

# Harvey C. Peralta

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## **Education**

*Master of Science*, College Student Affairs

May 2013

Eastern State University, Charleston, MO

Thesis Title: *Students Self-Presentation and Networking Skills Development*

*Bachelor of Science*, Organizational Communication

May 2011

University of Oklahoma at Baywater, Baywater, OK

## **Professional Experience**

*Graduate Career Coach*, Engineering Career Center, The University, City, OK

October 2015- Present

- Oversee graduate internship course by managing required paperwork, utilizing MyRed and Canvas, developing and evaluating assignments, and collaborating with faculty to determine final grades
- Contribute to the implementation of alumni and peer mentorship program, Student Connect, by representing the College of Business and responsible for creating required and additional fields utilized in the sign-up process which can be used to collect data and as filters to find mentors
- Create and write content for weekly graduate newsletter to educate students on common career topics

*Coordinator of Greek Life*, Northwest University, Maryville, MO

June 2013- July 2015

- Oversaw a community of 820 students who hold membership in inter/national social fraternities and sororities
- Supervised, trained, and evaluated two graduate students and undergraduate student interns
- Developed and facilitated programs such as annual Greek leaders retreat, risk management trainings, Greek performance scorecard, Becoming A New Greek program, and Office of Student Involvement trainings

## **Memberships**

NPO Career Services and Employer Alliance (NPO CSEA) National  
Association of Colleges and Employers (NACE)

Our Town Young Professionals Group

## **Volunteer Experience**

*Junior League of City Co-Chair*, City, OK

April 2018-Present

- Design an eight-hour course covering topics about board membership targeted at local professionals who seek to or recently began serving on a governing board
- Collaborate with local professionals with expertise to present on topics which will meet the learning outcomes of the training program

*Recruitment Ambassador*, Alpha Omicron Pi Headquarters, Brentwood, OK

April 2015- March 2017

- Designed and tailored content and presentations for eight chapters across the United States regarding recruitment topics about conversation skills, values, and brand awareness

## **Civic Leadership and Awards**

Distinguished Graduate Student Award- College Student Affairs, ESU Graduate School

April 2015

Order of Omega Fellowship Award, Association of Fraternity and Sorority Advisors

December 2014

## **Skills and Certifications**

*Certification*: Certified Gallup Strengths Coach, September 2016

*Career Technology*: Handshake, VMock, PeopleGrove, Big Interview

*Campus Information/Learning Management Systems*: PeopleSoft, Startfish, Canvas

*Computer*: Microsoft Office (Word, PowerPoint, Excel, Outlook, OneNote, Access)