

Angie G. Taylor

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EDUCATION

M.Ed. in Instructional Leadership
Sam Houston State University, Huntsville, Texas

Graduation Date: December 2005

B.B.A. in Information and Operations Management
Texas A&M University, College Station, Texas

Graduation Date: May 2003

EMPLOYMENT

SAM HOUSTON STATE UNIVERSITY

Office of Admissions

August 2016 – Present

Director of Admissions & Recruitment

- Serves as the chief admissions officer for undergraduate and graduate admissions
- Provides vision, innovative leadership, and strategic direction in the arena of student recruitment
- Collaborates with senior campus administration, university administration, deans and directors from the academic units, Graduate Studies, International Programs, faculty leadership, and related campus partners to optimize success of the admissions function
- Develops and implements strategic admissions initiatives and performs these responsibilities in an ethical manner consistent with the institution's mission, vision, values, and goals

Student Activities

May 2015 – July 2016

Executive Director for Campus Activities & Leadership Initiatives

- Served as strategist and advisor to the department of Student Activities (Multicultural Student Services, Program Council, Special Events/Traditions, Spirit Programs) and the department of Leadership Initiatives (Leadership, Service, Student Organizations)
- Mentored and coached reporting staff in areas of productivity, processes, supervision and personal development
- Ethically appropriated and tracked a \$1.5 million budget (in FY16, secured funding for vital new FTE with no additional funds requested)
- Responsibly analyzed facility use and adjusted space allocations for optimal use, incurring minimal costs
- Collaborated with faculty and staff on committees with a campus-wide impact
- Developed strong relationships with units/personnel across campus through historical partnerships and new initiatives
- Effectively communicated (written and verbally) with students, faculty, staff, parents, alumni, community members/agencies, university administration and higher education peers

***VITAL TAKEAWAY: Experienced importance of communication and emotional intelligence in motivating and building teams.**

Leadership Initiatives

June 2011 – April 2015

Director

- Created new department from the ground up (vision/mission, marketing, funding, staffing)
- Served as the strategic planner for the Center for Leadership & Service, Student Organizations and the Student Employee Leadership Institute
- Administered budgeting, staffing, assessment, training and professional development for the department
- Developed, implemented and analyzed promotional strategies to encourage student development and engagement on campus and in the community
- Consistently applied policies and procedures
- Effectively communicated (written and verbally) with students, faculty, staff, parents, alumni, community members/agencies and higher education peers

***VITAL TAKEAWAY: Heightened strategic planning capabilities. Experienced importance of creativity, adaptability, positivity, being relational and maintaining work/life harmony.**

Student Activities

September 2008 – May 2011

Associate Director

- Served as the strategic planner for the Center for Leadership & Service, Program Council, Multicultural Student Services and Student Organizations
- Administered budgeting, assessment, training and professional development for the area
- Created and secured space/funding for the Center for Leadership & Service
- Created and edited marketing and promotional pieces
- Streamlined creation, implementation and review of policies and procedures departmental-wide

***VITAL TAKEAWAY (Assoc, Asst & Coord): Gained foundational knowledge for employee relations and managing both good and bad employees. Experienced importance of decision making/solving problems, collaboration, managing multiple priorities, effective training methods, assessment/evaluation, managing risks and leading teams.**

Student Activities

November 2006 – August 2008

Assistant Director

- Served as Program Council advisor and supervisor to over 225 student organizations
- Assisted with administering budget, staffing and assessment for the department
- Developed program planning modules, student development programs, and training opportunities
- Served as advisor for the Interfraternity Council
- Created, implemented and evaluated university-wide special events
- Created and updated departmental websites

Student Activities

January 2005 – October 2006

Program Coordinator

- Served as advisor and supervisor to the university student programming board (10 students)
- Administered budgeting and staffing for Program Council
- Developed program planning modules, student development programs, and training opportunities
- Maintained and developed registered student organizations
- Served as advisor for the Interfraternity Council
- Created, implemented and evaluated university-wide special events

Alumni Relations

January 2004 – December 2004

Administrative Assistant/Event Coordinator

- Maintained professional and valued reputation for the department as front office manager
- Processed funds and required paperwork while adhering to university policy/changes
- Assisted in planning, budgeting, marketing and hosting alumni events
- Created, implemented and evaluated university-wide special events

***VITAL TAKEAWAY: Learned to navigate SHSU culture and gained foundational knowledge for event planning.**

THE WOODLANDS RESORT & CONFERENCE CENTER

Human Resources

September 2003 – December 2003

Temporary Employee/Special Projects

- Assisted director with special projects
- Utilized discretion with confidential projects
- Organized departmental/company records

***VITAL TAKEAWAY: Quickly gained valued trust from company leadership due to my work ethic.**

TEXAS A&M UNIVERSITY

Texas Agricultural Experiment Station

August 2000 – August 2003

Student Technician

- Acquired strong Microsoft Office Suite background
- Developed scanning software skills
- Processed and distributed payroll accounts
- Maintained a data storage facility
- Data entry of vendor payments

***VITAL TAKEAWAY: Experienced importance of consistency, accuracy and dependability in the workplace.**

Fish Camp (Extended Orientation for Freshmen)

February 2000 – August 2002

Counselor & Co-Chair (elected volunteer positions)

- Conducted interviews and selections of counselors from an applicant pool of 1,400
- Managed a group of 24 counselors for a period of six months
- Facilitated group training on leadership skills, communication, goal setting, team building, and risk management
- Created detailed itinerary of a four-day camp
- Administered and held accountable organization policies
- Served as liaison between camp and university administrators, staff, and namesake
- Co-facilitated small group interactions with freshmen
- Developed leadership skills through training programs and hands-on experience

***VITAL TAKEAWAY: Foundation for my passion in higher education. Experienced importance of group development, values, and clarity of mission/vision.**

PRESENTATIONS AND PUBLICATIONS

Burns, A. (2006). Building your portfolio. *Campus Activities Programming*. Vol. 39, No. 5 (pp. 10-13).

“Are You Married To Your Work?” – Presented at SHSU Women’s Leadership Conference (2014).

“Building Your Portfolio.” – Presented at NACA Central Regional Conference (2005) and NACA National Convention (2006).

“Money Management for Student Organizations.” – Recurring presentations for SHSU students and staff.

“Reduce Distracted Driving.” – Presented at SHSU Alcohol and Drug Summit (2011).

“Risk Management for Student Organizations.” – Recurring presentations for SHSU students and staff.

“Women and Spirituality.” – Presented at SHSU Women’s Symposium (2009).

PROFESSIONAL MEMBERSHIPS

American Association of Collegiate Registrars and Admissions Officers (AACRAO)

Association for the Study of Transfer Students (ASTS)

National Association for College Admission Counseling (NACAC)

National Association of Graduate Admissions Professionals (NAGAP)

Southeast Texas Association of Collegiate Registrars and Admissions Officers (SETACRAO)

Texas Association for College Admission Counseling (TACAC)

Texas Association of College & University Student Personnel Administrators (TACUSPA)

Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)

Texas Association of Graduate Admissions Professionals (TxGAP)

HONORS

FLASH Mentor of the Year 2012

Exceptional Work with Students Award (SHSU) 2011

Outstanding Student Organization Advisor (SHSU) 2006

TRAININGS/CERTIFICATIONS

Hope, Engagement, Wellbeing (Clifton Strengths School) May 2014

SHSU Leadership Academy 2013-2014

Strengths Educator (Clifton Strengths School) July 2013

Huntsville Leadership Institute (Class 27) 2008-2009

COMMITTEE AND COMMUNITY INVOLVEMENT

Alcohol & Drug Abuse Initiative

Chamber of Commerce 5k Event Planning Committee

Critical Incident/Emergency Shelter Committee

FLASH Mentor Program

Friends of the SHSU Museum Board (*current*)

Homecoming Committee

Institutional Review Board, Alternate Member

Kats for the Cause

MySam Portal Implementation

(COMMITTEE AND COMMUNITY INVOLVEMENT CONT'D)

My Success Planner Leadership Team (*current*)
Official Ring Ceremony Committee
Presidential Investiture Sub-Committee
Re-imagining the First Year Experience Committee (*current*)
Sammypalooza Planning Committee
Staff Council
Strategic Enrollment Management Committee – Attributes/Marketable Skills, Co-Chair (*current*)
Strategic Enrollment Management Committee – House Bill 5 (*current*)
Strategic Enrollment Management Committee – Recruitment/Retention
Strategic Enrollment Management Committee – Bookstore
Student Employee Leadership Institute Planning Committee
Student Organization Board
UHBC Finance Committee (*current*)
UHBC Small Group Leader
UHBC Women's Ministry Leadership Team
Veteran's Week Planning Committee
VPSS Purpose & Values Committee, Chair
Wynne Unit Chapel Volunteer

REFERENCES

Dr. Heather Thielemann
Vice President for Enrollment Management
Sam Houston State University
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Dr. Drew Miller
Assistant Vice President for Student Services
Sam Houston State University
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Dr. Mary Robbins
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Retired LTC David Yebra
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High Potential Employee Leadership Academy, Facilitator
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