# Mylene Culbreath, PhD

## EDUCATION

***University of Georgia*** 05/2017
PhD Workforce Education: Training & Development Athens, GA
Research Focus: Career Adaptability Among Undergraduate College Students
Dissertation Title: Career Counselors' Perceptions of and Experiences with the Career Construction Interview

***Old Dominion University*** 08/2013
M.S.Ed. Counselor Education Norfolk, VA
Concentration: Mental Health, National Certified Counselor (NCC)

***University of Virginia*** 05/2006
B.A. Psychology Charlottesville, VA

## CERTIFICATIONS

*University of Georgia* 05/2017
**Certificate in Interdisciplinary Qualitative Studies (IQS)**
Advanced credential indicating an extensive knowledge of qualitative research design, implementation and the competency to facilitate instruction

*National Board of Certified Counselors (NBCC)* 06/2013
**National Certified Counselor (NCC)**
Premier credential within counseling profession earned through the completion of rigorous training and demonstrated ability to effectively practice mental health counseling

## PROJECT MANAGEMENT & CAREER ADVISING EXPERIENCE

*College of Education – University of Georgia* 05/2017- Present
**Project Consultant** Athens, GA

- Determine most significant method to evaluate a career development course
- Develop detailed project plan to track progress and ensure timely completion for implementation
- Conduct workplace-readiness gap analyses to determine alignment between course offering and employer expectations according to the (National Association of Colleges & Employers (NACE) career readiness competencies
- Integrate evidence-based practices to inform program revisions and assessment

*Health Promotion Office – University of Georgia* 08/2016-05/2017
**Project Consultant & Assessment Specialist** Athens, GA

- Collaboratively designed and independently evaluated a peer discussion group addressing the intersections of womanhood as experienced by undergraduate students
- Created 16 original sessions which exceeded participation predictions by 92%
- Series endorsed by university administration and adopted into academic offerings as a First Year Odyssey supplemental credit option

*Office of Recruitment & Diversity Initiatives – University of Georgia Graduate School* 01/2014-05/2017
**Coordinator for Diversity Recruitment & Retention Programming** Athens, GA

- Planned and managed logistical details for four flagship recruitment programs with $15,000 budget
- Developed targeted programming for 131 prospective students from underrepresented populations

- Implemented customized communication strategies and increased student engagement in retention programming by 95% within one academic year
- Facilitated focus groups and written surveys to evaluate programs
- Ensured planning and projects were completed on-time, within budget
- Assigned project deliverables to team of 5 part-time and full-time staff members
- Coordinated with third party vendors and groups for seamless project and programming outcomes
- Conducted diversity and general recruitment presentations for audiences ranging from 10-120 guests
- Conducted benchmark inquiries to monitor recruitment trends of aspirant and peer institutions
- Spearheaded Graduate School Mentorship Program, pilot for university-wide initiative

*University Career Services - Regent University* 05/2013-08/2013
**Cyber Career & Experiential Education Advisor - Clinical Internship** Virginia Beach, VA

- Conducted student and alumni career advising sessions to assess interests and skills by incorporating technological support if needed, e.g. Skype and Google Hangout
- Partnered with academic departments and employers to promote experiential learning opportunities
- Administered career assessments such as Kuder and the Spiritual Gifts Indicator to aid in the advising process and the efficient usage of CAREERLink (Simplicity)
- Conducted institutional research to understand transfer student transition trends and applied findings to summer transition support programming

*Division of Student Engagement & Enrollment Services (SEES) – Old Dominion University* 08/2011-08/2013
**Graduate Assistant to the Assistant Vice President of SEES** Norfolk, VA

- Oversaw $800,000 budget allocation process for over 200 student organizations
- Managed $35,000 budget for annual programming and student development
- Created and organized the SGA Leadership Series which included an etiquette dinner, leadership styles workshops, and professional dress seminars
- Supervised, trained, and mentored 7 SGA executive board cabinet members
- Facilitated strategic planning meetings to improve organizational structure and progress
- Planned and facilitated executive board leadership retreats
- Organized and staffed week-long campus and community-wide initiative with a $13,000 budget
- Collaborated with over 15 student organizations and student support offices for event sponsorship

*Opportunity Inc. – Workforce Development Board of Southampton Roads* 08/2010-08/2011
**Career Coach & Peer Council Advisor** Virginia Beach, VA

- Developed a 15-unit curriculum system including career exploration, professional correspondence, employment strategies, networking and financial literacy
- Advised over 600 clients regarding post-secondary career and educational options
- Mentored a group of 8 volunteers as they assisted with shaping the culture of the Career Center
- Supervised and trained a staff of 5 administrative, outreach and academic development personnel

*ECPI College of Technology – Moorefield Campus* 11/2008-08/2010
**Career Services Advisor & Internship Coordinator** Richmond, VA

- Held daily career advising hours for Business Administration and Computer Engineering students
- Managed placement and internship caseload of approximately 300 students
- Coordinated the Federal Work Study program with a $35,000 fiscal budget for 6 major caseloads
- Created the 1st Annual Professional Dress Fashion Show, later determined the most highly attended event, second to the career fair
- Organized and planned annual career fairs with over 100 employers

*Arthur Grant Resume Consultants* 01/2007-08/2011
**Consultant** Hampton, VA

- Facilitated consultation sessions assessing client interests and skills for future employment
- Composed and revised resumes, cover letters, and other forms of professional correspondence
- Conducted mock interviews in preparation for virtual and face-to-face meetings
- Consulted clients regarding development and design of branding materials

*Smithfield Packing - The Lee Group Staffing Agency* 09/2006–11/2007
**Human Resources Recruiting Assistant** Newport News, VA

- Conducted more than 30 applicant pre-screening interviews each week
- Selected placement-match positions for over 50 interns
- Recruited undergraduate students for summer internship placements

## CURRICULUM DEVELOPMENT & TEACHING EXPERIENCE

*Department of Career & Information Studies – The University of Georgia* 01/2016-05/2017
**Curriculum Co-Developer & Co-Instructor – WFED 4990: Transition from College to Adult Life** Athens, GA

- Collaborated with senior faculty to create an undergraduate seminar designed to assist upperclassmen with life skills development for transition from college to adulthood
- Applied career and student development theory to course design and assignments
- Facilitated classes focusing on identity development, mission statement creation, career planning and the Career Construction Interview
- Introduced students to workplace assessments such as the Myers Briggs Type Indicator (MBTI), StrengthsFinder Leadership Themes and the Languages of Appreciation in the Workplace
- Supervised undergraduate teaching assistants to enhance classroom management style
- Developed and facilitated asynchronous online sessions

*Department of Counseling & Human Services – Old Dominion University* 01/2012-05/2012
**Teaching Assistant - HMSV 344: Career Development & Appraisal** Norfolk, VA

- Presented course material related to resume development and professional correspondence
- Evaluated student submissions and provided feedback
- Introduced personality and occupational assessments for completion and conducted post-assessment processing

*ECPI College of Technology* 03/2010-08/2010
**Instructor – COR 190: Career Planning** Richmond, VA

- Submitted proposal and gained approval to convert existing online course into blended format course
- Developed course curriculum, objectives and major projects
- Created employer engagement component with weekly presentations from local employers
- Developed and facilitated Speed Networking module to assess skillset and gain immediate feedback from industry employers within related areas of study

## UNIVERSITY STUDENT MENTORSHIP

*UGA Athletic Association – University of Georgia* 05/2016-08/2016
**Student-Athlete Mentor** Athens, GA

- Designed individualized academic performance plans for student-athletes in revenue-generating sports
- Collaborated with athletic administrators to develop academic support plans for student-athletes

- Created and facilitated customized activities to help student-athletes develop time-management and organizational strategies to optimize academic and athletic performance
- Fostered mentorship relationships to understand motivations, inhibitions and barriers to success
- Introduced student-athletes to various learning techniques to enhance reading comprehension, critical thinking and exam preparation

*Center for Major Exploration, SEES - Old Dominion University* 08/2012-05/2013
**Graduate Mentor** Norfolk, VA

- Mentored 12 incoming freshmen from underserved backgrounds
- Developed individualized adjustment plans to help students with emotional transition and academic preparedness
- Engaged with students in individual and group social activities to enhance sense of belonging

*Chi Sigma Iota International Honor Society for Counseling - Old Dominion University* 08/2011-05/2013
**Graduate Mentor & Big Splash Volunteer** Norfolk, VA

- Mentored an incoming graduate student with social transition into the counseling program
- Provided programming support for professional development seminars for counseling students and mental health counselors practicing in the local area

## UNIVERSITY SERVICE & LEADERSHIP

*Career & Information Studies Graduate Association (CISGA) - University of Georgia* 05/2014-05/2015
**President** Athens, GA

- Established organization as registered, budget eligible student organization
- Generated over $1000 in departmental support to finance events
- Created marketing platform by designing organization website. Enhanced organizational visibility and presence on UGA campus by attending university events and establishing intentional relationships with faculty, administration and staff

**Vice President** 10/2013-05/2014

- Member of inaugural leadership team
- Developed professional development brown-bag series facilitated by academic department faculty and university administrators
- Assisted with drafting of organizational constitution and strategic goals
- Conducted inaugural campus-wide executive board election cycle

*Division of Student Engagement & Enrollment Services (SEES) – Old Dominion University* 10/2013-12/2013
**Search Committee Member** Norfolk, VA

- Reviewed applicant resumes and cover letters for the Director of Assessment position
- Participated in phone and on-campus interviews
- Met with search committee to discuss position requirements, goals and fit
- Submitted recommendations of employment for each candidate

*Division of Student Engagement & Enrollment Services (SEES) – Old Dominion University* 08/2011-05/2013
**Dean of Students Leadership Council Member** Norfolk, VA

- Attended monthly meetings to discuss how Dean of Students Office enhanced student retention and progress in alignment with university strategic goals
- Submitted recommendations for program development or suspension

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## RESEARCH & PROGRAM ASSESSMENT EXPERIENCE

*Office of Recruitment & Diversity Initiatives – University of Georgia* Spring 2014-Spring 2017
**Coordinator for Diversity Recruitment & Retention Programming – Graduate Assistantship** Athens, GA
Conducted institutional research inquiry to determine mentorship programming behaviors of peer and aspirant institutions. Reviewed enrollment management data to determine matriculation trends for students in diversity recruitment and retention programs.

*Office of Health Promotion – University of Georgia* Fall 2013
**Graduate Research Assistant** Athens, GA
Mixed methods approach exploring correlation between purpose and decision-making for undergraduate students. Integrated student development theory to support program curriculum. Collaborative effort with Offices of Health Promotion and Student Conduct.

*Office of Career Development – Tidewater Community College* Fall 2012-Spring 2013
**Graduate Research Assistant: Reentry Transition & Support** Norfolk, VA
Developmental study to create training seminar addressing the quality of services provided by career advisors to formerly incarcerated students attending a local community college. Findings from this study were presented at state and national conferences.

## PUBLICATIONS

Culbreath, M. S. & Voigt, S. (2017). Student reactions and career counselor experiences with the career construction interview. *Career Convergence.* Retrieved from https://www.ncda.org/aws/NCDA/pt/sd/news_article/139176/_PARENT/OLD_layout_details/false

Culbreath, M. S. (2014). GRIT: A shared perspective between advisors and ex-offenders. *Career Convergence.* Retrieved from http://www.ncda.org/aws/NCDA/pt/sd/news_article/88765/_PARENT/layout_details_cc/false

## PROFESSIONAL PRESENTATIONS

Culbreath, M. S. & Voigt, S. (2017 June) Comparing Student and Career Counselor Reactions to the Career Construction Interview. Accepted at the 2017 National Career Development Association Conference, Orlando, FL

Culbreath, M. S. & Rojewski, J. W. (2017 March) Academics, Identity, and Growth: A Senior Seminar Integrating the College Experience. Accepted at the 2017 NASPA Student Affairs Administrators in Higher Education National Conference, San Antonio, TX

Higgins, M. & Culbreath, M. S. (2016 June) An Ethical Dilemma: Counselor's Personal Biases and Effective Care. Accepted at the 2016 National Career Development Association Conference, Chicago, IL

Mwara, M. Y. & Culbreath, M. S. (2016 January) The Competitive Edge: Developing A Compelling Personal Statement for Graduate Admission. Invited to present at Morehouse College, Atlanta, GA

Culbreath, M. S. & Barclay, S. R. (2015 March) 21st Century Approach to Career Counseling: Listening for the Story. Accepted at the 2015 NASPA Student Affairs Administrators in Higher Education National Conference, New Orleans, LA

Culbreath, M. S. (2014 June) Ex-Offender Reentry: The Career Counselor's New Challenge. Accepted at the 2014 National Career Development Association Conference, Long Beach, CA

Culbreath, M. S. (2012 November) You Can't Work in Jail: Ex-Offender Transition. Accepted at the 2012 Virginia Counselors Association Conference. Fredericksburg, VA

Culbreath, M. S. & Couther, E. S. (2011 May) Women & Non-Traditional Careers. Invited to the 3rd Annual Conference for Girls & Young Women. Old Dominion University, Norfolk, VA

Culbreath, M. S. (2010 October) The Elevator Pitch. Invited to the National Society of Black Engineers (NSBE) Regional Conference. Hampton University, Hampton, VA

Culbreath, M. S. (2009 & 2010 May) Job Search Strategies for the 21st Century. Invited to the Teen Job Summit. J. Sergeant Reynolds Community College, Richmond, VA

## PROFESSIONAL ASSOCIATIONS

*Student Affairs Administrators in Higher Education- NASPA,* Member since 2012

*Golden Key Honor Society,* Member since 2012

*Chi Sigma Iota Honor Society,* Member since 2012

*National Career Development Association*, Member since 2011

*National Association of Workforce Development Professionals,* Member 2010-2011

## AWARDS

*Graduate Assistantship, University of Georgia, 2014-2017* - $22,000

*Graduate Student Travel Award for National Conference Presentation, University of Georgia, 2017* - $1500

*Dissertation Fellowship, Southern Regional Education Board (SREB), 2016* - $20,000

*Dissertation Completion Award, University of Georgia, 2016* - $2000

*Graduate Student Travel Award for National Conference Presentation, University of Georgia, 2015* - $1000

*Professional Development Travel Award, University of Georgia, 2014* - $1000

## SELECT TECHNOLOGY PROFICIENCIES

***Microsoft Office Suite:*** Word, Excel, PowerPoint, Publisher, and Outlook

***Presentation & Digital Programs:*** Piktochart, Prezi, Weebly, and Word Press

***Instructional Tools:*** Blackboard Learning Systems and Adobe Connect

***Social Media:*** Twitter, Facebook, Google Hangout, LinkedIn, and Instagram