

DEBORAH W. HALASZ, M.S.

Lakebay, Washington 98349
253-219-2951 · deborah@acquiringexcellence.com

PROFESSIONAL PROFILE

Accomplished communicator both as a writer and as a speaker. Creative thinker and passionate about policy issues related to educational or social initiatives for children and families. Strong analytical, organizational, interpersonal, critical thinking and problem-solving skills. Excellent listening skills, empathy, and motivational abilities. Administrative professional with a keen eye for detail.

CORE COMPETENCIES

- One-on-One Training & Group Presentations
- Report Writing
- Research & Data Management
- Policy Creation
- Entry-Level Statistics knowledge with SPSS
- Prospective Employee Interviews
- Quality Assurance
- Staff Training & Evaluation
- Collaboration & Teamwork
- Translation & Interpretation
- Customer Relations
- Product Knowledge
- Accuracy
- Multicultural Competence
- Bilingual (English/Spanish)
- Spreadsheets & Report Design / Preparation

EXPERIENCE

- Created, directed and maintained an online radio station: coordinated production on daily shows and scheduling; provided efficient and effective administrative support to on-air staff; contacted, scheduled, and conducted on-air interviews with featured artists
- Ensured a smooth transition to the introduction of corporate entity, Cortiva, to a privately run school: attended all student meetings where Cortiva changes were introduced and implemented, including the layoff of staff and faculty
- Assisted in hiring of Financial Aid Administrator: created and posted opening on Craigslist and Monster.com; collaborated with school president to decide on eligible candidates; participated in interviews and hiring; and trained a new financial aid administrator with no prior financial aid experience to conduct initial financial aid interviews
- Responded to the pull out of student lenders during economic crisis: maintained contact with current preferred lenders; contacted students immediately at notification of loss of lenders to ensure loans could still be processed and disbursed without delay; and collaborated with other schools to seek out and secure new lending to certificate-granting schools
- Maintained a consistent presence in spite of constant turn-over in admissions department: contacted students on behalf of the admissions department to set and confirm joint appointments; and counseled students individually and in group settings regarding financial aid statuses.
- Managed outsourcing of financial aid processes to a 3rd Party Servicer: met weekly via conference calls with 3rd party servicer to check on file status; created database to notate and save all communications; and collaborated with president when deadlines were not met to ensure continued flow of financial aid for students.

DEBORAH W. HALASZ, M.S.

Lakebay, Washington 98349

253-219-2951 · deborah@acquiringexcellence.com

- Ensured financial aid availability for students despite limited availability of state scholarships: researched outside scholarships and created brochure for students, including over fifty scholarships available to vocational students of our school's demographic, regularly updated brochure with changing deadlines and regulations; researched applied, and received a \$500 scholarship awarded to a student in 2007. Collaborated with president and academic dean in the awarding of five corporate scholarships in 2008.

WORK HISTORY

- Station Director / On-Air Personality (Broadcast Media), NK Airplay, Lakebay, WA, 2009 – Present
- Financial Aid Director (Enrollment Management), Cortiva Institute, Seattle, WA, 2006 – 2008
- Reservations Lead (Customer Service), Holland America Line, Seattle, WA, 2004 – 2006
- Senior Financial Aid Officer (Enrollment Management), Crown College, Tacoma, WA, 2001 – 2003

EDUCATION

- Ph.D., Psychology (emphasis in Educational Psychology), Capella University, Minneapolis, MN, 2011.
Dissertation: A Reliability and Validity Study of the TIPP Assessment for Use with Adolescents
GPA: 3.52
- M.S., Psychology (emphasis in Educational Psychology), Capella University, Minneapolis, MN, 2005.
Masters Integration Project: Grant writing for Non-Profit Educational Organizations
GPA: 3.62
- B.A., Simpson University, Redding, CA, 2000.
Study Abroad, Universidad Nacional, Heredia, Costa Rica
Scholarships: Simpson University Honors Scholarship, Morby Scholarship for Foreign Languages
Extra Curricular Activities: Women's Concert Choir, Women's Association, Volunteer Translator for Shasta County Even Start

PROFESSIONAL TRAINING

- Guiding principles for evaluators, American evaluation association, August 2009
- Collaborative IRB training initiative: Social and behavioral focus, online, March 2008
- Women scientists: Is our approach to science different from men's and why, Association for women in science, Seattle, WA, February 2008
- Best practices for language and content instruction, Washington state coalition for international education, Seattle, WA, February 2008

ORGANIZATIONAL MEMBERSHIP

- Student Member, American Evaluation Association, 2009 – Present
- Student Member, Washington Educational Research Association, 2009 – Present
- Student Member, American Educational Research Association, 2008 – Present
- Member, Association of Women in Science, Seattle, WA, 2008 – Present
- Educational Vice-President, Toastmasters International, Lakebay, WA, 2009 – Present