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Education

University of Wisconsin-Stout, Menomonie, WI *August 2013*

- Degree: Master of Science in Applied Psychology
- Concentrations: Evaluation Research; Health Promotion & Disease Prevention
- Thesis: *Exploring Ethical Behavior of Graduate Assistants: Applying the Theory of Planned Behavior*
- Shirley K. Stewart Outstanding Student of the Year Finalist

University of Wisconsin-Eau Claire, Eau Claire, WI *May 2004*

- Degree: Bachelor of Arts in Psychology
- Minor: Advocacy, Diversity, and Human Relations (Topical)

Professional Experience

University of Wisconsin- Stout, Menomonie, WI
Interim Program Director, M.S. Applied Psychology *August 2013-present*

- Advise 30+ graduate students enrolled in program
- Provide graduate instruction in required seminar classes
- Ensure that program, departmental, college, graduate school and university policies and procedures are followed
- Cultivate & maintain relationships with practicum and internship sites
- Communicate with and facilitate meetings for the Program Advisory Committee
- Recruit prospective students and make admissions decisions
- Provide academic and career advising to graduate students
- Provide guidance to students during their internship experience

Applied Research Center, University of Wisconsin – Stout, Menomonie WI
Office of Planning, Assessment, Research & Quality
Associate Institutional Planner *January 1, 2013-present*
Research Technician III *December 2010-June 30, 2011*

- Work closely with clients to define research goals and evaluation plans
- Implement evaluation plans and ensure that project plans are completed on time
- Search for suitable research grant opportunities
- Research and develop grant proposals
- Interpret and present data in customized, technical reports
- Utilize SPSS for analysis of descriptive and inferential statistics
- Utilize NVivo for content and thematic analysis of qualitative data
- Develop custom survey instruments for clients based on project goals

David Weekley Homes, Houston, TX
External Evaluator *September 2012-December 2012*

- Evaluated personnel selection assessments for large, private homebuilding company
- Provided statistical analysis and recommendations based on results
- Consulted with Human Resources on use of personnel assessments
- Performed linear regression analysis of scores on five assessment tools
- Reviewed literature for best practices and opportunities
- Made recommendations to Vice President of Human Resources

Applied Research Center, University of Wisconsin – Stout, Menomonie, WI
Graduate Research Assistant *January 2012-August 2012*

- Collected and input survey data using SPSS and Excel
- Analyzed qualitative and quantitative data and present statistics
- Facilitated focus groups and served as note taker in listening sessions
- Wrote executive summaries and formal reports for clients
- Created MS-Excel charts and graphs for final reports

University of Wisconsin –Stout, Menomonie, WI
Graduate Program Assistant, M.S. Applied Psychology *January 2012-December 2012*

- Performed a wide variety of tasks as assistant to the Psychology Department Chairperson and the Master of Science Applied Psychology (MSAP) Program Director
- Coordinated communication with prospective students of MSAP program
- Data analysis and reporting of pre/post learning assessments
- Serve as point of contact and disseminate information to current students in the MSAP program
- Maintained internship and alumni databases
- Planned and led bi-annual Program Advisory Committee meetings
- Planned and led new student orientation

Hutchinson Technology Inc., Eau Claire, WI
Manufacturing Supervisor *March 1999 –March 2011*

- Solely responsible for the day-to-day activities of 50 assembly manufacturing workers
- Monitored performance of manufacturing floor, reviewed data for quality issues
- Certified in Lean Manufacturing Principles by the Northwest Manufacturing Outreach Center
- Utilized Lean Principles to identify opportunities for improvement
- Supervised Lean Implementation Coordinator and 5S activities across multiple organizations
- Planned daily workload, organized shift schedules and handled various work-related issues
- Worked closely with employees to help them meet all predetermined company goals
- Utilized psychology background to coach employees through personnel issues
- Identified and communicated critical operating issues to co-workers
- Constantly evaluated employee performance through regular reviews

Selected Research Presentations

Smith, L. *ARC Retention Study Contributes to University Priorities.* StoutQuest: The Journal of Research at The University of Wisconsin – Stout. Spring, 2013.

Anderson, J., Breuer, C., Duncan, T., Entinger, M., Erskine, K., Serum, A., Smith, J., & Steffeck, E., *The Value of Metaevaluation,* Poster presentation at the American Evaluation Association Conference, October 2012.

Knesting, K. & Smith, J. *LGBT Youth: Supporting Teachers in Supporting Students,* Poster presentation at UW-Eau Claire Student Research Day, May 2003.

Applied Research Center Projects

Project Title	Funding Agency	Summary
Intentional Networks Transforming Effective & Rigorous Facilitation of Assessment, Collaboration & Education (INTERFACE)	US Department of Labor Employment & Training Administration	Lead external evaluator on $23 million Round 3 TAACCCT grant for Northcentral Technical College in Wisconsin. • Oversee the design and implementation of the evaluation, including data collection and analysis of data • Lead a team of five evaluators and research assistants • Reporting, dissemination, and publication of results • Work with national TAACCCT evaluation team
K-5 STEM Project	Wisconsin Department of Public Instruction	A collaborative project between UW-Oshkosh and four public school districts to help develop math, science and technology competencies for K-5 educators and students. • Develop cohort and comparison groups • Implement pre/post content assessments for participants • Implement pre/post efficacy assessments • Evaluate standardized learning data from classrooms • Observations of teacher workshops
TUES: Classroom Research to Invigorate Undergraduate STEM Education (CRIUSE)	National Science Foundation	The goal of this grant was to improve the effectiveness of science education through classroom research. • Implement online surveys for past and present students • Conducted focus groups with past and present students from two Biology courses • Administration and scoring of the Views About Scientific Inquiry (VASI) instrument
Expanding Female Youth Leadership in STEM fields and Establishing an Evaluation Mechanism	Otto Bremer Foundation	ARC is assisting camp administrators in implementing an evaluation plan for the annual STEPS Camp for Girls. Every summer, 160 seventh grade girls attend one of four one week camp session designed to stimulate interest in STEM fields. The evaluation plan assesses the effectiveness of the camp experience in changing attitudes towards STEM topics. ARC staff worked with the camp director to: • Revise and improve a pre-post survey measure • Administer the online survey to the girls on the first and

Project Title	Funding Agency	Summary
		last day of their summer camp experience. • Analysis and reporting of all quantitative and qualitative data gathered from the survey
Evaluation of Learning Communities at a 2-year Institution	Inver Hills Community College	The goal of the evaluation is to measure the effectiveness of the learning community model at a two-year institution. Date is being collected longitudinally through student and faculty surveys, collection of participation and retention data. • Utilize data from benchmarking survey on learning community effectiveness • Incorporate data from the Community College Survey of Student Engagement (CCSSE) • Survey learning community faculty • Analyze student records for demographic comparisons; retention and graduation outcomes • Twice yearly reporting to assist IHCC in planning Learning Communities
UW-Stout McNair Post Baccalaureate Achievement Program Evaluation	US Department of Education	Assisting program staff in building evidence of effectiveness for program that develops first-generation, low-income and underrepresented minority students. • Assisted in the development of evaluation tools. • Selected members and facilitated data collection for the matched comparison cohort. • Assist program staff with annual report to US Department of Education
Research Experiences for Undergraduates in Mathematics and Computer Science: University of Wisconsin-Stout	National Science Foundation	The goal of the evaluation is to measure increased participation in research and motivation towards graduate education and research careers. Student participants were tracked longitudinally through both surveys and student data. • Assisted grantees with survey development and deployment • Implemented pre/post surveys to program participants • Gathered data from home institutions of program participants
Evaluation of the eScholar Program (Digital Learning Environment)	University of Wisconsin-Stout	Yearly survey of the student population to assess impressions of the digital learning environment on campus. • Data is used in the planning process and to improve services to students
Training and Development Utility Study	University of Wisconsin-Stout	Administer bi-annual survey to faculty and staff to gauge the utility of the training and professional development sessions offered by the university. • Implement online survey for campus faculty and staff • Analysis of qualitative data with three person team • Reporting of results to Training & Development Team, used to inform University planning

Project Title	Funding Agency	Summary
ETS Proficiency Profile Testing	University of Wisconsin-Stout	Biennial administration of the ETS Proficiency Profile to both freshmen and senior students to calculate learning gains of UW-Stout students. Results are used as a comparative point across other universities, and to determine UW-Stout's effectiveness. • Administration of ETS Proficiency Profile • Coordination of 5 person proctor team • Annual reporting of results to Provost
History of Recruitment Reports	University of Wisconsin-Stout	Administer quarterly survey of new hires. Develop departmental reports of recruitment efforts using survey results and demographic details of hires and recruits.
Developing Leading Indicators of Student Success in College, The Access to Success Initiative	UW System	The goal of this grant was to understand what indicators are linked with student success at UW-Stout and to identify and evaluate initiatives that are designed to improve these indicators.

Related Coursework

- Research Design & Analysis I & II
- Foundations of Evaluation Research
- Applications of Evaluation Research
- Psychometrics
- Practicum in Applied Psychology
- Applied Social Psychology
- Grantsmanship for Non-Profits
- Family Policy
- Psychological Foundations of Health Problems
- Psychological Applications of Health Promotion

Software Proficiency

- SPSS, Quantitative analysis software
- NVivo, Qualitative analysis software
- Microsoft Office Suite including Word, Excel, PowerPoint, Access
- Qualtrics survey software
- Skype, WebEx for video conferences
- Hyperion, Business intelligence software

University Service

Program Advisory Committee for MS in Applied Psychology — member since 2012
UW-Stout College of Education, Health & Human Services Council — member since 2013

Professional Associations

American Evaluation Association — member since 2012
Association of Institutional Research of the Upper Midwest — member since 2012
Minnesota Evaluation Association — member since 2013
Milwaukee Evaluation — member since 2013

Service to the Profession

Served as a proposal reviewer for:

AEA annual conference, Health Evaluation TIG	2012
AEA annual conference, LGBT Issues TIG	2013

Served as a grant proposal reviewer for:

Wisconsin Partnership Program, UW-Madison School of Medicine & Public Health	2013

Selected Professional Development

Focus Group Training Modules	January 2012
American Evaluation Association Conference, Minneapolis, MN	October 2012
AIRUM Conference, Minneapolis, MN	October 2012
AEA Nonparametric Statistics webinar	September 2012
Hyperion Training	February 2013
CITI Social & Behavioral Research Training	March 2013
Adobe Acrobat X Pro Training	April 2013
NIH AREA Grant Workshop	April 2013
Better Evaluation Webinar Series (AEA)	May 2013
Institute of Education Sciences Research Funding Webinar	May 2013
Interactive Reporting (Hyperion) – Beginner/Intermediate	July 2013

Volunteer Experience

United Way of the Greater Chippewa Valley, Eau Claire, WI *2008 - 2011*

- Serve as a Review Team Coordinator, conducting site visits with program partners
- Evaluated programs and outcomes and communicated findings
- Worked with Community Mobilization Committee to make funding recommendations
- Serve as Workplace Campaign Coordinator at Hutchinson Technology
- Coordinate with key decision makers to finalize budgets and goals for workplace campaign
- Member of Board of Directors, 2009-2010
- Diligently work to cultivate new donors and workplace accounts
- United Way 2010 Keystone Award for campaign leadership
- United Way 2008 Day of Caring Award
- United Way 2008 Business Best 25 Award, going to top workplace campaigns
- Completed the United Way's Leaders Investing in Nonprofit Community training program