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WORK EXPERIENCE

PENN STATE DICKINSON LAW

Carlisle, PA

Associate Dean for Academic & Student Services and Adjunct Professor, July 2019-Present

Tenure-Track Assistant Professor of Law, January 2021-Present

Academic & Student Services Responsibilities:

Provide leadership and vision in support of the law school's mission to prepare students to practice greatness by ensuring a superior educational experience for all students. Responsible for academic advising and personal counseling, student life initiatives, strategic planning, academic success and bar passage, community engagement, and best practice administration. Addresses academic, personal, and professional student issues that arise during law school, including referrals for disability accommodations, academic support, professional counseling, and leaves of absence.

Develop best practice pedagogies that integrate academic success and bar passage programs, doctrinal and skills-based curriculum and teaching, and data-informed test preparation and test taking platforms to create a holistic system of supports that promotes student success in law school. Foster and support a diverse and inclusive environment for all students. Provide leadership and direction to the law school's student organizations and their extracurricular activities. Organize student events throughout the year such as Orientation, Commencement, and wellness programming.

Work with campus-wide offices including the Counseling Center, Disability Resources, Safe Campus, Student Conduct, Financial Services, the Title IX Office, and the Veterans Center to ensure that students receive a full spectrum of service at the university and law school. Serve as the principal liaison between the administration and faculty and students, providing leadership and strategic direction to ensure a positive student experience. Serve at the law school Pandemic Safety Officer.

Faculty/Governance Responsibilities:

- Teaching:
 - Professional Responsibility (Spring 2020)
 - Family Law (Fall 2020)
 - Education Law (Spring 2021)
- Service:
 - 1L Faculty Working Group: Member (2019-Present)
 - Academic Rules and Academic Success Committee: Member (2020-Present)
 - Ad Hoc Committee on the Best Practices for Clinical Programs: Member (2019-20)
 - Admissions Committee: Member (2019-20)
 - Appointments Committee: Member for Academic Success Faculty Search (2020)
 - Curriculum and Sabbatical Committee: Member (2019-Present)
 - Diversity and Educational Equity Committee: Member (2019-20)
 - Faculty Rights and Responsibilities Committee: Member (2020-Present)
 - Orientation Committee: Chair (2019-Present)
 - Social Media & Communications Committee: Member (2019-20)
 - Wellness Working Group: Chair (2020-Present)

*Associate Dean of Students, Academic Affairs & Administration
and Associate Clinical Professor, August 2012-July 2019*

Supported the College of Law through oversight of student services in Moscow and Boise, including the student affairs, career development, academic success, and law admissions and financial aid areas.

Managed staff tasked with academic affairs administration, facilities, special events, communications, marketing, and website functions. Supervised directly or through direct reports over 15 staff employees. Served on the Dean's leadership team to execute the University and College strategic plan.

Dean of Students Responsibilities:

- Developed strategic enrollment initiatives for both the recruitment and retention of law students.
- Advised and referred students on academic, professional, and personal matters.
- Approved and ensured compliance with disability accommodations.
- Recorded and responded to culture and climate issues, including Title VII and IX violations.
- Served as the person of notice under the Complaint Policy and responded accordingly.
- Upheld and enforced the University and College's policies regarding student academic, professional, and personal conduct.
- Oversaw the programming and administration of the Professionalism Education Program.
- Served as the faculty advisor to the Student Bar Association, International Law Students Association, and OutLaws, and as an administrative advisor to all student organizations.
- Led the onboarding process of new students, from admitted student communications through orientation and the first week of class through the continuing orientation program.
- Evaluated and improved the student experience by continually assessing programs, offices, and operations, both formally and informally.

International Programs Responsibilities:

- Founded and served as Faculty Director of a Master of Laws (LL.M.) program for foreign lawyers.
- Oversaw the enrollment marketing and recruitment strategy for LL.M. students, including through international and online fairs, the Global Student Success Program, and the use of agents.
- Taught International and Latin American Human Rights, Summer 2017, USAC Costa Rica.
- Approved and ensured the transfer of law student study abroad and exchange program credits.
- Developed and participated in cultural competency skill set workshops, panels, and lectures.

Administrative Responsibilities:

- Managed the Administration Office Manager and Assistant to the Associate Deans who managed four Administration and Faculty Assistants in two locations.
- Coordinated related functions with the Director of Administrative & Fiscal Affairs, who was charged with financial, facilities, and human resources duties, and Assistant Registrar, who was charged with academic records and registration duties.
- Oversaw the Marketing & Communications Manager and Web Coordinator.
- Developed strategic marketing and communications initiatives from publications to crisis communications, and press releases to social media marketing.
- Completed accreditation and ranking surveys, including the A.B.A. Annual Questionnaire and U.S. News & World Report survey.
- Oversaw adjunct faculty's hiring, onboarding, and support needs.

Law Faculty Responsibilities:

- Teaching:
 - Comparative Law (Fall '13)
 - Critical Legal Studies (Fall '14)

- Family Law (Fall '16 & Fall '17)
- International Human Rights (Fall '15, Summer '17, and Fall '18)
- Introduction to U.S. Law for International Students (Fall '18)
- Service:
 - Bellwood Lecture Featuring Morris Dees: Organizer (2013)
 - Bellwood Lecture Featuring Anita Hill: Organizer (2017)
 - Admissions & Financial Aid Committee: Chair (2012-2019)
 - Promotion & Tenure Committee: Member (2015-16; 2017-19)
 - Diversity & Human Rights Committee: Member (2012-13; 2017-18)
 - Pro Bono Advisory Committee: Member (2012-13)

University Service:

- Associate Dean's Group: Member (2012-2019); Chair (2017-18)
- University Deputy Title IX Coordinator and Investigator (2014-19)
- Women's Center Advocacy Council: Member (2014-19)
- MLK Jr. Art & Essay Contest: Co-Founder and Organizer (2014-19)
- University Threat Assessment Team: Member (2017-18)
- Non-Academic Units Program Prioritization Committee: Chair (2016-17)
- President's Diversity Council: Chair, Undergraduate Student Recruitment & Retention (2013-17)
- Faculty Senate Committees: Chair, Sabbatical Leave Evaluation (2014-17); Chair, Ubuntu (Diversity) (Fall 2013, 2014-15); Member, Americans with Disabilities Act (2018-19)
- Advisory Committee for the Establishment of a Financial Literacy, Debt Management, and Default Prevention Program: Member (2015-19)
- Counseling & Testing Center Director Search Committee: Chair (2016)
- University & Community MLK Jr. Keynote Speaker Featuring Alicia Garza: Organizer (2016)
- Senior Director of Marketing Search Committee: Member (2015)
- Disability Support Services Coordinator Search Committee: Member (2015)
- Registrar Search Committee: Member (2014)
- Exec. Director of Marketing & Communications Search Committee: Member (2014)
- Employment Data Collection Work Group: Member (2013-14)

Interim Assistant Vice President for Enrollment Management, October 2013-June 2014

Served the University community as the interim chief enrollment management officer through a series of executive leadership transitions. Oversaw the financial aid, registrar, admissions, recruitment, campus visits, and enrollment marketing offices.

- Supervised directly or through direct reports over 100 division staff and student employees.
- Participated in the hiring, training, and evaluation of division staff.
- Promoted a culture of student success, effectiveness, and continual professional development by providing leadership, supervision, and coordination of a cross-functional team approach for enrollment services operations, exchanges, and communications.
- Initiated and engaged in strategic planning and execution of recruiting initiatives in order to further the University's enrollment goals.
- Drove the development of new communications campaigns to sophomore and junior search markets and admitted applicants in the college decision-making process.
- Engaged with University retained enrollment consultants and led the implementation of their recommendations to maximize yield for 2014-15 and develop new practices for 2015-16.
- Managed division budgets with input from directors, budget administrators, and staff, and ensured accountability for budget expenditures.
- Oversaw a federal government Title IV funds compliance audit.

- Developed, maintained, and implemented division policies and procedures.
- Represented the division and served on various department and university committees.

HOFSTRA UNIVERSITY SCHOOL OF LAW

Hempstead, NY

Assistant Dean for Global Initiatives & Multicultural Affairs, July 2010-July 2012

Advanced the comprehensive internationalization mission of the law school through strategic planning and implementation. Served on the Dean's Cabinet with other senior administrators.

Responsibilities that Followed from Previous Positions:

- Completed accreditation and ranking surveys, including the A.B.A. Annual Questionnaire, A.B.A. Foreign Programs Annual Questionnaires, and U.S. News & World Report survey.
- Conducted and presented on institutional research projects, including comprehensive bar exam results and employment analyses.
- Evaluated J.D. and LL.M. student applications for admission.
- Served as the liaison to the N.Y. Board of Law Examiners, bar associations, and organizations.
- Represented the Law School on University committees and task forces.
- Maintained the Law School facility and executed master plan renovations.
- Managed numerous administrators, staff members, research assistants, and student aides.

Global Initiative Responsibilities:

- Oversaw the budgetary, programmatic, and curricular organization of five study abroad programs and six semester exchange relationships.
- Initiated new international programs, courses, and externships.
- Recruited, enrolled, and advised international LL.M. and J.D. students.
- Facilitated the F-1 and J-1 visa processes for international students.
- Maintained the International Student Financial Aid and Scholarship Resource Guide.
- Developed relationships with internationally minded organizations and firms for placements.
- Managed the Global Legal Practice Externship Program in seven cities across the world.
- Advised students of international law opportunities and maintained career resources.
- Provided academic support and bar exam guidance to international and domestic students.
- Drafted and negotiated Memorandums of Understanding and Activity Agreements to govern partnerships with other schools and institutions.
- Started and fundraised for the Global Impact Fund.
- Organized international guest lecturers, conferences, and symposia.
- Increased the presence of Hofstra Law School in the global legal community.

Multicultural Affairs Responsibilities:

- Organized minorities in the law heritage month programming with diversity student organizations.
- Coordinated Youth Law Day to encourage minority high school students to pursue legal careers.
- Encouraged foreign language development through curricular and extracurricular initiatives.
- Developed and presented professional development lectures and panels on careers in international law, cultural competency skills, diversity in the legal profession, and more.

Interim Assistant Dean for Communications, May-July 2012

Reassumed oversight responsibilities for the communications department. Managed an eight person team that included press relations, graphic design, university website, video, social media, and publication services. Completed the School of Law's rebranding process.

Assistant Dean for Administration & Operations, April 2008-June 2010

Director of Continuing Legal Education Programs, September 2007-August 2010

General Responsibilities:

- Oversaw strategic planning in the areas of student affairs, international programs, facilities, continuing legal education, special events, and communications.
- Participated in prospective student recruitment and yield planning.
- Advised the Dean and Vice Dean on academic matters impacting students.
- Served as a liaison for the Dean to University officials, committees, and departments, including Human Resources, University Relations, and Physical Plant.

Student Affairs Responsibilities:

- Spearheaded student initiatives, from orientation to commencement for a student body of 1,100.
- Planned and executed professional development and student leadership programming.
- Served as a liaison to professional organizations for employer and alumni relations purposes, including all regional bar associations.
- Counseled students on academic and personal matters and made referrals to Hofstra University resources, such as counseling services, when necessary.
- Facilitated the budgetary allocation of student fees to student organizations.
- Designed plans for bar exam preparedness counseling, yield strategies, and academic advising.
- Advised four student-run journals on budgeting, interpersonal issues, alumni engagement, student research requirements, and publication scheduling.
- Managed the Special Opportunity, Student Advisory Council, and Dean's Scholar programs.
- Oversaw student disciplinary matters, leave of absence and withdrawal requests, and disability accommodations for classes and exams.
- Developed and enforced the student handbook, organization guidebook and code of conduct.
- Launched and maintained Hofstra Law's exclusive social networking website, *Lex Lounge*.

Communications Responsibilities:

- Enhanced the Law School's reputation through publications, media placements, and advertising.
- Crafted the advertising and publication plans for prospective students, current students, alumni, potential employers, the legal academy, and members of the bench and bar.
- Wrote and developed marketing materials, from the prospective student view book to the alumni magazine and event invitations to fundraising solicitations.

Director of Alumni Relations, August 2006-April 2008

Organized alumni events, including awards dinners, golf outings, and receptions. Prepared profit and loss statements, budgets, and marketing plans for fundraising events. Supported the Alumni Association's Board of Directors. Developed electronic and print communication, including monthly e-newsletters, brochures, and invitations. Enhanced alumni programs and benefits. Maintained "Alumni & Friends" website. Counseled students seeking career and academic advice. Advised student organizations on increasing alumni involvement. Initiated the class gift program. Supervised staff and student aides.

KOEPPEL MARTONE & LEISTMAN, LLP

Mineola, NY

Law Clerk, May 2005-February 2006

Conducted legal research on condemnation, tax certiorari and eminent domain related matters. Wrote interoffice and client memoranda. Prepared and organized an appellate record and brief. Drafted motions, briefs, and reply briefs. Created and reviewed stipulations and certifications. Analyzed real property tax documents. Organized class action lawsuit files.

SOUTH BROOKLYN LEGAL SERVICES

Brooklyn, NY

Legal Intern, Summer 2004

Represented clients in appeals hearings for Supplemental Security Income and Social Security Disability. Counseled clients in crisis through the legal adjudication process.

BRIDGE HOUSING CORPORATION

San Diego, CA

Project Administrator, January-August 2003

Researched demographic information on potential project communities. Prepared private, state, regional, and city funding applications for affordable housing projects. Facilitated the due diligence process to close permanent and construction loans. Provided input on the design and location of new developments.

ACCENT INTERNATIONAL

London, UK

Student Services Coordinator & Resident Advisor, August-December 2002

Created community activities, calendars, fliers, and databases for University of California students on a semester study abroad program in London. Oversaw two residential buildings including 125 undergraduate students. Assisted students with everything from roommate conflicts to academic adjustment issues and crisis counseling to cultural acclimation challenges.

CITY OF SAN DIEGO, COUNCIL DISTRICT 2

San Diego, CA

Council Representative, March-August 2002

Represented the Councilmember at civic events and meetings. Prepared agendas and minutes for the Select Committee. Wrote resolutions, proclamations and legislative briefs. Served as the primary liaison in addressing constituent concerns.

EDUCATION

HOFSTRA UNIVERSITY SCHOOL OF LAW

Hempstead, NY

J.D., May 2006

Honors: *Family Court Review*: Student Editor-in-Chief (2005-06)
Distinguished Service to the School Award: Recipient
Fellowship in the Advocacy of LGBT People: Inaugural Recipient

Activities: Student Bar Association: President (2005-06); Vice President (2004-05)
Westlaw: Student Representative (2004-06)
Housing Rights Clinic: Student Intern (2006)

UNIVERSITY OF CALIFORNIA, SAN DIEGO

La Jolla, CA

B.A. in Political Science, minor in Law and Society, June 2002

Activities: Associated Students: Student Body President (2001-02); Vice President (2000-01)
Thurgood Marshall College: Resident Advisor (2000-02)
San Diego Chamber of Commerce: Campus Connection Representative (2001-02)
Pi Kappa Alpha Fraternity: Member and Campus Involvement Chair (2000-02)
LGBT Alliance Program: Founder & Curriculum Developer (2001-02)
Summer Session: Resident Advisor (2001)

PUBLICATIONS

From Residential to Remote Delivery in a Snap: Transitioning a 52-Year-Old Diversity Pipeline Program in a Pandemic (forthcoming in 2021).

Tweaking a Tutoring Program: Reflections on a Yearlong Process of Reinvention, AASE The Learning Curve (2021).

Succeeding on the Bar Exam and in the Profession Starts with Feeling Celebrated, Even During the Global Pandemic, 3(3) Raising the Bar 12-13 (2020).

Supporting Diversity: From Pre-Law to the Legal Profession, 62(6-7) The Advocate 26-28 (2019).

Same-Sex Marriage and Divorce: A Proposal for Child Custody Mediation, 44(1) Family Court Review 89-105 (2006).

SELECTED REMARKS & PRESENTATIONS

- Facilities Panel, Law School Logistics in the COVID-19 World Conference, July 2020.
- “Music and Human Rights,” Keynote Speaker, National University of Costa Rica, June 2017.
- “Introduction to U.S. Family Law,” Guest Lecture, Anahuac Mayab University Faculty of Law, Mexico, March 2017.
- “Collaboration in the LL.M. Curriculum: Using an Integrative Approach Between Legal Writing and Doctrinal Law to Build Strong Foundations in American Law,” Panelist, Global Legal Skills Conference, Monterrey, Mexico, March 2017.
- “Work Life Balance as an Associate Dean,” Sole Speaker, American Bar Association’s Associate Deans Conference, July 2017.
- Work Life Balance Panel, Speaker, University of Idaho Leadership Academy 2016-18
- “Diversity and Human Rights Graduation,” Keynote Speaker, May 2016.
- “Child Custody Visitation & Support Mock Law Class,” EducationUSA South Korea, April 2016.
- “The Relationship Between Music and International Human Rights,” Thinking About College Workshop, Lionel Hampton Jazz Festival, February 2016.
- “The Next Frontier of the LGBTQIA Civil Rights Movement: Understanding Recent Legal Changes and Thinking about the Future,” Moscow PFLAG Chapter, September 2015.
- “Unity’s Graduation Banquet,” Keynote Speaker, Unity Student Organization, April 2014.
- “Preparing 21st Century Lawyers: Professional Development and Readiness Through International Legal Exchange,” Organizer and Moderator, AALS Annual Meeting, January 2014.
- “Applying to Law School in the United States,” Speaker.
 - U.S. Embassy in China, May 2013.
 - U.S. Department of Commerce Education Trade Mission, Jakarta, Indonesia, April 2011.
 - Q.S. Law Student Forums in Shanghai, China and Manila, the Philippines, Fall 2010.
- “Being LGBTQI in the Legal Profession and Academy,” Speaker, University of Idaho LGBTQA Office OutLunch Series, October 2012.
- “Leading with Different Perspectives,” Speaker, University of Idaho Fall Leadership Conference, September 2012.
- “Internationalizing Legal Education Symposium,” Co-Organizer, NAFSA Meeting, May 2012.
- “Workshop on the Future of Legal Education: Should Foreign Law Schools be Able to Obtain ABA Accreditation?” Panelist, Southeastern Association of Law Schools Conference, July 2011.
- “Integrating Professional Development Skills into International Opportunities: What’s Possible and How Do We Do It?” Speaker, QS Middle East and Africa Professional Leaders in Education Conference, May 2011.

- “Nudging Students by Utilizing Social Media,” Panelist, American Bar Association’s Associate Deans Conference, June 2010.
- “Gender and the Law Symposium” and “Attorneys in Transition Series,” Presenter and Organizer, Nassau County Bar Association, Summer & Fall 2008.

PROFESSIONAL ENGAGEMENTS

- American Bar Association, Section on Legal Education and Admissions: Accreditation Site Team Member (2019-Present).
- CLEO Inc. Pre-Law Summer Institute: Director (Summer 2020 & Summer 2021).
- Idaho State Bar
 - Diversity Section: Member (2012-16).
 - Family Law Section: Member (2018-2019).
- Law School Admissions Council Diversity Committee: Member (2017-2019).
- Association of American Law Schools
 - Student Services Section: Vice Chair & Executive Committee Member (2020-Present).
 - Sexual Orientation & Gender Identity Section: Chair; Chair Elect; Secretary (2017-19).
 - International Legal Exchange Section: Chair; Chair Elect; Secretary (2011-13).
- City of Moscow, Fair & Affordable Housing Commission: Appointed Commissioner (2014-17).
- Pride Foundation: Scholarship Selection Committee Member (2017).
- NAFSA: Association of International Education Professionals: Selected Academy Participant.
- International Association of Law Schools: 2010 & 2011 Delegate.
- N.Y. State Bar International Matters Task Force: Academic Advisor and Report Contributor.
- Legally Global, International Law Career Resource Blog: Founder and Sole Author.
- U.S. Department of Commerce, Education Trade Missions to Indonesia and Vietnam; Poland and the Czech Republic; and India: Selected Participant.
- Vanderbilt University, Peabody Institute in Higher Education Management: 2008 Summer Fellow.
- UCSD Alumni Association, Associated Students Past President Society and LGBT Alumni Council (2008-12) and former New York Regional Chapter President (2004-06).

BAR MEMBERSHIPS

- New York, now voluntarily inactive.
- California, now voluntarily inactive.