

Anna Hermann

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Education

Indiana University of Pennsylvania (IUP); Eberly Business College; AACSB accredited

Bachelor of Science in Business Management

Graduated—December 2019

Jane Banks Book Scholarship

Spring Semester of 2018 Fall 2018

Student Affairs Experience

Head Student Peer Mentor, IUP

August 2019–December 2019

- Develop training materials including diversity discussions, campus resources and logistics of scheduling and 1:1 peer mentor meetings
- Send weekly reminder emails to peer mentors and answer questions on different topics
- Collaborate on crimson common hour, a series of difference topics including note taking strategies, diversity, on-campus work study position, and Adulting 101
- Compile quantitative and qualitative data through 3 different OneDrive surveys about mentor meetings, mentor training process, and mentees experience

Peer Mentor, Academic Resource Center, IUP

August 2018–May 2019

- Attend weekly first-year DVST 150 (Introduction to Higher Education) course to take notes and provide current student insight on experience
- Mentor at risk students by meeting at least 3 times per semester to provide students various on-campus resources
- Collaborate with professors and students
- Strategized with mentees on setting personal and academic goals

Student Success Leader, Office of New Student Orientation, IUP May 2018– August 2019 (Seasonal)

- Welcomed incoming first-year students to create an inclusive environment
- Assisted with advising and class registration through Banner Student Registration Self Service
- Prepared campus for every orientation session by preparing documents, rearranging residences halls and setting up campus
- Participated in week long training to learn various policies and procedures related to first-year experience

Crimson Guide, Admissions, IUP

January 2017–December 2019

- Communicate with prospective students and families about campus and student life
- Lead tours approximately 30 minutes–2 hours ranging in sizes from 1–40 students and families ranging in ages from 10–geriatric
- Answer student and parent difficult questions ensuring campus policies are communicated effectively

Welcome Weekend Leader, Student Leadership and Programs

August 2017

- Assisted with traffic control for student move in
- Acted as a student leader with positive energy during welcome weekend events
- Advertised weekend events by chalking the walkways

Cocurricular Activities

Phi Gamma Nu- Professional Development Organization

February 2018–December 2019

- Vice President of New Membership
- Attend professional development workshops on resume and cover letters, professional attire, LinkedIn and networking
- Participate in various service opportunities in the local community including community gardens, Evergreen Conservancy, and fundraising for various charities

Student Philanthropy Council

August 2017– October 2019

- Vice President of Senior Class Gift
- Act as student representative on University social media (Instagram and Snapchat) to advertise special events such as Philanthropy Council
- Raise money ranging from \$10,000–\$25,000 for yearly projects such as on-campus food pantry and Grant Street Park

Girl Scouts

September 2003 – present

- Advise troops of various ages ranging from 5–13 years old during day camp
- Set up prior and clean up post to day camp activities

Volunteer Experience

National Ski Patrol – Alpine Senior Patroller

December 2012– present

Angel Wings – Gift Sorter, Parade Ambassador

December 2007 – present