

Danielle M. Conde

Kyser Hall | 318-357-5901 | conded@nsula.edu

Professional Summary

Skilled professional and academic support and student engagement. Advanced organizational skills and educational background to assist an organization in meeting their desired growth potential.

Education

BACHELOR OF SCIENCE IN PSYCHOLOGY | AUGUST 2015 | NORTHWESTERN STATE UNIVERSITY

- Major: Psychology
- Concentration: Substance Abuse

MASTER OF BUSINESS ADMINISTRATION | DECEMBER 2013 | ASHFORD UNIVERSITY

- Major: Business Administration
- Concentration: Human Resource Management

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION & BACHELOR OF ARTS IN GENERAL STUDIES | DECEMBER 2008 | NORTHWESTERN STATE UNIVERSITY

- Major: Business Administration & General Studies
- Minor: Psychology & Social Science

Experience

ADVISOR & INSTRUCTOR | NORTHWESTERN STATE UNIVERSITY | 2014-PRESENT

- Advise 90+ students on academic regulations
- Overview student applications and select prospective pupils based on eligibility requirements
- Serve as an instructor for Academic Study Skills 1010
- Customize individualized academic roadmaps to assist students in achieving educational goals
- Administer financial education instruction
- Maintain accuracy within the Student Support Services website
- Facilitate the Student Support Services Health Initiative
- Oversee and ensure safety regulations for department are accurately conducted
- Partner with students to aid in enrollment and registration process

UNIVERSITY RECORDS ANALYST | NORTHWESTERN STATE UNIVERSITY | 2012-2014

- Coordinate, perform, and maintain all operational functions for student academic services
- Provide customer relations and service to students, faculty, and staff
- Manage Registrar's e-mails and routing e-mails to appropriate person when necessary
- Verify scanned documents in Papervision system
- Responsible for helping students on self-service computers
- Place holds on student accounts as needed in Banner system
- Authenticate data entry of transfer credits

- Assist faculty members with entering final grades into the Banner System
- Verify and proof academic catalog for accuracy
- Answer telephones and assist walk-ins