

## K. Wade Oliver

88 Canterbury Lane, Logan, UT 84321

Home: (435) 753-5753

Work: (435) 797-1133

wademan@cache.net

### EDUCATION

B.S. Sociology – University of Utah 2000

A.S. Speech Communication – Salt Lake Community College 1995

A.S. General Studies/Theater – Salt Lake Community College 1995

### RELATED EXPERIENCE

(November 2000 – Present)

#### Utah State University – Assistant Director of Advising and Transition Services

- Direct the Peer Advising program, which includes the hiring, training, motivating and coordination of up to 50 peer advisors who are placed in the colleges and departments of the University. It also includes the management of the \$68,000 budget for the program and promotion/publicity.
- Manage the Answer Center Online program <http://www.usu.edu/answercenter/>
- Direct the Graduation Guarantee Program for the USU.
- Create and maintain all Advising and Transition Services web sites including the USU Transfer Guide. <http://www.usu.edu/ats>
- Created an online new advisor orientation and advisor training program utilizing WebCT.
- Assist with the support of the College Advisement programs, New Student Orientation, Advisor Training, and related publications.
- Teach a section of the University Connections Course (three years).
- Taught an Online section of MHR 2160 (WebCT) “Student Applied Leadership”
- Represent USU in the Utah Advising and Orientation Association. Significant conference planning experience.
- Sit on the USU First Year Experience Committee and University Connections Committee.

(September 1995 – October 2000)

#### Salt Lake Community College - Coordinator – Answer Center/New Student Orientation

Coordinated and promoted the award winning Answer Center Program of the Academic/Career Advising department, which includes one-on-one advising of students regarding academic and career goals, and the coordinating of the First Step Orientation program. Interpreted CPT test results and advised a diverse group of students regarding their educational plans. Gave classroom presentations about Academic/Career Advising a number of times each semester. Served on various institutional administrative and program committees. Hired, trained and supervised all Answer Center staff, both full-time (2) and part-time (10). Coordinated the Peer Advising Program. Managed multiple budgets and coordinated multiple responsibilities including various committee work. Communicated with many administrators. Offered computer support in the Academic Advising Office (hardware & software). Worked as the office webmaster. Assisted in the development of countless multimedia workshops/seminars, publications, and advising tools. Referred students to appropriate services. Served for three years as club advisor for Students Offering Service, a student club devoted entirely to Community Service with a membership of over 30 students.

(September 1992 - September 1995)

#### Salt Lake Community College - Orientation Leader

Presented new student orientations and advised students in the Answer Center with admission and registration procedures, catalog and schedule use, interpretation of placement test results and career goals. Actively involved with computer development in the Academic Advising Office. Refer students to appropriate services.

(July 1991 - January 1995)

#### Promised Valley Playhouse - Stage Manager/Stage Crew

Worked as the Stage Manager for countless productions supervising the cast, stage crew and audience of each production. Duties included training and mentoring of staff.

(May 1991 – November 1992)

#### Superior Soft Water – Warehouse Manager

Coordinated all construction, shipping and receiving of water softeners and components.

(August 1987-December 1988 & January 1991-January 1992)

#### Kmart Corporation - Full-time Warehouse Assistant Customer Service/ Early Morning Shelf Filler

(November 2000 – Present)

#### Flat Rate Design and Hosting

Owner of web design and hosting company. <http://www.faltratewebsites.com>

## **ACCOMPLISHMENTS, AWARDS AND PERTINENT INFORMATION**

### **Utah Advising and Orientation Association (UAOA)**

Organized the creation of the UAOA in 1999. Served as Charter President of the organization during 1999-2000. Served as the SLCC and/or Utah State University representative since 2000. The UAOA is very strong and consistently coordinates a statewide conference each year which draws over 200 participants.

### **National Academic Advising Association (NACADA)**

Actively involved in NACADA since 2000. Recently served on 2002 national conference committee as chair of the publication awards committee. The 2002 conference drew nearly 2000 people. Have presented workshops at numerous regional and national conferences.

### **Answer Center/First Step Orientation**

Instrumental in the development of the national award winning Answer Center at SLCC as one of the original staff and eventually coordinator.

### **Workshops/Seminars/Courses**

Prepare and present a number of workshops/seminars/courses. Topics include but are not limited to: Major & Career Exploration, Stress Management, Time Management, Goal Setting, How to Prepare for Your College Experience, Measuring Academic Advisor Success, and How to Prepare and Present an Effective Presentation.

### **Campbell Interest and Skill Survey**

Completed formal training to administer and interpret the Campbell Interest and Skills Survey in April 1997.

### **FYI Speaker Series**

Conceived and developed the FYI Speaker Series at SLCC which eventually grew into the Developmental Education course LE 1900 Making Campus Connections: Career and Personal Development at SLCC.

### **SPD Grants**

Researched, prepared and obtained two SLCC SPD Grants to enhance the First Step Orientation with presentation education and technology.

### **Outstanding Advisor Award**

Presented with the Outstanding Advisor Award from the Student Association of SLCC for work as faculty advisor with Circle K International (AKA Students Offering Service), a student club devoted entirely to community service 1998.

### **Outstanding Staff Award**

Presented with the Outstanding Staff Award from Salt Lake Community College 1998.

### **Outstanding Service Award**

Presented with the Outstanding Service Award for service in Academic Advising at SLCC 1991-94.

### **New Professional Award**

Presented with the New Professional Award by Salt Lake Community College 1998.

## **NOTABLE HOBBIES & SKILLS**

### **Extensive Public Speaking Experience**

### **Extensive Computer Application Experience**

Working knowledge of many software applications including: Adobe PhotoShop, ULead Photo Impact, Macromedia Dreamweaver, Access, QuestNet+ Authoring System, WordPerfect, Microsoft Word, PowerPoint, Presentations, and many others including SIS Plus information system. Able to learn new software quickly.

### **Extensive Conference Planning and Promotion Experience**

### **Active Member and Webmaster of the American Dove Association.**

Extensive experience in keeping and breeding domestic and exotic doves. Owner of the most visited website on the internet about doves receiving over 50,000 hits per month <http://www.dovepage.com>