

Qubieinique S. Greer

1500 Monica St. #A
Jonesboro, AR 72401
573-301-0299
qubiegreer@gmail.com

OBJECTIVE To guide, inspire, and motivate young adults as they become productive members of a global society by assisting them with lifelong career and educational goals.

EDUCATION **Masters of Art in Student Affairs in Higher Education**, May 2015
Northwestern State University, Natchitoches, LA
Bachelor of Science-Secondary Education, December 2010
Lincoln University, Jefferson City, MO

EXPERIENCE August 2015-Present Arkansas State University Jonesboro, AR
Academic Advisor

- Responsible for advising, mentoring, and assisting students in their course scheduling
- Create recruitment events and activities for prospective students
- Assist in creating retention strategies for the College of Agriculture and Technology

January 2015 – May 2015 Northwestern State University Natchitoches, LA
Counseling and Career Center Intern

- Create programming to assist students in job readiness
- Assisted in Career Fairs, Mock Interviews and Resume review
- Executed workshops on resume writing, business etiquette, and interview skills

August 2014 – May 2015 Northwestern State University Natchitoches, LA
Dept. of Teaching, Leadership, and Counseling Graduate Assistant

- Perform basic customer service, data entry, and file maintenance
- Create forms that assist in office productivity
- Assist students with questions based on their program needs

October 2012 - August 2014 Missouri Children’s Division Jefferson City, MO
Children’s Service Worker II

- Accepted Child Abuse and Neglect calls for the State of Missouri
- Conducted phone interviews to determine if concerns aligned with state abuse criteria
- Contacted county field workers to report child abuse that met emergency criteria

July 2011- October 2012 Missouri Dept. Social Services Jefferson City, MO
Division of Legal Services Office Support Assistant

- Provided clerical and receptionist support for Attorneys within the division
- Answered inquiries about state assistance benefits hearings
- Handled sensitive and confidential documents according to HIPAA guidelines

February 2011 - May 2011 Lincoln University Jefferson City, MO
Interim Residential Hall Director

- Managed, trained, and supervised a staff of four Residential Advisors
- Served as an informal academic and personal counselor to students in residence
- Assisted Residential Life in creating educational programming for student residents

SKILLS: **Computer:** MS Word, Excel, PowerPoint, Windows, data entry, typing 55 wpm. Event planning, logistics, excellent customer service, and knowledge of Constant Contact email campaign site, Banner and Starfish Retention systems.

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Professional References:

Dr. Timothy Burcham Ph.D., P.E.

Arkansas State University
College of Agriculture and Technology
Dean
Phone: (870) 972-2802
Email: tburcham@astate.edu

Mrs. Lori Fenner

Arkansas State University
College of Agriculture and Technology
Advising Hub Director
Phone: (870) 926-6462
Email: lfenner@astate.edu

Dr. Paula Christensen

Northwestern State University of Louisiana
Major Professor/ Mentor
Phone: (318)357-5524
Email: christensen@nsula.edu

Personal References:

Kayla C. Allen

Lincoln University
Dept. of Financial Aid
Default Management Counselor
Phone: (573) 353-7094
Email: Allenk@lincolnu.edu

Ashley J. Cook

444 Hutton Ln. #A
Jefferson City, MO 65101
Phone: (816) 898-6198
Email: acook897@gmail.com

TaLisa Maxwell, M. Ed.

10144 Brussels Lane Apt. 101
Cordova, TN 38016
Phone: (573) 353- 7429
Email: talisamaxwell@gmail.com