

# Regina A. May

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## SUMMARY OF QUALIFICATIONS

- Development & Leadership
- Counseling & Advising
- Assessment & Evaluation
- Program & Event Implementation
- Staff Training & Orientation
- Outreach & Marketing
- Employer Partnerships & Relations
- Staff Hiring & Management

## EDUCATION

### **Master of Science, Data Science**

Central Connecticut State University, New Britain, CT  
GPA: 3.5

May 2022

### **Bachelor of Science, Business Administration, Marketing**

Eastern Connecticut State University, Willimantic, CT  
*Awarded 2007 Distinguished University Leadership Award*

2018

## PROFESSIONAL EXPERIENCE

### **Current Employer, City, St**

August 2017 – Present

#### *Position Title*

- Aid in the development, hiring process, and training of the complete sales team staff.
- Contribute guidance to co-workers, as needed, relative to professional, personal and social concerns.
- Supervise and oversaw a staff of up to ten professionals, 15 part-time workers and the well-being and development of 400 customers in multiple sales programs.
- Create, promote, and direct events and programs throughout the community as well as weekend programming for the entire corporate staff and their clients.

### **Current Employer, City, St**

August 2013 – July 2017

#### *Position Title*

- Provided industry leaders with the resources and education to guide them towards professional success.
- Introduced time management, organizational and study skills over a 16-week training period.
- Valued diversity among groups of staff members and between individuals; help employees understand the interdependence among people both locally and globally.
- Worked to create office and related training environments that are safe and secure.
- Annually facilitated and coordinated the Company Professional Development Program.

## COMPUTER PROGRAMS (Alternative: Certifications)

Microsoft Office Suite, FileMaker Pro, Banner, Experience, Interview Stream, E-reports & Continuum, Zoom, Teams, Canva, Blackboard Learn, Sales Force, Store Force, Workday

## CONFERENCES & PROFESSIONAL DEVELOPMENT (Alternative: Leadership, Clubs & Organizations)

Cooperative Education & Internship Association Annual Conference (CEIA), Various Locations April 2018, 2019  
National Association of Colleges and Employers (NACE), Orlando, FL June 2018  
American Marketing Association Intercollegiate Conference (AMA), New Orleans, LA March 2014 – 2017

## COMMITTEES (Alternative: Clubs & Committees)

Student Affairs Assessment Committee (Chair), ECSU August 2016 – Present  
New England Association for Cooperative Education and Field Experience September 2017 – Present  
Major/Minor Event Committee (with Academic Advisement) June 2017 – Present  
Connecticut Cooperative Education & Internship Association (Treasurer) June 2016 – Present