

**L. CARA SKEAT**  
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**Education**

M. A. in Educational Leadership and Policy Studies concentrated in Higher Education and Student Affairs, May 2000

Virginia Polytechnic Institute and State University, Blacksburg, VA  
Thesis: "Cognitive Development in Student Leaders and Non-leaders."

B. A. in Political Science, May 1998

Guilford College, Greensboro, NC

Honors Thesis: "How Germany's Immigration and Citizenship Laws Affect Its National Identity."

**Employment History**

Graduate Advisor, Virginia Tech Union, VPI&SU Office of Program Advising and Student Entertainment, August 1999-present

- Advise student Directors of Virginia Tech Union on program development and implementation
- Facilitate leadership development for student Directors
- Approve expenditures for special events, speakers, and hospitality for Broadway shows and major concerts
- Negotiate contracts for major and minor programs for a combined budget of \$61,000
- Assist in day-of-show operation of events

Community Assistant, Residential and Dining Programs, VPI&SU, August 1998-May 1999

- Advised three Hall Councils on budgeting and programming
- Facilitated leadership development in Hall Councils
- Managed accounts totalling \$4000
- Hired, trained, and scheduled staff of 40 night monitors and 5 Fitness Room Monitors for 6 residence halls

Intern, West Virginia Governor's Honors Academy, Morgantown, WV, May-July 1998

- Coordinated logistics and supplies for faculty members
- Coordinated students' room, class, and travel group assignments
- Updated manual for future interns

**Related Experience**

Practicum, Residential and Dining Programs, VPI&SU, June 1999-August 1999

- Wrote job manual for future Community Assistants
- Coordinated aspects of Staff Training and Leadership Development Week, including meal budget of \$10,000
- Trained incoming community assistants during Staff Training and Leadership Development Week

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Practicum, University Unions and Student Activities, VPI&SU, May 1999-August 1999

- Co-facilitated 5-week Summer Leadership Seminar
- Developed course sessions, presented lectures, and facilitated group activities
- Created and conducted pre- and post-test assessment mechanism

Practicum, Office of Leadership Development and Student Organizations, VPI&SU, January 1999-May 1999

- Assisted in planning and implementation of University Student Leadership Awards program
- Chaired selection committee to choose award winners
- Designed and implemented publicity campaign to encourage nominations and attendance at ceremony

Vice President, Association for Student Development, VPI&SU, December 1998-present

- Managed mentoring system for new Higher Education and Student Affairs students
- Assisted President in administrative duties, such as chairing meetings in President's absence
- Chaired ad hoc committee to revise constitution

Personnel and Publicity Manager, Guilford College ArtsETC, August 1995-May 1997

- Assisted in choosing and contracting fine arts performers (1995-1997)
- Planned and implemented promotional campaigns for fine arts events (1996-1997)
- Selected and managed 20-member events staff (1995-1996)

North Carolina Student Representative, National Association for Campus Activities, May 1995-May 1997

- Facilitated multi-school bookings of entertainers
- Represented interest of state students to Regional Steering Committee
- Coordinated "garage sale" to benefit Educational Foundation
- Informed member schools of Association Activities

President, Guilford College Student Union

- Established goals and objectives for 20-member programming board
- Developed budget and obtained 16% funding increase
- Maintained and improved Union relationship with administrators
- Designed and implemented group development and training retreat

Special Events Coordinator, Guilford College Student Union, August 1994-April 1996

- Directed series of comedians, novelty entertainers, and lecturers
- Initiated and implemented lecture series
- Selected, contracted, and publicized performers

Honors and Awards

- Grant Recipient, Student Affairs Research and Assessment Committee
- Graduated from Guilford College Honors Program, May 1998
- Charles Dana, Ethel Bowen, Board of Visitors, Robert C. Byrd Scholarships, 1994-1998

### **Presentations**

- "Consensus Decision Making: A Different Way to Teach Communicating, Cooperating, and Collaborating." Presented at the Southwest Virginia Leadership Conference, Radford University, February 24, 1999.
- "Recognizing Student Employees: What Works!" Presented at Drive-in Conference, Virginia Polytechnic Institute and State University, June 10, 1999.

**Professional Affiliations**

- American College Personnel Association, Member 1999-present.