

ROBIN LISDAHL

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OBJECTIVE

- To secure a position as a Health Educator.

SUMMARY OF QUALIFICATIONS

- Over 10 years of experience in the higher education field.

EDUCATION

M.S.E. – Instruction (May 2015)

The University of Wisconsin-Superior, Superior, WI

- Emphasis in Health and Human Performance

B.S. – Corporate and Community Health Promotion (May 2001)

The University of Wisconsin-Superior, Superior, WI

- Magna Cum Laude, Dean's List
- Junior Marshall at the 2000 Commencement
- Earned recognition on WIAC Academic Honor Roll

WORK EXPERIENCE

2011-Present – Academic Department Associate, University of Wisconsin-Superior (UWS),
Department of Health and Human Performance (HHP), Superior, WI

- Serve as Administrative Assistant to the HHP Department Chair and as Office Manager completing advanced clerical work including class scheduling, advisement sheets, catalog copy, contracts, and purchasing documents.
- Serve as the coordinator for all Ad Hoc, LTE, Student Assist and Work-Study positions within the HHP Department.
- Assist in budget preparation, staffing plan, monitor expenditures, and prepare travel expense forms.
- Responsible for technical assistance in the ongoing preparation and planning for projects within the department.

2006-2011 - Principle Office & Administrative Specialist, University of Minnesota Duluth (UMD),

Department of Health, Physical Education and Recreation, Duluth, MN

- Receptionist/resource person for students, faculty and the public. Respond to and initiate inquiries regarding facilities and operations.
- Provided administrative support to faculty including composing, editing and preparing documents and purchasing supplies and equipment.
- Coordinated faculty teaching schedules, enter all courses into the Electronic Course Scheduling system, make changes as they occur, and monitor faculty workloads. Coordinate faculty evaluation process. Prepare curriculum proposals.

- Maintained departmental inventories including capital inventory, keys, computer and equipment. Maintain departmental web site. Member of college IT committee. 2005-2006 - Receptionist/Secretary, City of Laguna Hills, Laguna Hills, CA
- Provided secretarial support to the Administrative and Finance Departments including distributing mail, typing, copying and faxing documents, and ordering supplies.
- Created all staff and visitor ID cards and updated records associated with them. Monitored building security system.
- Served as member of the web site team responsible for updating all content management tools.
- Responsible for all fax and copy machine maintenance.

2001-2004 - Program Assistant, UWS Advancement Office, Superior, WI

- Coordinated Assistant Chancellor's calendar and scheduled appointments. □ Managed special events held on campus or across the country. □ Assisted with the management of the Alumni Database (Raiser's Edge). □ Imputed confidential pledge and gift information into the Database.

2003-2004 - Program Assistant, UWS Student Support Services Office (SSS), Superior, WI

- Assisted with federal data entry of student information into the Student Support Services database (Magic).
- Typed and proofread departmental and grant related documents.
- Scheduled and proctored placement tests for students and maintained a Placement Test Schedule book.
- Took messages, distributed mail and made appointments for SSS Director and all other SSS staff members.

2001-2003 - Program Assistant, UWS Chancellor's Office, Superior, WI

- Provided a variety of specialized clerical functions, such as preparing monthly budget sheets, expense reports, ordering supplies, etc.
- Provided administrative support such as preparing correspondence, reports, and invitations.
- Served as a receptionist answering/screening all telephone calls, greeting visitors, and providing information or referring them to the appropriate office.

CERTIFICATIONS

- CHES (Certified Health Education Specialist)

OFFICE SKILLS

- Knowledge of programs including PeopleSoft, Microsoft Office, Adobe, and WISDM.
- Ability to adapt to continuous technology changes and learn new software programs as needed.

REFERENCES

- Available upon request