

CHARLOTTE PARKS

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EXPERIENCE

MARCH 2024 – JUNE 2024

TARTAN TRANSFER ADVISOR, RADFORD UNIVERSITY

Planning and implementation of new Tartan Transfer Program, which assists undergraduate students with the process of transferring from a Virginia community college to Radford University

Advise exploratory students on major options and assist with finding a degree program that is the best fit for their future goals

Provide information sessions to prospective students

Attend admissions events to assist students in the process of choosing a university

Serve on the Enrollment and Marketing subcommittee for the Tartan Transfer Program

Visit community colleges in Virginia and serve as advisor for students interested in transferring to Radford University while also building working relationships with advisors and administration at those community colleges

Serve as primary contact for questions pertaining to Radford University advising, major exploration, or requests from students, advisors inside and outside of Radford University, and other interested parties that have questions about the transfer process, such as admissions requirements, credit equivalencies, and information about scholarships and financial aid

JUNE 2019 – JUNE 2023

ACADEMIC ADVISOR AND RECRUITER, VIRGINIA TECH ACADEMY OF INTEGRATED SCIENCE

Serve as primary advisor for approximately 300 students majoring in Computational Modeling and Data Analytics, Nanoscience, Nanomedicine, or Systems Biology

Serve as secondary advisor for students minoring in Quantum Information Science and Engineering, Science Technology and Law, Behavior and Decision Science, Data and Decisions, as well as students participating in the Integrated Science Curriculum

Serve on Health Professions Executive Committee (HPEC) to assist students in preparedness for medical school.

Planning and implementation of New Student Orientation

Select, train, and lead five teams of student ambassadors

Planning and implementation of all summer outreach activities, such as summer camps for high school students, science festivals, and college visits from middle school students

Serve as member of College of Science Diversity Committee

Planning and implementation of recruitment plans to meet enrollment targets for interdisciplinary programs within the college, including recruitment of incoming freshmen, incoming transfer students, and current students pursuing new majors

Provide training and guidance to a second academic advisor for the programs within the academy

Serve as main point of contact for students, faculty, visitors, alumni, and other offices on campus

JULY 2016 – JUNE 2019

DIRECTOR OF RECRUITMENT, VIRGINIA TECH COLLEGE OF SCIENCE

Planning and implementation of recruitment and yield events for groups ranging from 50-500 people, such as Open house weekends, targeted area yield events, on-campus new student weekends, and Junior Open House

Provide daily information sessions for prospective students

Representative for Virginia Tech at local and national events, such as Thomas Nelson Community College STEM Expo, National Science Teachers Association (NSTA) Annual Conferences, Technology Student Association National Competition, and Blue Ridge Science Fair

Coordinate personalized visits for prospective students, such as student-led tours, shadow days, and meetings with faculty

Advisor for the Dean's Leadership Council, an ambassador team of approximately 50 students that are tasked with representing the College at events, community outreach, transfer student mentoring program, alumni engagement, events and programming for current students, and assistance with recruitment

Annual visits to community colleges in Virginia to discuss transfer opportunities with prospective students

Staff representative on the College of Science Diversity Committee

Planning and implementation of sessions for diversity events such as Hispanic College Institute, Black College Institute, Project 2022 Camp for Minorities, and the HBCU Research Summit

Assist with on-campus advising events such as Majors Exploration Fair, Transfer Student Advising Day, and Career Fair Guidance

Work closely with the Academy of Integrated Science to promote new interdisciplinary majors, minors and programs

Assist the Associate Dean with advising appointments with special case students, such as mental health concerns, final suspension meetings, and students in distress

AUGUST 2013 – DECEMBER 2013

STUDENT SUPPORT SPECIALIST, VIRGINIA TECH COLLEGE OF SCIENCE

Process forms in Banner database and maintain Excel spreadsheets

Advise students and faculty on university policy

Prioritize tasks to efficiently provide support to undergraduate students, parents, faculty, and staff

Trained in CMS website maintenance and design

MARCH 2003 – MAY 2013

OFFICE MANAGER, NEW RIVER HEATING AND AIR, INC.

Accounts payable and Accounts Receivable

Supervision of four office employees

Handling of phone calls with upset customers

Developing profit reports for each installation

Scheduling of equipment installations, service calls, maintenance appointments, and part replacements

Ordering of all equipment, equipment consignment, and parts inventory

Work with other managers to complete internal tasks

Review of product specifications and technical documents

Customer follow-up calls

Commercial contract invoicing

Collection of past due accounts

Installation job preparation and organization of materials

AUGUST 2000 – AUGUST 2002

ADMINISTRATIVE ASSISTANT TO THE PRESIDENT OF PROPERTIES, HHHUNT PROPERTIES

Coordination of meetings for team of property directors

Travel planning for President of Properties

Coordinate daily needs for President

Serve as point of contact for all assisted living facilities

JUNE 1997 – JULY 2000

OFFICE ASSISTANT, RICHARD JACKSON M.D., NEUROLOGIST

Filing

Data Entry

Handle patient accounts in a private manner

EDUCATION

DECEMBER 2005

BACHELOR'S DEGREE, RADFORD UNIVERSITY

MAJOR OF STUDY: BUSINESS MANAGEMENT

MAY 2003

ASSOCIATE'S DEGREES, NEW RIVER COMMUNITY COLLEGE

Earned two degrees in General Studies and Education

SKILLS & ABILITIES

- Excellent customer service skills and friendly attitude
- Ability to perform multiple tasks at once
- Lifelong learner
- Passionate about diversity and inclusion
- **Highly motivated and very organized**
- Loves working with the public and is comfortable with public speaking

CERTIFICATES/AWARDS

- Nominee for the VT College of Science Outstanding Staff Award in 2018, 2019, 2021, and 2022
- Recipient of the February 2021 Virginia Tech Advisor of the Month Award
- Recipient of the 2021 Virginia Tech College of Science Staff Service Award
- Nominee for the College of Science Academic Advisor Award for 2020-2021 and 2021-2022
- Diversity Advocate Certificate
- Title IX Training Certificate
- FERPA Training Certificate
- Emergency Preparedness & Terrorism Awareness training certificate
- Advising Academy Certificate
- Safe Zone Certificate
- Recovery Ally
- Completion certificate for OneNote Introduction through New River Community College in 2013

VOLUNTEER EXPERIENCE

- Shopping Assistant for Montgomery County Christmas Store
- Hokie Helper for Virginia Tech move-in day
- Backstage Assistant for Missoula Theater Group
- Assistant Coach for Radford Recreation Center's 5-6 year olds' soccer team
- Virginia Tech Commencement event volunteer
- VT Health Professions Advising mock MMI interviewer and interview feedback volunteer
- Science Outreach Activity Coordinator at Compassion Church Day Care, ROCK Club
- Parent Volunteer for Radford City Schools activities, such as Field Day, Lunchroom Helper, Picture Day, and Santa Breakfast