

# Heather Slocum

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## Experience:

### **Department Administrator • Stout School of Education • High Point University •**

#### **High Point, NC • 2019-Present**

- Coordinate all events in School of Education: reserve rooms, book catering, work with guest speakers and other organizations.
- Update School of Education website content via WordPress.
- Order all materials for different programs within the School of Education. Enter requisitions and process all purchase orders in purchasing system. Maintain inventory of all supplies.
- Track data for licensure of student teachers. Create and submit annual state and federal licensure reports.
- Serve as Building Manager for Stout School of Education. Ensure all campus enhancement requests comply with university standards.
- Problem solver: valued for experiential campus knowledge gathered over 12 years at HPU.

### **Learning Excellence Specialist • High Point University • High Point, NC • 2013-2019**

- Created individualized academic plans for 20 students per semester. Met weekly one-on-one to assess progress in all courses.
- Identified areas of weakness and coached students to use and cultivate good habits in the following areas: time management, organization, active reading, test preparation/test taking skills, professionalism, and general adult life skills.
- Collaborated with High Point University colleagues to maximize student success. Referred students to other departments as needed: tutoring, counseling, career and internship services, etc.
- Provided extensive weekly reports for parents detailing academic progress in each class, areas of concern, and accomplishments. Tracked grades and communicated with professors as needed.
- Partnered with Accessibility Resources Office to assist students in utilizing appropriate accommodations to maximize student success.
- Served as adjunct instructor for Foundations of Academic Success course as needed. Received excellent student evaluations.
- Promoted the Learning Excellence department on campus and to prospective students. Worked with Office of Communications to design new Learning Excellence brochure and poster for Open House events. Presented to parents of incoming students during Early Registration events.
- Created graphic slides as needed to promote workshops sponsored by Learning Excellence Specialists. Coordinated with Campus Concierge to place ads in Daily Update and kiosks around campus.

### **Campus Concierge • High Point University • High Point, NC • 2011-2013**

- Provided a single source of knowledge for all campus and community information.
- Gathered and organized important campus event information daily from numerous departments and organizations. Dispatched Campus Concierge Update to students, faculty, and staff. Created graphic slides as needed.
- Liaised with Transportation department: Generated airport shuttle schedules and assisted with creation of annual Transportation brochure. Tracked shuttle statistics for each academic break.
- Served as building manager for the Qubein School of Communication.
- Roberts Hall Concierge: received all incoming campus calls and assisted callers with individual needs. Developed thorough knowledge of campus departments.
- Managed room reservations on campus for club meetings, Greek events, etc. Problem solved and offered alternative spaces when necessary.
- Coordinated monthly Culture Orientation trainings for Office of Communications. Partnered with multiple departments on campus to arrange for catering, audio/visual needs, welcome bags for attendees, and campus tour.

**Director of Education • Sylvan Learning Center • High Point, NC • 2005-2009**

**Bridgeport, WV • 2002-2003**

**Baltimore, MD • 1997-2002**

- Planned, developed, and managed educational programs for student body. (50-100 students)
- Administered diagnostic testing of students and interpreted testing results.
- Conferenced regularly with parents regarding student progress in program and in the classroom. Adjusted and individualized programs as needed.
- Tutored students in various programs: Academic Reading, Math, Study Skills, SAT Prep, Speed Reading, and Academic Writing.
- Interviewed, hired, trained, and evaluated work performance of educational staff. (20-25 teachers and assistants)
- Maintained highest teacher retention in Baltimore district.
- Maintained labor budget for center based on monthly revenue.
- Prepared master and weekly schedules for students and teachers.
- Procured all office, marketing, and educational supplies for the center.

**Reading/Language Arts Teacher • St. Mary's County Public Schools • Leonardtown, MD 1996-1997**

- Planned course content and method of presentation for 6<sup>th</sup> and 7<sup>th</sup> grade classes.
- Adapted course content for various learning styles and abilities of students.
- Discussed pupils' academic achievements and behavior with parents.
- Administered and scored functional writing tests.

**Other:**

Ledford High School

Thomasville, NC

**Substitute Teacher**

2009-2011

Long term assignments in English and Spanish 1

**Education:**

Towson University

Towson, MD

**Master of Arts in Teaching (Elementary Education)**

1996

Loyola College

Baltimore, MD

**Bachelor of Arts in Communications (Public Relations/Advertising)**

1990

*\*\*References available upon request*