

# Tanisha L. Jenkins

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## OBJECTIVE

To obtain a position in student services that utilizes my experience in support services, counseling, recruiting, and programming

## EDUCATION

**Masters of Education, Counselor Education, May 2004**  
Cognate: Higher Education Administration  
Clemson University, Clemson, SC

**Bachelor of Science, Business Administration, May 2001**  
Concentration: Management  
Presbyterian College, Clinton, SC

## WORK EXPERIENCE

**Gantt Intercultural Center, Graduate Assistant**  
**September 2003 to Present**

**Clemson University**

**Clemson, SC**

- Develop and plan programs designed to increase cultural awareness on campus
- Assist with the advising of the minority student peer mentoring program through one-on-one counseling and program implementation
- Co-advise 3 minority student organizations on event planning and advertising
- Coordinate retreats for minority student leaders and for the mentors in the peer mentoring program
- Present workshops on diversity, leadership and communication skills to minority student leaders
- Edit, design, format and distribute office newsletter to campus community
- Interview and select new graduate assistants
- Plan and coordinate the annual Excellence Awards Dinner to honor minority student organizations
- Design and format minority resource guide
- Design and distribute various publications to keep minority students and campus community aware of programs/issues related to diversity on campus
- Serve in the capacity of the Director of Multicultural Programs & Services in her absence

**Department of Leadership, Technology, & Counselor Education, Graduate Research Assistant**  
**September 2003 to May 2004**

**Clemson University**

**Clemson, SC**

- Assisted faculty in researching information for journal publication
- Sorted and maintained student files in accordance with the Council for Accreditation of Counseling and Related Education Programs regulations
- Assisted in daily operations of the department

**Upward Bound Program, Mentor Program Coordinator / Enrichment Specialist**

**February 2002 to September 2003**

**Greenville Technical College**

**Greenville, SC**

- Developed mentoring component with a budget of \$97,100 from supplemental grant initiative
- Assisted in the development of grant application by completing the 5-year budget plan and securing letters of support from the local community and targeted schools
- Planned enrichment, educational, and cultural activities
- Provided academic, career, and personal guidance to program participants
- Coordinated college, cultural, business and industry tours for participants
- Organized after-school program and weekend career clusters
- Established a collaborative network with the Office of Multicultural Affairs at Furman University and Presbyterian College
- Recruited, interviewed, and selected new program participants and mentors
- Acted as liaison with college community and targeted schools
- Ensured compliance of federal regulations

**Human Resources Clerk****September 2001 to February 2002****Nutricia Manufacturing USA, Inc.****Greenville, SC**

- Created and updated medical/drug screen files, employee personnel files, and criminal background files
- Sorted, distributed, and maintained files of resumes and applications in accordance with labor laws & regulations
- Administered assessment tests to new hires and current employees
- Scheduled interviews and performed reference checks
- Served on Employee Recognition & Retention Committee
- Assisted with Employee Satisfaction Programs
- Assisted Human Resource Assistant with various duties

**CHAMPS Mentor (Communities Helping, Assisting, Motivating, Promising Students)****May 1999 to May 2001****Presbyterian College****Clinton, SC**

- Mediated, mentored, and counseled at-risk youth
- Coordinated daily activities for over 200 students in the two-week summer program
- Planned and attended monthly follow-up activities with program participants
- Assisted students with college applications, scholarship forms, and financial aid information
- Provided educational and personal guidance to students
- Held group discussions on life lessons and building self-esteem

**Resident Assistant****August 1999 to May 2001****Presbyterian College****Clinton, SC**

- Supervised a residence hall floor of 40 female college students
- Provided leadership within the residence hall through various programs
- Implemented Health & Wellness activities for residence hall
- Assisted the Director of Residence Life in enforcing school policies and regulations

**Student Government Association, President****March 2000 to March 2001****Presbyterian College****Clinton, SC**

- Recruited and trained qualified students to be Orientation Leaders
- Planned and organized Orientation for over 300 incoming students
- Planned, organized, and conducted organizational retreats to develop operational goals and strategies
- Assisted in the management of the organizational budget
- Presented to Presbyterian College Board of Trustees proposals on Student Life at PC
- Presented to campus organizations on Leadership Skills, Time Management, Diversity, & Strategies for Success
- Presented to community youth organizations on college life and experiences
- Organized and prepared informational booths for campus organizations

**Office of Student Affairs, Office Assistant****Summer 2000****Presbyterian College****Clinton, SC**

- Participated in the daily operations of the Dean of Students and Office of Career Services
- Provided communication and administrative support to the office staff
- Created and distributed announcements and flyers
- Communicated 70% of the time through phone or written correspondence

**PROFESSIONAL AFFILIATIONS**

- National Association of Student Personnel Administrators
- American College Personnel Association
- Southern Association for College Student Affairs
- South Carolina College Personnel Association
- Clemson University Student Personnel Association
- Clemson University Black Graduate Student Association
- Chi Sigma Alpha Student Affairs Honor Society

## **PROFESSIONAL DEVELOPMENT**

- Southern Association for College Student Affairs Annual Conference
- Southern Association for College Student Affairs Local Arrangements Committee
- National Coalition Building Institute Diversity Training

## **PRESENTATIONS & WORKSHOPS**

“Career Planning for High School Students”

Presbyterian College African-American Student Overnighter, February 2004

“Good Leaders Can Follow Too.....”

Clemson University Minority Student Leaders Retreat, September 2003

“Emerging Leaders Institute”

South Carolina Council of Educational Program Personnel Spring Conference, March 2003

“The Art of Serving Others”

South Carolina Council of Educational Program Personnel Student Leadership Conference, January 2003

“S.U.I.T Yourself” (Students Using Interviewing Techniques)

South Carolina Council of Educational Program Personnel Student Leadership Conference, January 2002

## **OFFICE PUBLICATIONS**

The Connection: Gantt Intercultural Center Newsletter

Gantt Intercultural Center Minority Resource Guide

## **COMPUTER SKILLS**

C, COBOL, Adobe PageMaker, Print Shop, Microsoft Office