

Gary Alan Miller

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Summary

- Fifteen years of progressively responsible higher education experience with a reputation for strategic thinking, teamwork and problem solving.
- Student-centered philosophy coupled with superior counseling and management skills.
- Highly developed communication, facilitation and presentation skills and a proven track record of effective interaction with a diverse array of constituents.

Experience

University of North Carolina at Chapel Hill, Chapel Hill, North Carolina, November 2008 – Present
University Career Services, *Assistant Director, Business-related Internships*

- Counsel students through exploration of personal interests and goal setting.
- Present workshops on topics ranging from internship planning to personal branding to networking.
- Develop and maintain new and ongoing employer relationships.
- Coach students on interview techniques and preparation through mock interviews.
- Instruct individuals and groups on resume creation and cover letter writing.

University of Washington, Seattle, Washington, 2004 – 2008
Foster School of Business, Undergraduate Programs Office, *Assistant Director*

Counseling and recruiting:

- Provided academic, admissions and career counseling to enrolled and prospective students.
- Developed and delivered information sessions, admission sessions and a wide array of workshops to on-campus and off-campus constituents.
- Recruited students through group sessions, individual counseling, and email and telephone advising.
- Managed publication committee and provide guidance and support in development of web content.
- Evaluated applications to and made admissions decisions for the Undergraduate Business Program.

Program and event management:

- Managed internship program – Initiatives included new events and programming, a certificate of completion program, an internship listserv and an overhauled web presence.
- Established and maintained relationships with company representatives for internship partnerships.
- Created undergraduate experience blog to document student life for prospective applicants.
- Administered all aspects of Business Honors Program, including enrollment, programming and graduation.
- Spearheaded Business Honors events schedule, including quarterly receptions, guest speakers and more.

Department administration:

- Managed curriculum forecasting, balancing student needs with department resources.
- Led and/or served on UW Internship Coalition, UW Career Discovery Week, Graduation Committee, Publications Committee, and Admission/Personal Statements Subcommittee.
- Facilitated development of Freshmen Direct Admissions policies and related marketing plans.

Georgia State University, Atlanta, Georgia, 1999 - 2004

Robinson College of Business, Academic Assistance, *Acting Director/Senior Academic Counselor*

- Helped create office to serve the academic needs of over 5500 undergraduate students.
- Established goals, assessment measures, and operations of student services.
- Provided academic, admissions and career counseling to graduate and undergraduate business students.
- Recruited graduate and undergraduate students through information sessions, one-on-one recruiting meetings, and email and telephone advising.
- Managed International Orientation program and participation in INCEPT undergraduate orientation, including design and maintenance of program presentations and handouts.
- Administered Beta Gamma Sigma honor society induction procedures.
- Reviewed applications and made admissions decisions for MBA and Specialized Master's programs.
- Coordinated and maintained Business advisement functions in OASIS and Banner student databases, Crystal report system, and PACE/CAPP degree audit systems.
- Hired, trained, supervised, and evaluated nine-person staff.

University of North Carolina at Chapel Hill, Chapel Hill, North Carolina, 1997 - 1999

School of Medicine, *Assistant Registrar*

- Managed all activities related to course registration, grade processing and reporting, transcript production, and EFT roster management.
- Directed maintenance of all permanent records for current and former students.
- Designed and maintained School of Medicine grades reporting web site.
- Supervised two staff members, including recruiting, hiring, training, and evaluation.
- Contributed to staff and office development via technology training and serving as member of the Database Needs and Use Committee.
- Managed First Year Orientation, School of Medicine Hooding Ceremony, and White Coat Ceremony.
- Coordinated activities related to Alpha Omega Alpha honor society, including reporting and web site creation.

University of North Carolina at Chapel Hill, Chapel Hill, North Carolina, 1994 - 1996

Department of Physics and Astronomy, *Academic Affairs Coordinator*

- Managed and carried out student registration and drop/add procedures,
- Maintained academic records, class rolls, and grade reports,
- Designed and produced department newsletter and graduate program recruitment brochure,
- Coordinated undergraduate tutoring program,
- Managed listserv for posting graduate student research and job opportunities.

Computer Literacy

Extensive use of Windows operating systems; Advanced user of MS Office products, including presentation, word processing, database and spreadsheet software; Highly developed experience with student database and degree audit systems (SDB, DARS, OASIS, BANNER, PEOPLESOFT). Skilled in a variety of Internet and design tools, including Dreamweaver, Photoshop, ImageReady, html, and more.

Education

Georgia State University, Atlanta, Georgia, May 2003

- Master of Science in Social Foundations of Education, higher education focus

Middle Tennessee State University, Murfreesboro, Tennessee, December 1993

- Bachelor of Science in Mass Communications, public relations focus/minors in marketing and sociology