

ANASTASIA ROSE-DIAMANTIS LOPEZ

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PROFESSIONAL PROFILE

A professional, culturally sensitive, and dedicated individual with experiences in career and workforce development, business with some HR knowledge, and international education. Strong writing, facilitation, and supervisory skills. Demonstrated ability creating presentations for conferences, workshops and trainings. Demonstrated success working with people of diverse backgrounds and working styles as well as coordinating events and programs with global themes.

EDUCATION

Master of Arts in Educational Leadership, June 2013
Concentration: Higher Education and Student Affairs GPA: 3.95
Western Michigan University (WMU) Kalamazoo, MI

Bachelor of Science in Business Administration, December 2008
Concentration: Hospitality and Tourism Management GPA: 3.65 Cum Laude
Robert Morris University (RMU), Moon Township, PA

Study Abroad: The American University of Rome, Italy August 2007-January 2008
Focus: International education, business, and European cultures

HIGHER EDUCATION AND TEACHING EXPERIENCE

Professional Development Faculty Instructor July 2022-Present
Director of Career Development and Recruitment for the Master of Quantitative Economics (MQE) Program
University of Pittsburgh, Department of Economics Pittsburgh, PA

- Identify, attract & help to recruit cohorts of highly qualified MQE students; Support students through admissions process; Track student progress in MQE program and collect and analyze student post-graduation data.
- Provide individualized and collective career advising to economics students; provide career assistance to alumni.
- Teach two professional development courses for about 100 economics majors each semester, two-days a week.
- Assist with the implementation of capstone projects for MQE students.
- Coordinate career chats and site visits with Advisory Board members and current cohort of MQE students.
- Coordinate Advisory Board Fall meeting with current board members and MQE faculty; Manage logistics for networking event with MQE cohort, food and beverages, as well as the annual report to share with stakeholders.
- Build a network of corporations, government agencies and nonprofits to aide in the placement of MQE graduates.
- Leverage the network of alumni, industry, nonprofit, and government contacts for development projects.
- Serve as Dept's Economic Development Coordinator and liaison to two Dietrich School of A&S offices: Communications & Philanthropic & Alumni Engagement, to increase engagement and fundraising opportunities.
- Oversee development of content for newsletter and website with an eye towards engagement and fundraising.

Adjunct Faculty for SDS-112 "The Job Search" March 2021-Present
Community College of Allegheny County (CCAC) Pittsburgh, PA

- Teach a college-wide course on "The Job Search" to help students learn more about what is needed when applying and interviewing for a position; Help students craft their resume, cover letter and reference pages.
- Provide networking opportunities for students to make intentional connections and leads on opportunities.
- Submit course materials, assignments, projects and discussion boards on Blackboard shell; Submit grades.

Board of Directors – Co-President- Elect July 2023-Present

Board of Directors – Secretary June 2021-Present

Board of Directors -Marketing/Social Media and Volunteer Coordinator) June 2020-Present
Career Counselors' Consortium (CCC) Remote

- Facilitate and host roundtables discussions on various career topics, coordinating panelists, managing breakout rooms, polls, the chat and coordinating opportunities to network with other CCC members within those sessions.
- Helped coordinate the CCC's first-ever virtual conference over two days. Moderated one of the Keynote Speakers for the conference and facilitated a session on Technology for Virtual Work.

- Serve on Membership Committee which helped inflate our growth by more than 50 new members.
- Promote CCC marketing materials on social media outlets to encourage participation for upcoming events.
- Collect volunteer information and coordinate volunteers with different programs and opportunities.
- Attend quarterly meetings with the other Board Members and take notes to distribute to our 12-person board.

Director of Student Engagement—Northwest Region

January 2021-June 2022

Community College of Allegheny County (CCAC)

Pittsburgh, PA

- Manage a budget of \$1M for the Northwest region campuses to put on programming for the campus community.
- Supervise and develop a staff of eight people to provide opportunities for students and the community.
- Assist with new student orientation options to help students on-board and integrate in the college community.
- Establish and maintain student leadership development, student ambassador options, and community engagement programming for students at the college.
- Create new programs and initiatives that support and engage multicultural communities throughout the year.
- Advise student organizations and outreach to student communities; develop student relationships through meeting student groups and help advise projects; collaborate with faculty and advisors on programming.
- Support student success through community building activities, cultural programs, leadership development, community service and engagement on campuses, centers and virtually.
- Prepare department calendar for the semester with full team; assess programming and change as needed.
- Oversee the expenditures of the budget and ensure expenses comply with college policy.
- Serve on the Evening and Weekend Committee to assess how the college can provide better services to those students. Help with enrollment initiatives for the college through direct outreach to prospective students.

Director of Career Services for North Campus and West Hills Center

July 2019-December 2020

Community College of Allegheny County (CCAC)

Pittsburgh, PA

- Assisted students, alumni and community members with resume and cover letter development, interviewing skills, reference and portfolio preparation; Administered career programs and events to help engage the community; provided consistent delivery of services, marketing, and materials.
- Identify and submitted High Priority Occupation (HPO) programs to the Pennsylvania Department of Labor and local workforce investment board for approval; report results/data to appropriate campus/college departments.
- Facilitated a presentation to 30 professional dancers on the topic "Careers for the Performing Arts."
- Coordinated employer panels to attend high school visitation day programs in collaboration with Admissions.
- Coordinated a Manufacturing Day program that was the best received to date with 15 employers in that industry where high school and college students can learn more about manufacturing through employer panels and tours.
- Planned a premier ResuMANIA event for the College, open to the public that generated 83 resume reviews.
- Created a first-ever, two-day job fair that held 62 employers and over 200 attendees; partnered with Dress for Success to provide free professional suits and collected new shirt and tie sets and a career fair contest as well.
- Created an International Education Week program, the Global Org Tour that hosted employers or community partners that have a global presence; created paper passports to be stamped at the stations to win fun prizes.
- Hosted employers for On-Campus Recruitment Days that generated 114 employers and over 900 student interactions and also engaged with over 360 employers and community partners in the first academic year.
- Worked with over 850 student, alumni and community member interactions in the fall 2019 semester.
- Supervised two staff members and work study students in the office each semester, assigning tasks and goal setting as well as provided feedback to help the office reach its full potential.
- Prepared and administered department budgets, develop weekly and monthly reports on all engagements.
- Managed work study programs in collaboration with the Financial Aid Office.
- Partnered and collaborated with many internal departments like Student Life, Supportive Services and Veterans Affairs as well as external community partners and employers.
- Co-Chaired the World Cultures Club and Women on a Mission (WOM) for the College.

Workforce Development Specialist

August 2018-June 2019

University of Pittsburgh Medical Center (UPMC)

Pittsburgh, PA

- Managed and facilitated the Partnership on Workforce Readiness and Retention (POWRR) curriculum and logistics for cohorts of 20 people with barriers to employment each month.
- Pre-screened all candidates to the program and created a stronger career emphasis by adding a mock interview section, a *StrengthsFinder* workshop, and a mini-job fair at the end of the program. Presented all graduates with a certificate of completion.
- Utilized Taleo HR software to check on applicant statuses and advocate to lead recruiters on their behalf.
- Coordinated Community All Access Days for people with barriers to employment, including people with disabilities, veterans, immigrants and refugees and other minorities to have direct access to recruiters.

Career Consultant (Arts & Sciences, Pre-Business, and Careers Abroad)

January 2014-July 2018

University of Pittsburgh, Career Center

Pittsburgh, PA

- Assisted and counseled over 700 students and alumni a year with overall career planning including interviewing, internships, job-search strategies and more; managed student counseling appointments with *Handshake* software.
- Experienced building relationships with employers and alumni through partnerships with workshops and panel discussions; work closely with Employer Relations team on cultivating both faculty and employer relationships.
- Worked with students who are interested in working and interning abroad by utilizing global resources; Co-created a career-centered re-entry program for international interns that featured pilot events and workshops.
- Managed the *Global Career Series*, which connects international and domestic students together through career-related programming with over 2,083 students attending almost 50 programs in the last four years.
- Managed the *DiversityU Series* and other events and programs with over 800 students reached within the first semester; Managed DiversityU Deep Dive Series classes and logistics for spring semester session.
- Co-Managed a budget of almost \$20,000 for *DiversityU Series* and helped obtain three grants totaling \$13,030.
- Hired premier undergraduate *Global Career Series* intern and supervised four graduate interns; Co-created all internship manual materials and resources; met weekly for supervision and presentations.
- Served on International Education Week, Student Affairs Awards, and Ambrosio Internship Award Committees.
- Served as a Panther Reach Mentor to an assigned residence hall which helped in retention initiatives to freshmen.
- Collaborated with faculty and advisors across campus to serve as a resource as a career educator; present in classrooms; coordinate all events related to fields of interest with employer relations team.

Career Educator and Advisor Graduate Assistant for College of Arts and Sciences

August 2011-June 2013

Career and Student Employment Services, WMU

Kalamazoo, MI

- Provided one-on-one and group career advising during drop-in and scheduled appointments; Interpreted FOCUS career assessments for many first-year students; and conducted classroom presentations with the collaboration of faculty on resumes, cover letters, and interview preparation.
- Acted as Interim Career Development Specialist and Liaison to the College of Arts and Sciences while supervisor was on maternity leave; Co-designed and planned a mock interview pilot program for 30 psychology students.
- Created a faculty advising manual in collaboration with the Office of Faculty Development and the National Association of Colleges and Employers (NACE) to assist faculty advisors with assisting students with all of their career development needs (i.e. referring students to employers, ethical and legal hiring practices, and others).
- Managed the planning and coordination of two career fairs (Michigan Association of Broadcasters and Nonprofit) for over 250 students including logistics, recruitment of volunteers, and communication with faculty and staff. Assisted with multiple career fairs and department representation.
- Collaborated with faculty within the Arts and Sciences College regarding internships and initiated a research project to continue finding employment opportunities.
- Participated with the *Commission for the Blind Program* to educate a group of nine students with visual impairment on resume development, job-search strategies, and college preparation.
- Represented department at Orientation Parent Mixers, Transfer Orientations, and many other information sessions, as well as multiple career fairs and other campus events.

INTERNATIONAL EDUCATION EXPERIENCE

Global Education Editor and Faculty Member

January 2012-Present

Wandering Educators, Youth Blogging Mentoring Program

Remote

- Authored over 110 articles about international education, college programming and services, and college-to-career that help students learn more about their collegiate options and promote student involvement on-campus.
- Created *The College Programming Series*, and *The College, Internships, and Career Series*, a compilation of articles and interviews with constituents of multiple universities about college programs, services, and student spotlights.
- Created an *Exploring Pittsburgh Series* to share places to explore in and around the city of Pittsburgh.
- Created the *#CommunityCollegeBecause...Series* to help end the stigma of attending a community college by sharing success stories of graduates from community colleges.
- Wrote articles that contributed to the Institute of International Education's Generation Study Abroad Initiative.
- Researched, created, and facilitated a webinar on "The Importance of International Experiences" for about 20 students who live all over the world; participated in G+ hangouts to connect and mentor students.

Three Rivers Re-Entry Conference On-Site Chair and Career Session Chair January 2015-September 2016

University of Pittsburgh in conjunction with Lessons from Abroad Pittsburgh, PA

- Managed all logistics with Chair for first annual study abroad re-entry conference for over 80 Western PA students from over a half-a-dozen institutions; Scheduled regular meetings via *Doodle* with committee members.
- Created all career session materials with other career professionals to facilitate to students; Managed Facebook page which promotes Conference plus featured jobs and other re-entry assistance.

Writing Corps Program Contributor November 2012- October 2013

Go Overseas Remote

- Authored articles to advocate for international education (studying, teaching, living overseas).

Manager of Volunteers August-September 2012

Association of Nepal and Himalayan Studies Conference Kalamazoo, MI

- Managed 25 student volunteers to help with the Association of Nepal and Himalayan Studies Conference.

Social Media Administrator for Abroad Scout 2010-2011

Agapy, LLC Remote

- Authored five articles on studying abroad, global friendships, and a personal Greek pilgrimage .

BUSINESS EXPERIENCE

Co-Owner and Office Manager 2009-2019

FDL Construction Portage, MI and Baden, PA

- Provided estimates and invoices to clients for potential projects using *Quickbooks* software and ordered inventory.

Guest Service Representative and Manager on Duty February 2005-August 2007

Hyatt Place, formerly AmeriSuites Cranberry Twp., PA

PRESENTATIONS

Career Counselors' Consortium Conference, Virtual August 2020

- Presented a conference session on "Technology for Virtual Work"

The Bridge Program: College Prep and Leadership Academy, University of Pittsburgh April-July 2018

- Facilitated multiple programs to high school students who want to experience college at Pitt on building an effective resume, interviewing tips and learning more about their Holland Codes.

Eastern Association of Colleges and Employers (EACE), Reston, VA June 2018

- Presented on "DiversityU: Building a Cohesive Diversity Career Programming Series;" The University of Pittsburgh Career Center won the 2018 EACE Innovation in Diversity and Inclusion Award for the program: Employer Diversity Recognition Awards"

University of Pittsburgh Mentoring and Advising Summit, Pittsburgh, PA April 2018

- Invited to speak about global advising and the programs that I create, facilitate, and provide to students through my role and office. Highlights included the Global Career Series and the success and progression of the series as a resource for students and the creation of a Global Career Internship.

National Career Development Association (NCDA), Orlando, FL June 2017

- Accepted to co-present a roundtable on “Building a Cohesive Diversity Career Programming Series.”

NAFSA Region VIII Association of International Educators Conference, Morgantown, WV November 2017

- Presented on “International Education and Career Readiness: How do we Connect the Two?”

Lessons from Abroad Greater Pittsburgh Conference, University of Pittsburgh September 2016

- Created and presented on all career session PowerPoint slides and other materials for over 80 students who attended the first annual study abroad returnee conference hosted at the University of Pittsburgh.

The Pennsylvania Association of Colleges and Employers (PennACE), Pittsburgh, PA May 2016

- Presented on “A Collaborative Model for Integrating Global Themes in Students’ Career and Professional Development”

Robert Morris University Colonial Leadership Conference, Moon Twp, PA March 2015

- Invited to be a panelist presenting to RMU college juniors preparing for their senior year and beyond.

NAFSA Region VIII Association of International Educators Conference, Colonial Williamsburg, VA November 2014

- Presented on a career-centered re-entry program that was being piloted at the University of Pittsburgh

Global Internship Conference, University of Toronto, Canada June 2014

- Presented on a career-centered re-entry program that was being piloted at the University of Pittsburgh.

Michigan Association of College Admission Counseling (MACAC), Eastern Michigan University May 2012

- Invited to present at “Camp College” on the “College Search Process” for first-generation high school students who were looking into learning more about college. Topics included: finances, in-state vs. out-of-state considerations, major interests, resources and other important information about how to choose a college.

PROFESSIONAL ASSOCIATIONS AND CERTIFICATIONS

Heartsaver CPR/AED Certification , American Heart Association	Expires: December 2023
Certified Master of Career Services , National Career Development Association (NCDA)	February 2023-Present
Certified Start Smart and Work Smart Salary Negotiation Facilitator , AAUW	July 2022-Present
National Association for Campus Activities (NACA), Member	June 2021-June 2022
Pennsylvania Career Development Association (PACDA), Charter Member	June 2020-June 2022
Pennsylvania Council for International Education, Member	February 2019-February 2020
Western Pennsylvania Career Services Association (WestPACS), Member	January 2019-January 2020
Work Matters Summit, America’s Workforce: Empowering All, Attendee	November 2019
Eastern Association of Colleges and Employers (EACE), Member	November 2014-November 2018
NACE Career Coach Intensive , Robert Morris University (RMU), Moon Twp., PA	July 2016
National Association of Foreign Student Advisors (NAFSA), Member	January 2012-January 2016
Myers-Briggs Type Indicator (MBTI) Certification	August 2014
Allies Network Training , University of Pittsburgh, Pittsburgh, PA	April 2014
Michigan Academic Advising Association (MIACADA), Member	March 2013-February 2014
Michigan Association of International Educators (MAIE), Grant Recipient	March 2013-February 2014
National Association of Student Personnel Association (NASPA), Member	January-December 2013
National Academic Advising Association (NACADA), Member	January-December 2013
MIACADA Conference, Hospitality Committee , Kalamazoo, MI	April 2013
NAFSA Region V: Association of International Educators, Grant Recipient , Madison, WI	November 2012
Michigan College Personnel Association (MCPA), Member	October 2011-October 2012
NAFSA Region V: Association of International Educators, Grant Recipient , Detroit, MI	November 2010

LEADERSHIP AND AWARDS

Career Counselors’ Consortium, Board of Directors	June 2020-Present
Daughters of Penelope, Chapter Astrea, Corresponding Secretary	June 2019-June 2022
World Cultures Club, Co-Advisor , CCAC	September 2019-December 2020
UPMC Project SEARCH, Committee Member	September 2018-June 2019

The Bridge Program: College Prep and Leadership Academy, Facilitator and Committee Member	April-July 2018
Awards Committee, Reviewer and Nominator	August 2016-July 2018
Anthony and Concetta Ambrosio Internship Award Committee, Member and Reviewer	January 2015-July 2018
International Education Week Committee, Member and Event Planner	September 2015-July 2018
"Be the Change" Community Service Committee, Co-Chair , RMU Alumni Council	January 2015-February 2018
Eastern Association of Colleges and Employers (EACE) Innovation in Diversity and Inclusion Award	June 2018
Zeta Sigma Chi Multicultural Sorority, Faculty Advisor , University of Pittsburgh	April 2015-September 2016
Wandering Educators, International Education and Student Affairs Excellence Award	March 2015
Intercultural Competence Committee , Western Michigan University	August 2012-June 2013
National Society of Collegiate Scholars (NSCS) Honor Society, Lifetime Member	2005-Present
Daniel L. Schenke Memorial Scholarship	2003