

Adrena May

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QUALIFICATIONS SUMMARY

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

- *More than 3 years of experience providing academic, professional and wellness programming to intercollegiate student-athletes that focus on shaping identity and promoting 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

Founder/Advisor - Career Help

March 2016- Present

Bethel AME Church- Bloomington, IN

- Provide personalized academic and career planning services to local students and professionals
- Facilitate interactive career development workshops (resume and cover letter roundups, speed interviews, assessment activities)
- Build recruitment liaison relationship with local employers

Collegiate Recreation | Educational Program Manager

Nov. 2014- Present

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

- Coordinate with campus unions and facilities to direct three competitive programs involving over 1,500 students
- Manage a combined budget of over \$180,000 and administrative reports for three student-athlete programs
- Exceeded projected program revenue and retention by an average 18% in our largest program in 2015 and 30% in 2016, 2017
- Pioneered the development of a new student program (2016) after securing over \$2,000 in sponsorships
- Collaborate with advisors and registrar personnel to evaluate the eligibility of program participants
- Independently manage program webpages, marketing strategies and social media accounts for three 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

ADDITIONAL/VOLUNTEER EXPERIENCE

Second Lieutenant (Strength Manager) – 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

Tutor/Youth Director- 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

EDUCATION

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**

COMPUTER AND SPECIAL SKILLS

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