

# Taylor Whitehead

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Student Services Center | 318-357-4503 | whiteheadt@nsula.edu

## Professional Summary

Highly effective communication and organization skills. Managed a 10 parish territory, as well as the entire Southeast Texas region. Assisted students, parents, and schools to ensure that potential students were informed and admitted into the University. Duties entailed giving student's tours, and assisting in certain areas such as scholarships, financial aid, housing, registration, etc. Attend college fairs and personally visited every high school in my CENLA territory as well. Assist in securing students off campus Housing options.

## Education

### **MASTER OF ARTS | 2017 ANTICIPATED | NORTHWESTERN STATE UNIVERSITY**

- Major: Student Affairs in Higher Education

### **BACHELOR OF SCIENCE | DECEMBER 2015 | NORTHWESTERN STATE UNIVERSITY**

- Major: Psychology

## Experience

### **CENLA AND SOUTHEAST TEXAS RECUITER**

NORTHWESTERN STATE UNIVERISTY | JUNE 2015 – PRESENT

### **RECEPTIONIST/LEGAL SECRETARY**

STAMEY & MILLER, LLC | JANUARY 2015 – JUNE 2015

### **STUDENT WORKER/RECEPTIONIST**

NORTHWESTERN STATE UNIVERSITY - BUSINESS AFFAIRS | AUGUST 2014 – JANUARY 2015

### **ADMINISTRATIVE ASSISTANT**

SABINE STATE BANK AND TRUST COMPANY | JUNE 2011 – AUGUST 2013

### **HOSTESS & WAITRESS**

MERCI BEACOUPE | MARCH 2012 – AUGUST 2012

### **STUDENT WORKER**

NORTHWESTERN STATE UNIVERSITY – RECRUITING OFFICE | AUGUST 2011 – AUGUST 2013

## Accomplishments/Honors

- 2015 Inducted into the Psi Chi National Honor Society
- 2011-2012 Member of the NSU Pom Line
- 2011 Selected as a Presidential Ambassador at NSU
- 2010-2011 Student Council Secretary
- 2010- 2011 Captain of St. Mary's Tigerline
- 2010 Recipient of the Junior Service Award
- 2009-2010 Lieutenant of St. Mary's Tigerline
- 2009- 2010 Junior Class President
- 2008-2009 Sophomore Class President
- 2008 Recipient of the Freshmen Citizenship Award
- 2014 St. Mary's School: Fashion Follies Choreographer
- 2013 St. Mary's School: Fashion Follies Choreographer
- 2012 St. Mary's School: Vacation Bible School