

# ***Holly Anne Minson***

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## **OBJECTIVE**

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To obtain a position in student affairs related to international student services by July 1, 2000.

## **EDUCATION**

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**Master of Arts in Education, Higher Education and Student Affairs**, May 2000  
**Virginia Polytechnic Institute and State University**, Blacksburg, Virginia  
Overall GPA 3.78

**Bachelor of Business Administration, Hotel and Restaurant Management**, May 1994  
**James Madison University**, Harrisonburg, Virginia

## **WORK HISTORY**

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Relevant Experience:

**Practicum**, Office of Admissions at Virginia Tech, Blacksburg, Virginia  
January 2000-May 2000

\*Support the Office of Transfer Affairs in reading, processing, and highlighting international student applications for admission to Virginia Tech. The practicum also allowed for the creation of a communication link where potential international students could converse with current students about their experiences as an international student at Virginia Tech.

**Cranwell Center Program Assistant**, Virginia Tech, Blacksburg, Virginia  
August 1999-May 2000

\*Coordinate all program activities for the International Center on campus. Main responsibilities include training and overseeing Fall and Spring orientations for new students, planning conversational and English programs, preparing monthly outings for students and scholars, advising the International Undergraduate Association, and assisting in the day-to-day activities of the office.

**Practicum**, The Graduate School of Virginia Tech, Blacksburg, Virginia  
January 1999-May 1999

\*Assisted the Director of English as a Second Language, Graduate Teaching Assistants, and International Student Advisor in teaching the course, Oral Communication for the International Teaching Assistant. Other duties include planning the Teaching Assistant Workshop for Fall 1999 and shadowing the International Student Advisor on issues regarding immigration.

**International Student Worker**, Virginia Commonwealth University, Richmond, Virginia  
August 1996 – May 1997

\*Worked with the Baptist Student Union and Office of International Programs at VCU in building relationships and programs for the 600 international students on campus. Activities included weekly international student socials and a holiday program for students to reside with families in the community during the Thanksgiving and/or Christmas breaks.

**English as a Second Language Teacher**, Daren Training Centre, Hainan Province, China  
June 1994 – June 1996

\*Instructed professionals in conversational and written English at a private training center in China. Position also entailed the establishment of a conversational club which students could frequent in their spare time.

Other Experience:

**Conference Services Intern**, University of Arizona, Tucson, Arizona  
June 1999-August 1999

\*Served as the Assistant Conference Services Manager for the summer conferencing department. This job allowed for overseeing of the day-to-day operations in Housekeeping, Desk Management, and Customer Billing. Served also as marketing support staff in the creation of a logo and brochure for the Conference and Guest Services division.

**Community Assistant**, Virginia Tech, Blacksburg, Virginia

August 1998 – May 1999

\*Facilitated the Office of Residential and Dining Programs to hire, train, and supervise the night monitor and fitness monitor programs, allocate funding for the resident advisors and hall councils in the community, and advise one hall council.

**Placement Office Coordinator**, Golden Gate Seminary, Mill Valley, California

August 1997 – January 1998

\*Assisted in the Dean of Students Office with the coordination of communicating and sending alumni's resumes to churches and other non-profit organizations for possible placement. The position also required the upkeep of the seminary's job board on campus.

**Missions Coordinator**, Centrifuge Camps, Ridgecrest, North Carolina

May 1997 – August 1997

\*Taught seminars on crossing cultural barriers to 250 youth throughout the summer. The seminars involved participation in relevant community service work to enhance the skills learned.

**Office Services Specialist**, H. E. Satterwhite, Inc., Richmond, Virginia

Summers 1993, 1996, and 1998

**PROFESSIONAL DEVELOPMENT ACTIVITIES & HONORS**

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**F-1 for Beginners Workshop**, North Carolina International Educators Conference, Meredith College

\*Attendee: March 2000

**NAFSA Region VII Conference**, Asheville, North Carolina

\*Attendee: November 1999

**Phi Beta Delta International Honor Society**, Virginia Tech

\*Member: October 1999-present

**National Residence Hall Honorary**, Virginia Tech

\*Member: April 1999-present

**RA Selection**, Office of Residential and Dining Programs, Virginia Tech

\*Interviewer, Spring 1999

**ACPA National Conference**, Atlanta, Georgia

\*Convention Volunteer, Spring 1999

**Mock Interview Program**, Career Services, Virginia Tech

\*Volunteer Interviewer, Fall 1998

**Orientation Leader Selection Weekend**, Dean of Students Office, Virginia Tech

\*Volunteer Panelist, Fall 1998

**Association for Student Development**, Virginia Tech

\*Member: August 1998 - present

\*Treasurer: January 1999 – December 1999

**SKILLS**

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\*Computer skills on PC and Macintosh Systems – Microsoft Word, WordPerfect, Excel, Internet

\*Can speak conversational Mandarin Chinese

**REFERENCES**

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**Kim Beisecker**, Interim Director, [kbeiseck@vt.edu](mailto:kbeiseck@vt.edu), phone (540) 231-6137, fax (540) 231-3808  
Cranwell International Center (Mail Code 0509), Virginia Tech 24061

**Joan Hirt**, Ph. D., Associate Professor, [jbhirt@vt.edu](mailto:jbhirt@vt.edu), phone (540) 231-9700, fax (540) 231-7845  
Educational Leadership and Policy Studies (Mail Code 0302), Virginia Tech 24061

**Julie Kamienski**, Director of Conference and Guest Services, [jbarcomb@vt.edu](mailto:jbarcomb@vt.edu), phone (540) 231-7938,  
fax (540) 231-5041 Residential and Dining Programs (Mail Code 0428), Virginia Tech 24061