
Dana Pumehana Aina

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Objective To gain full-time employment as a coaching assistant for a collegiate volleyball team

Education The Pennsylvania State University 1998–Present
Master of Education, Counselor Education – College Student Personnel

- Degree in Progress (47 of 48 Credits Completed)

The Pennsylvania State University 1988–1989 and 1990–1993
Bachelor of Science, Exercise and Sports Science – Teaching Option

- Degree Conferred: May 1993

College Coaching Experience The Pennsylvania State University August 1998–May 1999
2nd Assistant Coach – Men's Volleyball Team

- Coach team on the court, in practice and match situations
- Plan and evaluate practices
- Record team statistics
- Team Accomplishments: NCAA national semifinalist and EIVA champion

Bucknell University August 1997–February 1998
Assistant Coach – Women's Volleyball Team

- Coach on the court, in practice and match situations
- Plan and evaluate individual/team practices
- Coordinate team recruiting
- Set team schedule and travel arrangements
- Manage team budget
- Videotape team matches and arrange videotape exchange
- Record team statistics
- Scout opponents and develop game plan
- Supervise team manager's responsibilities
- Monitor student-athlete academic progress and athletic eligibility
- Comply with all University, Patriot League and NCAA rules and regulations
- Team Accomplishments: Patriot League regular-season champion

The Pennsylvania State University August 1992–December 1992
Volunteer Assistant Coach – Women's Volleyball Team

- Assist in performing duties as assigned, including coach on the court, in practice and match situations; and record team statistics
 - Team Accomplishments: NCAA regional finalist and Big-Ten Conference co-champion
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Other Coaching Experience State College Area High School January 1994–June 1997
Head Coach – Girls' and Boys' Volleyball Teams

- Complete coaching duties in all aspects of high school athletic program, including coach on the court, in practice and match situations; direct home tournament; record team statistics; administer training and conditioning program; schedule opponents and arrange team travel; maintain team budget and purchase team uniforms and equipment; supervise assistant coach's and team managers' roles and responsibilities; contact media; and coordinate collaborative efforts with booster club/parents/alumni/community
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**Advising and
Counseling
Experience**

The Pennsylvania State University August 1999–Present

Counselor (August 2000–Present) & Counseling Intern (August 1999–July 2000) –
Multicultural Resource Center (MRC)

- Manage caseload of approximately 900 ethnic minority undergraduates, including African/Black American, American Indian/Alaskan Native, Asian & Pacific American, and Latino/Hispanic American students.
- Provide counseling and referral services for students who have personal concerns regarding (1) orientation and adjustment to college; (2) retention programming, including study skills, time management, and test-taking strategies; (3) academic progress, including course scheduling and degree audits; (4) financial aid, scholarships, and money management; (5) interpersonal relationships with peers and family, conflict resolution, and other personal matters; (6) tutorial services, supplemental instruction, study groups, and seminars; (7) transfer credit evaluation, and transferring procedures; (8) careers, work-study, internships, graduate and professional school, education abroad, and job opportunities; and (9) University policies, procedures, and regulations
- Implement advising procedures in conjunction with mainframe database: Integrated Student Information System (ISIS)
- Maintain student records via electronic documentation: MRC files and Student Services Counseling Data (ARUEM)
- Design, manage and update MRC Web site <<http://www.equity.psu.edu/mrc/>>
- Coordinate KEWL (Knowledge, Excellence, Wisdom, & Learning), a mentoring and leadership program for Asian & Pacific American undergraduates
- Co-write grant proposal for Educational Opportunity Planning Committee (EOPC) funds to sponsor KEWL

The Pennsylvania State University August 1999–April 2000

Counseling Intern – Morgan Academic Support Center for Student-Athletes (MASCOSA)

- Advise student-athletes (from men's and women's golf teams, men's and women's soccer teams, and men's and women's volleyball teams) on issues regarding athletic eligibility
- Instruct student-athletes in first year experience seminar (topics include diversity and multicultural awareness, general education and degree/major requirements)
- Mentor student-athletes and monitor their academic progress
- Compile data detailing gender differences in college choice of student-athletes

**Teaching
Experience**

State College Area School District September 1993–June 1997

Teacher – Health and Physical Education

- Teach students in grade 9-10 (Predetermined Substitute, 11/96-6/97)
- Teach students in grades K-12 (Daily Substitute, 9/93-10/96)
- Develop course curriculum and lesson plans
- Supervise and maintain safety of students in classroom and locker room areas
- Organize room dynamics during physical education activities
- Assign, correct and grade students' homework
- Monitor and evaluate students' classroom behavior and participation
- Volunteer for PA Regional Special Olympics, and American Heart Association "Jump Rope for Heart"

State College Area School District January 1993–June 1993

Student Teacher – Health and Physical Education

- Teach approximately 300 students in grade 9-10, including one section each of Honors PE and Adapted PE
 - Develop lesson plans to fit course curriculum
 - Supervise and maintain safety of students in classroom and locker room areas
 - Monitor and evaluate students' classroom behavior and participation
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Computer Experience	<ul style="list-style-type: none"> ▪ Proficient at several personal computer software programs, including Windows 9x/NT, Microsoft Office 9x/2000 (Word, Excel, Outlook, PowerPoint and Internet Explorer) and Eudora Pro ▪ Designed, managed and updated different Web sites using FrontPage 9x/2000, JavaScript, Common Gateway Interface (CGI), Active Server Pages (ASP), File Transfer Protocol (FTP), Hyper-Text Markup Language (HTML) and various photo editors ▪ Design and utilize technology to provide student support services
Affiliations	<p>American College Personnel Association (ACPA) American Volleyball Coaches Association (AVCA) Hui Hawai'i (Penn State Hawai'i Club), Adviser Knowledge, Excellence, Wisdom & Learning (KEWL), Adviser Lesbian*Gay*Bisexual*Transgender Network National Association of Academic Advisors for Athletics (N4A) Pennsylvania College Personnel Association (PCPA) Statewide Pennsylvania Rights Coalition (SPARC)</p>
Certifications	<p>American Red Cross: Community First Aid & Safety USA Volleyball: IMPACT and CAP Level I PA Dept. of Education: Health and Physical Education Teacher (K-12), Instructional I</p>
Military Experience	<p>United States Navy September 1985–August 1988 Petty Officer, 3rd Class – Machinist Mate, E- 4 (MM3)</p> <ul style="list-style-type: none"> ▪ Completed various military duties, as assigned
References	<p>Available upon request</p>