

# LESLIE HELLER



401.865.1085

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## STRENGTHS

- Strategic, conceptual thinker
- High-achiever
- Confident communicator
- Team-oriented professional

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## TECH SKILLS

- Microsoft Word, Publisher, Access, PowerPoint, Excel, Outlook
- Adobe InDesign
- SharePoint
- WordPress
- Social Media: Twitter, Instagram, Facebook

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## EDUCATION

**Master of Education**  
College Student Affairs  
Penn State University  
2006

**Bachelor of Arts**  
Studio Art (Painting)  
Art History minor  
Providence College  
2002

## WORK EXPERIENCE

**Providence College** **Providence, RI**  
**Associate Director for Orientation, Transitions & Leadership**  
**2014 - Present**

- Oversaw major campus programming, including New Student and Parent Orientation, conferences, lectures, workshops, and retreats - from planning stages through post-program assessment
- Developed and managed \$275,000 annual department budget
- Created strategic plan for new campus department, ensuring programs and services met overall institutional goals
- Recruited, trained, supervised and mentored 1 graduate assistant, 1 graduate intern, and 90 student Orientation staff yearly
- Marketed department and programming through social media, web, print communications, and presentations
- Represented department at college, regional and national events

**Providence College** **Providence, RI**  
**Associate Director of Student Activities** **2009 - 2014**

In addition to tasks listed in "Assistant Director" description (below):

- Oversaw alcohol-free weekend programming series
- Developed departmental learning outcomes and oversaw assessment efforts
- Assisted with development of office policies and procedures
- Supervised and mentored 1 graduate intern yearly

**Providence College** **Providence, RI**  
**Assistant Director of Student Activities** **2006 - 2009**

- Assisted in development and execution of student leadership programming, and Orientation events for new students and parents
  - Advised 3 committees of student programming board, class officers, and students running Commencement and Junior Ring Weekend events
  - Selected, trained, and supervised 2 graduate assistants, and 70-90 member Orientation staff yearly
  - Coordinated departmental marketing efforts, including e-newsletters, print materials, social media, and web content
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## PROFESSIONAL DEVELOPMENT

- 2017 National Conference Planning Committee Member - Association for Orientation, Transition & Retention in Higher Education (NODA)
- 2014-present: Providence College Greater Providence Area Alumni Association Event Chair
- 2015 National Conference Co-Chair - Association for Student Affairs at Catholic Colleges and Universities (ASACCU)
- 2014 & 2013 Regional Conference Planning Committee Member - NODA
- 2014: Academic Impressions "Sophomore Year Experience" Online Course Participant
- 2013: Gallup StrengthsQuest One-Day Facilitator Training Participant

## WORK EXPERIENCE, CONTINUED

**Penn State University** **University Park, PA**  
**First-Year Adviser** **Summer 2005 & 2006**

- Examined academic records, test results, and surveys to assess student goals and personal concerns in preparation for advising meetings
- Met individually students to discuss educational plans, test results, changes of college/major, and referrals to university resources

**Penn State University** **University Park, PA**  
**Graduate Assistant** **2004 - 2006**

- Assisted with planning, publicity and facilitation of major campus events and small-scale weekly programming in LGBTQA Student Resource Center
- Oversaw speakers bureau program, and production/content of monthly departmental newsletter
- Assisted with hiring, training and supervision of student interns and Center volunteers
- Provided information and referrals to related resources and organizations throughout Pennsylvania

**Penn State University** **University Park, PA**  
**Alumni Association Intern** **2005**

- Planned and facilitated major campus events with the Assistant Director and student alumni members

**Providence College** **Providence, RI**  
**Administrative Services Coordinator** **2002-2004**

- Oversaw daily functions of busy office environment
- Provided administrative support for 2 full-time and 2 part-time employees
- Coordinated design and distribution of event and departmental marketing materials
- Hired, trained and supervised 8 student assistants yearly