

PAULA A. FISH

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EDUCATION

Master of Education, December 2003

Human Resource Education – Training and Development
College of Education
University of Illinois at Urbana-Champaign, Urbana, IL

Bachelor of Science, May 2002

Psychology
College of Liberal Arts and Sciences
University of Illinois at Urbana-Champaign, Urbana, IL

EMPLOYMENT EXPERIENCE

Engagement Coordinator (July 2022-current) - Joy and Justice in Education, LLC., Phoenix, AZ (*freelance, remote*)

- Coordinate contracts and travel arrangements for one public speaker, Juliana Urtubey, the 2021 National Teacher of the Year.
- Respond to speaker requests and schedule virtual planning meetings with clients prior to scheduled events.
- Developed procedures for maintaining the speaker's public engagement information organized.

Administrative Assistant I (August 2021-June 2024) - Happy Valley Middle School, North Clackamas School District Happy Valley, OR

- Bookkeeper responsibilities for student funds - collected elective classes fees, physical education uniform fees, athletic participation fees and entry fees to school dances. Maintained and tracked budget accounts for funds totalling over \$150,000 per year. Submitted monthly bookkeeping reports.
- Supported the implementation of a variety of student events including fundraisers, school dances, field trips, and welcome and end-of-year events.
- Coordinated student registration for two sports - cross country and track and field. Set up registration websites and marketing, collected athletic fees, and tracked sports physical compliance for each student participant.
- Coordinated school-wide state testing - organized teacher training and testing materials for science, math, and language arts testing. Entered student testing accommodations into a testing website. Tracked students to ensure 95% school-wide completion. Administered make-up testing when needed.

Associate Director for Student Leadership (July 2010-July 2017) - Student Life & Leadership, University of Alaska Anchorage, Anchorage, AK

- Supervised a full-time program coordinator, two full-time administrative assistants, and several student employees.
- Developed student-centered procedures and manuals to ensure compliance with University policies.
- Advised the Union of Students at the University of Alaska Anchorage (USUAA) – Student Government on effective strategies for leadership, recruitment, budget management, risk management, and parliamentary procedure. Planned and facilitated bi-annual leadership retreats for members.
- Oversaw the management of several student fee-based budgets totaling over \$600,000. Assisted USUAA in the development of the fiscal programming budget each year. Submitted annual budget reports for University of Alaska Board of Regents' approval.
- Developed and coordinated the *UAA Emerging Leaders Program* - campus-wide leadership program. A three semester program open to students from all majors, which included leadership retreats, speaker series, conferences, and workshops. Recruited and marketed the program, facilitated workshops and retreats, contracted guest speakers, and maintained participation progress for each student in the program.
- Coordinated leadership recognition programs, including the selection of Leadership Honors and Student Commencement Speaker recipients.
- Coordinated the UAA Leadership Conference in spring semester. Oversaw event logistics and contracted speakers.

Assistant Director (May 2008-May 2010) - Student Programs and Activities Office, University of Illinois at Urbana-Champaign, Urbana, IL

- o Supervised three full-time program advisors and one graduate assistant in the planning of over 170 events annually.
- o Advised the Illini Union Board, a board of students, faculty and staff who have a dual purpose of being the campus-wide programming board and advisory group to the Director of the Illini Union.
- o Oversaw the management of a self-generated and student fee-based budget of nearly \$600,000. Assisted Illini Union Board members in the development of the fiscal programming budget each year.
- o Oversaw the development and implementation of bi-annual leadership retreats for the Illini Union Board.
- o Coordinated the Illini Union Welcome Week events – August and January programming initiatives for new and returning students, which consisted of approximately 25 events annually, occurring throughout the first week of classes.

SKILLS

Fluent in Spanish, both verbal and written. Proficient in Microsoft 365, Google Workspace, and Canva.