

# Adrena May

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## QUALIFICATIONS SUMMARY

*A highly driven, self-motivated professional with demonstrated experience in the following areas: athletics, strategic educational advising and programming, student development and mentorship.*

- *More than 3 years of experience providing academic, professional and wellness guidance and programming to intercollegiate student-athletes that focus on building scholar identity and promoting well-rounded excellence*
  - *Strong communicative and coordination skills establishing partnering relationships among campus and community groups*
  - *Keen ability to work quickly and professionally in a high pressure environment handling multiple projects*
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## RELEVANT EXPERIENCE

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### **Collegiate Recreation and Educational Program Coordinator** **Nov. 2014- Present**

*Association of College Unions International (ACUI) - Bloomington, IN*

- Manage a combined budget of over \$180,000 and administrative reports for three student-athlete programs
- Collaborate with advisors and registrar personnel to evaluate the eligibility of over 1,100 student-athletes
- Coordinate with campus unions and facilities to direct three competitive programs
- Exceeded projected program revenue and retention by an average 18% in our largest program in 2015 and 30% in 2016
- Pioneered the development of a new student program (2016) after securing over \$2,000 in sponsorships
- Independently revamped webpage designs and marketing strategies of the student-athlete programs

### **Student-Athlete Programming Consultant** **Sept. 2015- May 2016**

*Indiana University - Bloomington, IN*

- Built a student-led wellness platform designed to educate and bridge together student-athletes groups
- Advised a team of four student-athletes in designing targeted themes for awareness programs
- Developed new innovative strategies related to program marketing and retention of student-athletes

### **Student-Athlete Academics/Affairs Consultant** **May 2013– Aug. 2015**

*James Madison University – Harrisonburg, VA*

- Developed Duke's H.A.B.I.T.S- Freshman athlete success program; Fitting Out- culture presentation
- Designed and facilitated leadership presentations for freshman athlete orientation- 2012, 2013, 2014
- Built an alumni networking database for current student-athlete use

### **Education Program Assistant** **May 2013- Nov. 2014**

*Navy- Morale, Welfare & Recreation (MWR) - Norfolk, VA*

- Implemented collaborative academic training strategies with students and parents to build a motivation model
- Introduced new experiential learning projects that focused on job skills in career fields
- Developed leadership and athletic activities through coordination with recreational facilities

### **Student-Athlete Academics/Affairs Intern** **May 2012 – May 2013**

*James Madison University – Harrisonburg, VA*

- Collaborated with outside and campus resources to develop three inclusive student-athlete programs (talent show, community service, date auction)
- Advised student-athletes through course selection process and monitored degree progress to ensure eligibility with NCAA and CAA rules
- Designed comprehensive study guides for football and men's basketball student-athletes
- Organized mentor meetings with 5-8 at-risk student-athletes to help strengthen their academic confidence

### **Compliance/Media Relations Intern** **June 2010 – July 2012**

*Mid-Eastern Athletic Conference (MEAC) - Norfolk, VA*

*(Spring, Summer)*

- Compiled compliance reports including the recruiting practices and eligibility cases of 13 institutions to ensure adherence to NCAA and MEAC guidelines
- Drafted and edited press releases, feature stories and social media posts relating to championship events

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## ADDITIONAL/VOLUNTEER EXPERIENCE

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- Second Lieutenant (Adjutant Corps)** – *United States Army Reserves- Bloomington, IN* **July 2016- Present**
- Maintain personnel data and unit strength; serve as a point of contact regarding unit recruitment and retention
- Founder/Facilitator- Career Help - Bethel AME Church - Bloomington, IN** **June 2016- Present**
- Design and facilitate interactive career development workshops for local students and professionals
- Tutor/Youth Mentor- Homework Help - Bethel AME Church - Bloomington, IN** **Aug. 2015- Present**
- Tutor school age students and facilitate leadership forums and programs with community youth
- Track and Field Student-Athlete- James Madison University- Harrisonburg, VA** **Aug. 2010 – May 2013**
- Served as Captain, 2013 CAA Hammer Silver Medalist, standing record holder

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## EDUCATION

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- Officer Candidate School- United States Army- Fort Benning, GA** **Feb. 2017**
- Career and Education Advising Certification - CAEL/Indiana University – Bloomington, IN** **March 2016**
- Master of Science: Sport Administration- American Public University System – Charles Town, WV** **Aug. 2014**
- Bachelor of Arts: Communications- James Madison University - Harrisonburg, VA** **Dec. 2012**

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## COMPUTER AND SPECIAL SKILLS

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- Active Secret Security Clearance (Nov. 2016)
- Microsoft Office, Adobe Acrobat Suite, Access, Blackboard, PeopleSoft, Banner, AD RX, CRM, Ektron, NeuLion, Stat Crew, SPSS
- French language proficiency (oral and written)