



LinkedIn Profile

Megan Foster

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Weebly Portfolio

EDUCATION

The Pennsylvania State University, GPA 3.56

Master of Education in Higher Education – Student Engagement

*Graduate Student Online Teaching Certificate

University Park, PA

May 2016

November 2015

The Pennsylvania State University, GPA 3.76

Bachelor of Science Degree in Rehabilitation and Human Services

University Park, PA

December 2013

ADMISSIONS EXPERIENCE

Admissions Counselor

The Pennsylvania State University – World Campus & Continuing Education

Jan 2014 – Present

University Park, PA

- Assist in converting and guiding prospective students to applicants for over 100 programs
- Capture and enter complete and accurate prospect/applicant data into CRM systems ISIS, Talisma, and LionPath
- Connect World Campus Alumni Ambassadors with prospects for networking and student outreach purposes
- Plan and co-host webinars and events for prospective students to discuss the undergraduate application process
- Travel to college fairs and recruitment events in multiple states to market programs and campus to interested populations

ADDITIONAL HIGHER EDUCATION EXPERIENCE

Graduate Events Intern

The Pennsylvania State University – Career Services

Aug 2015 – Present

University Park, PA

- Led the planning of the inaugural fall semester C.A.R.E. Fair for 68 employers and 361 students
- Participate in Fair Committees for multiple fairs by assisting with pre-fair planning and organization
- Assist employers and students during career fairs to ensure successful events
- Create and maintain all registration components within Symplicity
- Design and distribute surveys within Qualtrics regarding student and employer satisfaction with the C.A.R.E. Fair

Undergraduate Programming Intern

The Pennsylvania State University – Career Services

Aug 2013 – Dec 2013

University Park, PA

- Assisted in organizing workshops for students and alumni to participate in and learn about internships and jobs
- Individually organized Get Connected, an all-day event for first year students to learn about Career Services resources, which 1176 students participated
- Managed all aspects of Resumania, an opportunity for students to have their resumes reviewed by HR professionals, which 424 students participated
- Served as a liaison to foster connections between student academic groups and employers
- Cleaned and organized 5 years of raw data into a comprehensive resource that focuses on student career choices after graduation so career counselors can use as a resource with students

New Student Orientation Leader

The Pennsylvania State University – Office for Student Orientation & Transition Programs

Mar 2013 – Jan 2014

University Park, PA

- Directed groups of incoming first year students through a comprehensive college orientation program
- Conducted presentations concerning student academic planning and campus involvement
- Led and facilitated small group sessions to help students interact, learn and assimilate to a new college environment

Student Peer Adviser/Vice President of Student Peer Advisers

The Pennsylvania State University – Abington Campus Advising Center

Aug 2010 – May 2011

Abington, PA

- Reviewed student degree audits and recommended specific actions regarding academic and career goals
- Organized and presented workshops for students relating to academic skills, career goals and expectations
- Supervised, trained and directed peer advisers during training and advising sessions

PROFESSIONAL ORGANIZATIONS

Pennsylvania Association for College Admissions Counseling

- Presented at 2015 Annual Conference – Behind the Camouflage: A Look at the Military Option for Students