

Cynthia N. Fulford
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Summary of Qualifications

Sixteen years of experience Higher Education Administration. Extensive experience in Project Management, Program Planning, Training and Development, Program & Policy Review and experienced in Assessment and Evaluation, and Curriculum Design

Core Competencies

Assessment and Evaluation: Data Compilation, Analysis and Reporting. Qualitative Research: Interview and Document Research; Quantitative Research: Survey; Multiple Regression, T-Test, ANOVA. Data reporting for Middle States Accreditation, Periodic Program Review and programmatic improvement

Project Management: Used research and data to develop, train, and implement numerous institution wide leadership and career development programs. Conducted training workshops and presentations on diversity education, leadership and organizational development. Managed the logistics for large-scale programs and conferences.

Training Presentation, Course and Manuals Development: Evaluated and updated policies and programmatic initiatives to ensure compliance with state laws. Presented or facilitated strategic planning workshop and seminar sessions at regional, national and campus conferences. Created professional development and training program curriculums, manuals, and binders for non-profit agencies and institutions. Edited and proofread reports, brochures, newsletters, letters, website content and other office marketing media.

Technical/Office Management Skills: Database Development and Management, Strategic Planning, Staffing and Budgeting. Developed and managed multiple MS Excel databases simultaneously. Present workshops using various platforms including Prezi, Word, PowerPoint, Excel, Outlook, OrgSync, Access (presentations using audio/visual clips, music, charts, and graphs)

Educational Consultant

Newark Preschool Council, Inc.

Newark, NJ

01/14-2/15

Executive Consultant, Future in Focus Consulting

Assisted the Executive Director in the overall management of the agency, including the hiring of new executive level consultants and companies. **Major Projects:** Wrote Self-Assessment and Annual Report, Plan Annual Read Across America community event, prepare monthly Board Reports and create Biennial meeting brochure.

Higher Education Experience

Cedar Crest College

Allentown, PA

06/10-12/13

Executive Director, Office of Leadership & Student Development (OLSD)

Reported directly to the Vice President of Student Affairs. Supervised a multi-program unit (5 Offices) consisting of 20 professional and paraprofessional members. Managed budgets, assessments, accreditation reports, and annual strategic plans. Trained staff on assessment data collection and reporting procedures. Collaborated on the development and implementation of Leadership Programs. Advised SGA and the governing process of SAB and CAB. **Major Projects:** Weekendpalooza!, Leadership Scholars Program, Influence U- annual Leadership Conference, annual awards ceremony, Emerging Leaders Retreat, Periodic Program Review and Middle States Accreditation.

Bowling Green State University **Bowling Green, OH** **08/06-08/09**
 Graduate Assistant (President's Office, University Bookstore, Women's Center)

Researched and prepared initial application for Ford Foundation grant. Developed and implemented a three-year strategic plan for an employee orientation program. Member of team that consulted with college administration and city council on University-Community Relations. **Major Projects:** New Student Employee Orientation Program and Curriculum.

Northeastern State University **Tahlequah, OK** **02/05- 07/06**
 Director, Student Development

Supervised the work of full-time professional employees, eight graduate/undergraduate student workers, and 30 Diversity Week volunteers. Evaluated and updated campus manuals, policies and programmatic initiatives to comply with state laws. **Major Projects:** Diversity Week and Developing Judicial Manuals

Syracuse University **Syracuse, NY** **10/97-01/05**
 Associate Director, Office of Multicultural Affairs (2002- 2005)

Trained and consulted with university leaders in the recruitment and retention of students of color as well as designed, developed, and implemented specific methodologies targeting this population. **Major Projects:** DIMENSIONS(retention group-women of color), Gospel Extravaganza, Diversity Business Summit

Assistant Director, Center for Career Services, 10/97- 09/02
 Trained university leaders and employers on effective recruitment and retention strategies for students. Raised funds from employers for new campus programming. **Major Projects:** Diversity Business Summit, Advocate Paraprofessional Program, *CareerQuest*-interactive learning game. Diversity Career Education Training Program, Instructor Career Enhancement Course for adult students.

Other Related Experience

J&J Staffing Services

Administration (Contract)	Capital Health	August 2015-Present
Paralegal Work	Sheak and Korzun, PC	March 2015-July 2015
Dvlpmt Associate (Contract)	Capital Health Foundation	November 2009- May 2010
Marketing Analyst (Intern)	Carrier Corporation	Summer 1997
Cost Accounting Clerk	The Hibbert Group	October 1993 – December 1994

EDUCATION

Ph.D., Higher Education Administration, Bowling Green State University, Ohio

M.S., College Student Personnel, Syracuse University, New York

B.A., Business Administration: Entrepreneurial Studies, Washington and Jefferson College, Pennsylvania

Academic/Teaching Experience

Montclair State University 05/15-present

Adjunct Professor, two sections of GNED New Student Seminar

- Teach course, develop lesson plans, grade papers, administer disciplinary action

Cedar Crest College

Co-Instructor: First Year Experience, Business Management, Communication Arts 2010-2013