to plan and execute Beyond Words, a diversity simulation program similar to Tunnel of Oppression (2011 & 2012)

MEMBERSHIP

National Residence Hall Honorary (NRHH), a leadership honor society

Sept-June 2010-2011, 2011-2012

President, Vice President of Records

- Led weekly meetings to discuss chapter progress and events
- Delegated and oversaw responsibilities for an executive board of 5 student leaders
- Coordinated the regional and national affiliation processes to achieve chapter recognition at NACURH and PACURH

AIESEC

March-June 2010

Out-Going Exchange Committee Member

- Developed an understanding about the importance of providing a platform for youth leadership development through the opportunity to participate in international internships, experience leadership, and participate in a global learning environment
- Organized “Around the World” event to encourage students to study and intern abroad through talking to international students and former study abroad students

PRESENTATION AND CONFERENCE EXPERIENCE

“International Students: A Population Study”, Indiana Student Affairs Association, Bloomington, IN	Oct 2013
“Importance of Recognition”, Cal Poly Resident Advisor Training, San Luis Obispo, CA	Sept 2011
“‘Of the Month’ Nomination Writing”, Cal Poly Leadership Conference, San Luis Obispo, CA	Oct 2011
“Fall Launch”, Central Residential Activities Programming, Fresno State University, Fresno, CA	Nov 2010
“Fall Launch”, Central Residential Activities Programming, Loyola Marymount University, Los Angeles, CA	Nov 2009

HONORS AND AWARDS

CPS Boeing Scholarship Recipient	2012
Outstanding Resident Advisor of the Year Nominee	2010, 2012
Community Advisor of the Quarter	Feb 2011
Marine Corps Scholarship Recipient	2008, 2010
President’s List, Cal Poly (minimum 3.5 GPA 3 of 4 quarters in an academic year)	2011-2012
Dean’s List, Cal Poly (minimum 3.5 GPA)	2008-2009, Spring 2010, 2011-2012