

# Kelsey Herb

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## Education:

**Willamette University, Salem, OR**

*Dec 2008*

Bachelor of Arts in Psychology

GPA: 3.72/4, Cum Laude

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## Employment History:

**Willamette University Language Learning Center (LLC)**

- Manager  
*August 2007-Present*  
Assist LLC Director with planning semester goals and assessing achievement; plan and orchestrate awareness events with university faculty and LLC staff; manage 10 LLC staff members; assist with faculty presentations; project management
- Lab Assistant  
*January 2007-August 2007*  
Assisted students and staff with computer needs; assisted LLC Director with faculty presentations

**Success Factors People Performance**

- Content Developer  
*November 2008-Present*  
Independent contractor with SuccessFactors; research and write specialized writing and coaching assistant content based on requests of clients; provide descriptions of what it means to need improvement, meet, and exceed expectations in given organizational competencies; provide managers with behavioral tips for employees
- Intern/Content Developer  
*June 2008-Present*  
Develop SuccessFactors' library of 85 generic organizational competencies; research and write key phrases and suggestions for managers to provide employees in performance reviews

**Willamette Integrated Technical Services**

- Curriculum Developer, Faculty Assistance Services Team  
*September 2006-Present*  
Assist Willamette University faculty with technology assistance; includes WebPages, video projects, and assistance with software programs

**Washington State University, Vancouver**

- Research Intern  
*June 2008-August 2008*  
Assisted Dr. Armando Estrada with data analysis; manuscript writing; analyzed antecedents of tolerant attitudes toward sexual harassment in the Swedish Armed Forces

**Club Z!**

- Tutor

*September 2008-Present*

Tutor junior high and high school students in mathematics; provide in-home tutoring

**Holy Cross Lutheran Church**

- Nursery Attendant

*October 2007-Present*

Supervise infants and toddlers during Sunday morning services

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**Volunteerism and Leadership**

**Best Buddies International, Willamette Chapter**

- College Buddy Director (President)

*March 2007-December 2008*

Maintain chapter charter; facilitate one-to-one buddy pairs between Willamette students and members of the Salem community with intellectual disabilities; recruit members; manage officer corps; coordinate schedule of events; attended annual Best Buddies Leadership Conference two consecutive years

- Membership Coordinator

*January 2007-March 2007*

Maintained membership records of chapter members; assisted with fundraising and public relations

**Beta Pi Chapter, Delta Gamma**

- Vice President, Foundation

*January 2008-October 2008*

Event planning for Delta Gamma fundraising and philanthropy; orchestrated events with Oregon School for the Blind; oversaw Director of Anchorsplash (annual philanthropy event); managed service hour records for chapter

- Vice President, Member Education

*January 2007-December 2007*

Managed membership forms for new chapter members; responsible for keeping chapter educated regarding fraternity and chapter histories and expectations; responsible for acting as liaison between new members and general chapter members in the event of conflict

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**Professional Skills:**

- Microsoft Office
- Adobe CS3/other multimedia programs
- HTML and some CSS
- learn new technologies quickly, and have

significant experience working with computer lab equipment.

- Customer service experience
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