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# SHANDY R. JAMES

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## OBJECTIVE

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To obtain a financial advisor or academic advisor position to support an urban student population in attaining their academic and professional goals.

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## EDUCATION

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STATE UNIVERSITY OF NEW YORK COLLEGE AT BUFFALO

**Master of Science in Student Personnel Administration**, 5/06, GPA: 3.9/4.0

**Bachelor of Arts in Psychology**, 12/02, GPA: 3.7/4.0

Minor: Sociology

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## HIGHER EDUCATION EXPERIENCE

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STUDENT SUPPORT CENTER, Erie Community College, Buffalo, New York

**Counselor (Intern)**, 3/06-present

- Provide personal, mental health, academic, and career counseling for a diverse population of students including traditional, nontraditional, and first generation students
- Advise students on academic and financial concerns and support their student development
- Promote dual admissions programs with local colleges and review tracking guide sheets to assist students in making the transition from a 2-year to a 4-year institution
- Research course and degree requirements to provide accurate and appropriate advising using Datatel technology to ensure that students are making satisfactory progress toward a degree
- Exercise problem-solving skills through the use of independent judgment

FINANCIAL AID OFFICE, Medaille College, Amherst, New York

**Graduate Intern**, 3/06-present

- Assess student eligibility for various financial aid awards using Banner
- Update financial aid files for incoming and current students to assist in putting together a financial aid package for the semester
- Follow up with students to complete financial aid records to ensure maximum awards
- Compile information and articles to create a financial aid newsletter for the institution

INTERNATIONAL STUDENT AFFAIRS OFFICE, Buffalo State College, Buffalo, New York

**Programs Coordinator (Intern)**, 1/05-5/05

- Coordinated the American Host Family and International Friendship programs by aggressively soliciting the involvement of American families, American students, and International students
- Assessed American Host Family and International Friendship programs using surveys to get feedback from families and students
- Maintained files on student's and family's personal information
- Co-advised meetings for International Student Advisory Counsel and reported progress and updates on the American Host Family and International Friendship programs
- Planned a major Tsunami Relief fundraiser program, "Relieve, Rebuild, Recover, Repast"
- Supported international students with their transitions to American culture by handling inquiries and directing them to appropriate campus services

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## COUNSELING EXPERIENCE

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GATEWAY LONGVIEW, Buffalo, New York

**Residence Counselor**, 10/03-present

- Counsel and support emotionally challenged and juvenile delinquent female residents
- Provide crisis management at all times during weekly shifts
- Monitor resident progress in school and at place of employment
- Comply with New York State guidelines for providing residential counseling services
- Encourage the development of independent living skills through activity and mentoring programs

JOAN A. MALEL FAMILY SUPPORT CENTER, Buffalo, New York

**Respite Worker**, 3/03-12/04

- Hired as full-time Respite worker after one year of volunteering
- Counseled and supported families in crisis
- Planned and scheduled daily recreational activities for clients
- Assisted clients in attaining goals set by their families and caseworkers

**Co-Leader - Coping Skills Group**, 10/02-3/03

- Counseled recovering substance abuse clients on effective coping skills
- Educated clients on how to effectively develop and use life skills
- Implemented various activities to help reshape thinking of clients when reacting to stress

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## COMMITTEE & VOLUNTEER PROGRAMS

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Niagara Movement Lectures Series – Registration Committee, 2006-present

Student Personnel Administration Peer Mentoring Program – Coordinator, 2005-present

Buffalo State College Coalition for International Relief in Higher Education – Programming Committee, 2005

Buffalo State College Upward Bound Black College Tour – Chaperon, 2005

Graduate Association of Student Personnel Administration – Fundraising Committee, 2005

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## PROFESSIONAL DEVELOPMENT

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American College Personnel Administration 82<sup>nd</sup> Annual Convention, 3/06

Buffalo State College 9<sup>th</sup> and 10<sup>th</sup> Annual Student Affairs Professional Conference, 11/04 & 11/05

Networking in Higher Education: Building Bridges for a Better Tomorrow, 6/05

Coalition Building and Diversity Training, 9/04

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## PROFESSIONAL AFFILIATIONS

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American College Personnel Association (ACPA), Member 1/06-present

College Student Personnel Administration (CPSA), Member 9/04-present

Graduate Association of Student Personnel Administration (GASPA), Member 9/04-present

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## COMPUTER SKILLS

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Microsoft Office: (Word, Excel, PowerPoint, Outlook), WordPerfect, SPSS, Datatel, Banner, Feeds