

Sarah A. McNitt

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RELEVANT EXPERIENCE

Miami University Office of International Education

Oxford, Ohio, USA

Study Abroad Advisor

2008-present

- Increased study abroad participation from 30% to 42% in a five-year period
- Sought out and cooperated with academic departments on curriculum integration efforts
- Publicized study abroad opportunities via study abroad email newsletter, Twitter, Facebook and other avenues
- Implemented StudioAbroad software to improve data collection and office efficiency
- Developed and advised for Miami sponsored and co-sponsored programs in England, India, China, Kenya/Tanzania, Spain and Egypt
- Advised for third-party provider programs, with special responsibilities for study in the Middle East and Semester at Sea
- Created, maintained and distributed information resources, including office website and printed materials, to reach and inform the university population
- Development and leading of pre-departure orientation and re-entry activities including academic course, re-entry discussions and career workshops
- Management of student peer advisors

Study Abroad Counselor

2005-2008

- Advised students on opportunities to study abroad, with special responsibilities for study in the Middle East and shipboard education
- Created, maintained and distributed information resources including office website and printed materials
- Publicized study abroad opportunities

University of Michigan International Career Pathways

Ann Arbor, Michigan, USA

Web Designer

2004-2005

- Chosen by a University-wide committee to develop and design a website and printed materials to publicize the event

European-American Center for International Education

Pontlevoy, France

Web Development Intern

2004

- Improved internal communication by developing organizational plan for company intranet
- Redesigned company websites based on usability studies

University of Michigan Overseas Opportunities Office

Ann Arbor, Michigan, USA

Peer Advisor/Webmaster

2003-2005

- Advised students on opportunities to study, volunteer or work abroad
- Organized and participated in panel discussions and workshops on education abroad
- Maintained office website and created the SECUSSA-WIVA site for work, internships and volunteering abroad
- Peer Advisor of the Year award, 2005

EDUCATION

University of Michigan School of Information

Master of Science in Information (Human-Computer Interaction)

- Central curriculum focused on information management and user-centered design
- Elective courses included marketing, management and information services

Ann Arbor, Michigan, USA

2003 – 2005

Centre Universitaire d'Études Françaises, Université de Grenoble

Diplôme Approfondi de Langue Française (DALF)

- French language university entrance diploma, roughly equivalent to TOEFL

Grenoble, France

2000-2001

Albion College

Bachelor of Arts (French)

- A broad liberal arts curriculum including humanities, science, social science and fine arts

Albion, Michigan, USA

1998 – 2002

TEACHING EXPERIENCE

Miami University

- IDS 156: Study Abroad Re-Entry, spring 2010

Oxford, Ohio, USA

Lycée Valéry Larbaud

- Led English language conversation practice and activities for students in a technical high school, 2002-2003

Cusset, France

SELECTED PRESENTATIONS

- “Social Media and the International Office”. NAFSA Region VI Ohio Drive-In Conference (Columbus, OH), April 2010.
- “Study Abroad in a Transparent World”. NAFSA Association of International Educators Annual Conference (Los Angeles, CA), May 2009.

LEADERSHIP/COMMITTEE EXPERIENCE

- Miami University Unclassified Personnel Advisory Council – Networking Chair, 2008-present
- Miami University Student Affairs Committee – Presidential Appointee, 2006-09
- University of Michigan Student Organization for Computer-Human Interaction – Executive Committee Member, 2004-05
- Albion College International Student Union – President, 2001-02

SKILLS AND INTERESTS

- Languages: Fluency in written and spoken French, conversational level in Spanish, intermediate Modern Standard Arabic.
- Programming/scripting languages: HTML, CSS, PHP, MySQL. Limited experience with Java, Javascript.
- Applications: StudioAbroad, Microsoft Office suite, Macromedia Dreamweaver, Adobe Photoshop.
- Operating system experience: Primarily a PC user, but have experience with Apple products in a professional context.
- Professional/personal travel experience: Belgium, Canada, Chile, China, France, Ireland, Israel, Mexico, Switzerland, United Kingdom, United States.

REFERENCES

Available upon request