

# **Julianne Lowry**

4903 Shenandoah Drive, Columbus, GA 31907

Lowry\_Julianne@Columbusstate.edu

706-536-7161

## **Summary**

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I have served as a professional in higher education since 2011. Throughout my roles, I have become a problem solver, creative thinker, and independent researcher. I value the quality of work I produce and constantly endeavor to learn and enhance my skills. My ambitions are to be an advocate for learning and be a model of excellence.

## **Education & Accomplishments**

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**University of Georgia, 2020 – M.Ed. in Leading, Learning, and Organization Development**

**Columbus State University, 2013 – BA in English Language/Literature and Creative Writing**

Certificate in Graphic Design – Columbus State University – 2017

Academic Advising Committee Member

## **Experience**

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### **Columbus State University**

#### **Academic Advisor/Retention Specialist, 2018 - Present**

- Serve as the point of contact for students throughout their academic career related to their programs, academic success, and retention
- Advise a body of roughly 300 students per semester on their programs, courses, career opportunities, and academic difficulties
- Present to orientation attendees on academic advising sessions and provide schedule assistance
- Create and maintain a training handbook encompassing all advising needs and materials
- Provide resources and counseling to students experiencing difficulty in their academics

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#### **Admissions Counselor, 2016 - 2018**

- Review student applications and documents to determine eligibility of acceptance to the university
- Aid in the growth of the university to increase enrollment through recruitment and processing a high volume of applications
- Utilize complex systems to process and calculate student files for admission
- Train new hire employees and communicate tactics to allow a thorough understanding of policies
- Deliver information and directly communicate to parents, students, and counselors to ensure understanding of university standards and procedures

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#### **Administrative Coordinator – Academic Center for Tutoring, 2011 - 2016**

- Manage & supervise a staff of over 20 student employees to ensure the understanding of and maintenance of the center's policies and procedures
- Interview and evaluate applicants to the tutoring service for both professionalism and knowledge of their subject matter
- Research usage data to assess the service's needs and improve overall center usage by assessing employee's strengths and knowledge and assigning additional duties
- Market the center's services via social media, flyers, and delegating visitations to the staff
- Assist in merging tutoring services through training meetings on a group and individual basis
- Co-chair the Southeastern Writing Center Association conference and staff and train volunteers