

**Brooke Roughgarden**

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**Professional Experience**

July 2007- Present

Edison State College/ Hendry Glades Center

*Coordinator of Student Services*

- Advise students on creating an educational plan, course selection, career planning, graduation, and transfer guidelines.
- Advise students on financial aid requirements. Develop and implement financial aid workshops.
- Coordinate and supervise all student services including tutoring, career services, student life, advising, financial aid, testing, faculty coaching/ mentoring, etc.
- Work closely with the high school guidance counselors for dual enrollment programming.
- Develop yearly goals and objectives for the Center.
- Created a course rotation plan for the Associate in Arts and Associate in Science degrees for the Center.
- Coordinate all recruiting efforts within the local communities and high schools.
- Developed and implemented orientation for FTIC students.
- Responsible for creating and maintaining office policies and procedures.
- Created an advising database for tracking scholarship recipients.
- Student Conduct Administrator for the Center.
- Counseling Center referral contact for the Center.
- Create the course schedules each semester and coordinate the room scheduling.
- Work closely with faculty (both adjunct and full-time) to address any questions or concerns.
- Budget Administrator for Student Fees Budget and General Expense Budget for Center.
- Work closely with security to ensure safety of all faculty, staff, and students.
- Committees: Immokalee Foundation Scholarship Committee, SACS 3.5.3 Undergraduate Program Requirements

October 2006- January 2007

University of Central Florida/ Office of Interdisciplinary Studies

*Coordinator of Academic Support Services/ Academic Advisor*

- Responsible for advising undergraduate students on creating a plan of study, course selection, career planning and graduation.
- Processed FACTS.org transient/ guest student requests.
- Processed SASS course substitutions, requirement adds, requirement updates, and maintaining audits.
- Assisted Office Manager and Director with all other departmental needs.

October 2004- October 2006

University of Central Florida/ Office of Interdisciplinary Studies

*Office Manager*

- Advised graduate students with admission, course selection, thesis and comprehensive exam concerns.
- Advised undergraduate transfer students during orientations.
- Coordinated comprehensive exams and thesis defenses.
- Responsible for creating and maintaining office policies and procedures.
- Responsible for travel, purchasing, hiring Faculty, A & P, USPS, and OPS positions.
- Maintained and tracked budgets (including Grant and Foundation accounts). Responsible for all departmental purchases. Process Purchase Orders. Procurement Cardholder for the department.
- Responsible for payroll for 5 departments, including tracking payroll costs.
- Responsible for making travel arrangements.
- Scheduled appointments for Director and Academic Advisors.
- I created two databases in FileMaker Pro 7 & 8 for student advising records and personnel files.
- Supervised Program Assistant, Graduate Assistant, and Student Assistants.
- Overrode students into courses.
- Processed course substitutions and requirement substitutions in AS400 (SASS).
- Familiar with SACS requirements for faculty.
- Assisted the Director with all other departmental needs.

April 2003- October 2004

University of Central Florida/ Office of Interdisciplinary Studies

*Program Assistant*

- Advised undergraduate students.
- Responsible for preparing and submitting graduation certifications.
- Supervised Student Assistants.
- Maintain budgets (including Grant and Foundation accounts).
- Responsible for purchasing and travel.
- Assisted with hiring.
- Responsible for payroll.
- Created a spreadsheet in Excel to track departmental purchases.
- Updated student records on SASS.

September 2001- April 2003

University of Central Florida/ Office of Interdisciplinary Studies

*Student Assistant/ Peer Advisor*

- Preliminary advised students.
- Trained new employees.
- Created various spreadsheets and developed new filing system.

**Education**

University of Central Florida

May 2005

Bachelor of Science in Liberal Studies with a minor in Criminal Justice

Nova Southeastern University

Expected Graduation May 2013

Masters of Science in College Student Affairs

Earned 21 credit hours

**Conferences**

2007- Florida Association of Student Financial Aid Administrators

2012- American Association of Community Colleges 19<sup>th</sup> Annual Workforce Development Institute

**Skills/ Training**

Experienced in Banner; WebCT; CE6 Blackboard; Canvas; PeopleSoft; ViewStar (DocView); Northwest; AS 400 (SASS); Novell GroupWise; 4D; FileMaker Pro; Adobe; and Microsoft Office (Word, Excel, Outlook and PowerPoint); Microsoft Exchange; FACTS.ORG.