

KIMBERLY MEINTS

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EDUCATION

Masters, Educational Leadership Studies

Oklahoma State University
anticipated May 2023, 4.0 GPA

Bachelors, Communication

Mississippi State University
2008, summa cum laude

PROFICIENCIES

- Process Development and Documentation
- Communication
- Organization
- Collaboration
- OSU Administrative Systems
- Microsoft Suite and other programs

PROJECTS OF INTEREST

Caregiver Resources, Canvas Community

Centralized online repository for information for students, faculty, and staff on the OSU-Stillwater campus who have various caretaking responsibilities

New Student Orientation Advising Form

Slate process shared with all OSU colleges to facilitate new student enrollment at NSO Summer 2021

Midterm Grades Mail Merge

Electronic process to quickly email all UCA students with personalized messages following midterm grades

UCA Communication Plan

Developed communication plan for UCA students and wrote content in collaboration with team members

PROFILE

I am a higher education professional with over 14 years of experience. I strive to create environments where students and staff can thrive, leveraging cross-campus relationships and technology. I value continuous improvement, both in myself and in my work. I seek to enhance systems and remove barriers to create a more accessible, just organization.

EXPERIENCE

Oklahoma State University, Institutional Research and Analytics

Student Success Data Coordinator

May 2022 – Present

Manage implementation of Othot predictive and prescriptive analytics software for new students; led cross-divisional meetings to generate strategy plan. Developed Data Literacy website for students, faculty, and staff based on researched good practices; met with individual offices across campus to clarify data use practices. Represent the office in campus meetings, including the Engagement Committee and the Transfer Student Advisory Board. Serve on the Staff Advisory Council, including the Rules, Policies, and Procedures Committee and the Diversity, Equity, and Inclusion Committee.

Oklahoma State University, University College Advising & the LASSO Center

Executive Administrative Associate

May 2019 – April 2022

Administrative Associate

May 2015 – May 2019

Administrative Assistant

August 2012 – May 2015

Provided guidance, suggestions, and support for technical, procedural, and strategic improvements for programs and activities to directors, assistant directors, coordinators, academic advisors, and administrative staff. Served on the Staff Advisory Council and led efforts to implement electronic systems for elections and awards processes and helped start the OSU Star Recognition program. Mentored new employees in multiple offices through learning administrative policies and procedures. Oversaw all administrative tasks related to purchasing, travel, Human Resources, payroll, access maintenance, onboarding, and inventory control.

Mississippi State University, Office of Admissions & Scholarships

Data Management Coordinator

January 2011 – August 2012

Data Management Specialist

January 2010 – January 2011

Data Management Assistant

February 2009 – January 2010

Supervised input of data from various sources, including ACT and college fairs. Assisted with implementation of electronic and mailed communication plan for 100,000 prospects through student CRM. Expanded cross-training and documentation. Liaised with Information Technology Services to ensure accurate and timely data management strategies enforced. Served for six months in Student Financial Aid.