

Dara Elise Harris

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719-549-2101

CAREER PROFILE

Desire to obtain an Undergraduate Advising position within the Hasan School of Business at Colorado State University Pueblo. A highly dedicated individual offering exceptional communication skills and outreach expertise aimed at emulating closer bonds with current students by explaining complicated program curriculum requirements to a diverse student population.

STRENGTHS & SKILLS

- Proficient/Microsoft Office
- Personable & Approachable
- Strong Customer Service
- Advanced Marketing Experience
- Performed Campus Tours & Recruiting
- Planning & Organizational Abilities
- Excellent Written & Oral Skills
- Leadership/Communication Skill

EDUCATION

Colorado State University Pueblo

Masters - Masters in Business Administration

August 2023 - May 2025

- Beta Gamma Sigma Honor Society

Bachelors - Business Management/Marketing, Minor - Computer Information Systems

August 2017 - May 2021

- Awarded Kane Family Foundation Scholarship
- Dean's Admission Council - Hasan School of Business

WORK EXPERIENCE

Colorado State University Pueblo, Pueblo CO

March 2023 - Present

Hasan School of Business Undergraduate Advisor

- Meets with and advises prospective freshman and transfer students, promotes and recruits for the program, and answers questions about all undergraduate programs in HSB.
- Maintains up-to-date files on all students and clearly documents interactions in appropriate systems.
- Monitors student academic performance.

Admissions Counselor

May 2022 - March 2023

- Recruit prospective students through college and high school fairs both in and out of state.
- Meet with prospective students and families to discuss the admissions process and campus life.
- Present CSU Pueblo Admissions presentations to large groups of prospective students and high school counselors.
- Organize and attend high school and college visits to discuss CSU Pueblo and its attributes with potential students.

YBM ECC - English Academy, South Korea

August 2021 - April 2022

Lead English Teacher

- Establish and enforce rules for behavior and procedures for maintaining order among elementary and adult students.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
- Confer with parents or guardians, teachers, and administrators to resolve students' academic problems.
- Prepare students by encouraging them to explore learning opportunities and to persevere with challenging tasks.

Colorado State University Visitor Center, Pueblo CO

August 2018 - May 2021

Team Lead/Student Ambassador

- Deliver direct customer service, handle customer calls regarding campus and visitor center inquiries, and set visitor appointments to meet with faculty, campus advisors and tours.
- Gives campus tours and participates in student panels to prospective students.
- Provides new ambassador training and schedule appropriately for staff.
- Oversee large campus events and coordinate/plan activities.

VOLUNTEER EXPERIENCE

The Greater Pueblo Chamber of Commerce, Pueblo CO

July 2022 - Present

Ambassador

- Attend and run Greater Pueblo Chamber of Commerce events such as ribbon cuttings, festivals, and business lunches.
- Recruit new members and businesses to join the Chamber.
- Cultivate close relationships with the community and local businesses.