

# Lisa Shuey

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## EDUCATION

Miami University, Oxford, Ohio  
Bachelor of Arts in Public Administration

## EMPLOYMENT HISTORY

### **Lectureship, Office Administration**

Division of Business, Communication, and the Arts  
Terra State Community College, Fremont, Ohio  
August 2015 to present

### **Administrative Coordinator to the Vice President for Financial Affairs and the Vice President for Academic Affairs**

Terra State Community College, Fremont, Ohio  
May 2013 to August 2015

### **Administrative Assistant/Development Director**

Sandusky County YMCA, Fremont, Ohio  
April 2008 to May 2013

## QUALIFICATIONS SUMMARY

Full-time faculty member with strong work ethic, professional demeanor, excellent written and oral communication skills; proficient in Microsoft Word, Excel, Outlook, and PowerPoint; proven ability to work successfully with students, staff, and faculty.

Team player with demonstrated ability to take initiative in representing Terra State and the Office Administration program to prospective students, community members, and high school staff in the College's service area.

## ACCOMPLISHMENTS

- Participated on the 2015 Title III Grant Proposal Development Committee
- Initiated tutoring sessions with BCA staff advisor to gain skills for advising OAD students
- Have committed to teaching a GEN 1000 class for Summer 2016
- Developed relationships with business and OAD teachers at three area high schools and visited and presented on the advantages of attending Terra State to over 60 students in November 2015
- Promoted and facilitated a campus visit by business and medical high school students from Sandusky Career Center in April 2016; collaborated with Terra State Admissions staff in enlisting twelve faculty members to demonstrate their programs to the students

## SKILLS AND SERVICE

Certified Microsoft Office Specialist in Office Word 2013; certified fitness instructor; YMCA volunteer; church volunteer; active member of local Kiwanis Club International service organization

Serve on the following advisory boards:

- Sandusky Career Center Medical Office Administration
- Vanguard-Sentinel Adult Career & Technology Center
- Vanguard-Sentinel Career Center Medical Programs