

BRENDA K. SANDERS

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Education:

Southern Illinois University, Carbondale, Illinois (SIUC)

Master of Science – May 2009

Major: Workforce Education and Development (GPA 4.0/4.0 - Cumulative)

Specialization: College Student Leadership

Thesis Title: *Supplemental Instruction: Student Performance and Attrition Rate in Targeted Historically Difficult Courses at Southern Illinois University Carbondale*

Bachelor of Science, May 2007 – Magna Cum Laude / University Honors Program

Major: University Studies (GPA 4.0/4.0 - Cumulative)

Minors: Speech Communication / Workforce Education and Development

Honors Thesis: *Empathy and Prejudice: Can Holocaust Education Produce Positive Change in How Adolescents View Others?*

Employment: **University Honors Program, SIUC – Assistant Director**

12/2022 – Present

- Mentor honor students – encouraging their educational goals, leadership, and service
- Document individualized honors student record of achievement/progress
- Utilize Argos, Banner and Degree Works to obtain accurate student records
- Participate with students in various service opportunities
- Recruit at New Student Orientations and Open Houses
- Provide letters of recommendation as requested

University Honors Program, SIUC – Learning, Service, Leadership Mentor

09/2021 – 04/2022

- Mentored 115 assigned mentees – tracking academics, leadership and service
- Prepared individualized detailed file notes after each mentoring session
- Provided letters of recommendation
- Utilized Argos, Banner and Degree Works
- Contributed to weekly staff meetings
- Participated with students in various service opportunities
- Recruited at New Student Orientations and Open Houses

Project 12-Ways, SIUC – Front Desk Support

04/2021 – 08/2021

- Managed the front desk operations
- Assisted professional staff and caseworkers' with clients' records
- Opened and closed caseworkers' files
- Developed and organized record system

University Honors Program, SIUC – Office Support Specialist

08/2020 – 02/2021

- Served as the point of contact in the office and online
- Prepared, utilized, and maintained documents, files, and multiple databases
- Managed database, calendars and schedules

- Composed and reviewed confidential correspondence
- Published staff meeting minutes
- Utilized databases to research and communicated pertinent information

Achieve Program, SIUC – Developmental Skills Training Specialist

08/2018 – 08/2019

- Mentored 30 students with learning differences
- Identified students' strengths and weaknesses
- Provided weekly individualized student learning support services
- Encouraged students to meet with all their instructors
- Corresponded regularly with students' instructors
- Supervised 10 Student Support Specialists
- Monitored the support quality and effectiveness of Student Support Specialists
- Prepared daily logs, weekly progress reports, and communicated weekly with students and their parents

University Honors Program, SIUC – Learning, Service, Leadership Specialist

05/2015 – 08/2018

- Mentored up to 325 students
- Functioned as the Diversity Advisor and facilitated diverse events
- Participated in event planning and program implementation
- Represented the University Honors Program on the Degree Works Committee
- Recommended honors students regarding University Core Curriculum
- Collaborated with academic advisors across campus
- Submitted Degree Works overrides/substitutions
- Monitored students' grades, service hours, credits, and leadership involvement
- Provided letters of reference for mentees as requested
- Maintained detailed files on meeting with students.
- Researched educational opportunities for mentees
- Created a resource guide of pertinent offices on campus
- Recruited at New Student Orientations and Open Houses
- Verified procurement purchases for honors faculty and staff for approval
- Represented honors as a Faculty University Associate at campus meetings
- Evaluated surveys regarding events, courses, leadership, and mentoring experiences
- Prepared annual reports relating to course enrollment, core curriculum, and surveys
- Represented the UHP in the SIUC Assessment Fellows Program

Learning Support Services, SIUC – Researcher, Analytic Grant (Purdue University)

01/2012 – 01/2013

- Retrieved and analyzed data to identify Top 23 Undergraduate Gateway Courses
- Reported analyses of information obtained from Argos and faculty interviews
- Researched all undergraduate majors to identify Gateway Courses
- Created a reference key linking information regarding Gateway Courses
- Developed reports and graphs detailing Gateway Courses

Achieve Program, SIUC – Graduate Assistant / Support Specialist

08/2008 – 08/2010

- Provided supervision and study strategies for 20 student support leaders
- Organized and conducted bi-weekly group and individualized student study sessions
- Communicated with faculty and reported student progress quarterly

- Administered diagnostic testing and prepared written reports of findings

Supplemental Instruction (SI), SIUC – SI Leader / Trainer / Supervisor

08/2002 – 08/2008

- Supervised, trained, and mentored incoming SI leaders
- Facilitated 3-4 weekly SI study sessions for 100+ students
- Prepared quizzes, study guides, and test reviews
- Motivated, encouraged, and assisted students to succeed
- Assisted and provided feedback to professors and SI Coordinator

Achieve Program, SIUC – Student Tutor and Note-taker

08/2005 – 08/2008

- Constructed clear, concise, and meaningful class notes
- Created critical thinking and problem-solving activities
- Enabled students to recognize their strengths – to conquer their weaknesses
- Developed and maintained comprehensive files

Service:

- **Gum Drops:** Non-Profit Charity – Carterville, IL (Spring 2016 – Present)
- **Dayempur Farm:** Sustainable Non-Profit, Anna, IL (Fall 2015 – Spring 2018)
- **Group and Individualized Tutoring,** SIUC (Spring 2004-Summer 2015)
- **Taught 64 1st-graders Math,** Village of Kimbo, Kenya, Africa (Summer 2010)
- **GRE Quantitative Review Leader,** McNair's Scholars Program, SIUC, (Summer 2009)
- **American Cancer Society,** Relay for Life Team Member, Mt. Vernon, IL (Summer 2000-Summer 2009)
- **Registered Student Organization (RSO),** Vice President: Students Promoting Educational Advancement & Research, SIUC (Fall 2006-Spring 2007)
- **Student Life Advisor,** Student Orientation Advisement Registration, SIUC (Fall 2004-Summer 2005):
 - Served as a Saluki Ambassador for incoming students
 - Provided leadership, motivation, and encouragement
 - Directed walking tours of the campus and residence halls

Professional Involvement:

- **Assessment Fellow,** SIUC Assessment Fellows Program – Participated (Fall 2017-2019)
- **Purdue Building & Scaling Analytic Capacity Kick-off Conference,** Purdue University, West Lafayette, IN – Participated (Fall 2012)
- **McNair Scholars Symposium,** SIUC – Attended (Summer 2008-Summer 2010)
- **Master's Rehabilitation Panel Member,** SIUC – Presented (Spring 2010)
- **46th Annual Illinois Business Education Association Conference,** Effingham, IL – Participated (Fall 2008)
- **Student Affairs Assessment Workshop,** SIUC – Participated (Summer 2008)
- **Association for the Tutoring Profession Conference,** St. Louis, MO – Presented (Spring 2008)
- **Supplemental Instruction Leadership Training Workshop,** SIUC – Trained (Fall 2007, Spring 2007, and Spring 2008)
- **McNair Leadership Retreat,** SIUC – Presented (Fall 2007)

- **Sixth Asian Conference of the Academy of HRD**, Beijing, China – Participated (Fall 2007)
- **Undergraduate Research Forum**, SIUC – Presented two research projects (Fall 2007)
- **University Honors Course, *A Clockwork Nightmare***, SIUC – Presented (Fall 2006)
- **McNair Scholars Symposium**, SIUC – Presented (Summer 2006)
- **11th Annual Rocky Mountain McNair Research Symposium & Graduate Conference**, Colorado State University, Fort Collins, CO – Presented (Spring 2006)
- **Supplemental Instruction Leadership Training Workshop**, SIUC – Participated (Spring 2005, Fall 2005, and Spring 2006)
- **SOAR Training and Leadership Workshop**, SIUC – Participated (Spring 2004, Fall 2004, and Spring 2005)
- **17th Annual National McNair Research Conference & Graduate Fair**, Delavan, WI – Participated (Spring 2005)
- **Leadership Symposium**, SIUC – Participated (Spring 2005)

Computer Skills:

- **Microsoft Office:** Word, Excel, and PowerPoint
- **Banner:** Student Information System
- **Degree Works**
- **Outlook**
- **Argos**

International Experiences:

- **Costa Rica**, University Honors Program – Spring Break Science Course, Faculty Sponsor, Dr. Scott Ishman (Spring 2016)
- **Kenya**, International Service Learning Program in Africa – Faculty Sponsor, Dr. Peter Gitau, Student Life & Intercultural Relations 4-weeks Community/Teaching Project (Summer 2010)
- **China**, Sixth Asian Conference of the Academy of HRD in Beijing: Faculty Sponsor, Dr. Jennifer Calvin, WED, SIUC, 2-week Cultural Diversity Experience (Fall 2007)

Awards:

- **Graduate Fellowship Certificate of Achievement**, SIUC (Spring 2009)
- **Graduate Dean's Fellowship**, SIUC (Fall 2007–Fall 2009)
- **Certificate of Accomplishment: Master SI Leader**, SIUC (Spring 2008)
- **McNair Scholar**, SIUC (Spring 2005–Summer 2007)
- **University Honors Program**, SIUC (Spring 2004–Spring 2007)
- **REACH & Undergraduate \$1,500 Assistantship Award**, SIUC (Spring 2006–2007)
- **Undergraduate Research / Creative Activity Award**, SIUC (Spring 2006)
- **USA Today All-USA College Academic Team**, Honorable Mention, SIUC (Fall 2006)
- **Donna M. Summerfield Women's Studies Scholarship** –\$500, SIUC (Fall 2006)
- **Joyce Guyon Non-traditional Student Award** –\$1,000, SIUC (Spring 2005)
- **Non-Traditional Student Service Activity Scholarship** –\$500, SIUC (Spring 2004)

Publication:

Sanders, B. K. (2008). *Empathy and prejudice: Can Holocaust education produce positive change in how adolescents view others?* McNair Scholars Journal, 2 & 3, 65-80.

*Published by the SIUC McNair Scholars Program.