
Dana Pumehana Aina

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Objective To focus my personal, educational and counseling experience to serve the needs of college students

Education The Pennsylvania State University 1998–Present

Master of Education, Counselor Education – College Student Personnel

- In progress: completed 47 of 48 credits.

The Pennsylvania State University 1988–1989 and 1990–1993

Bachelor of Science, Exercise and Sports Science – Teaching Option

- Degree Conferred: May 1993
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Advising and Counseling Experience The Pennsylvania State University August 2000–Present

Counselor – Multicultural Resource Center

- Manage caseload of 800-1200 minority undergraduates per semester as a full-time counselor, including African/Black American, American Indian/Alaskan Native, Asian American, Latino/Hispanic American, and Pacific Islander 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 via Administrative Information Services and Integrated Student Information System (AIS-ISIS)
- Maintain student records via electronic documentation: MRC files and Student Services Counseling Data (ARUEM)
- Supervise KEWL (Knowledge, Excellence, Wisdom, & Learning), a mentoring program for Asian American and Pacific Islander American students; and instruct program leadership course
- Coordinated former programming efforts, including Student Advisory Board and Student of the Month

The Pennsylvania State University August 1999–July 2000

Counseling Intern – Multicultural Resource Center

- Manage average caseload of 250 minority undergraduates per semester as a counseling intern
 - Refer students to professional academic, educational, personal and vocational services, as needed
 - Implement advising procedures using AIS-ISIS; update student records in MRC files and ARUEM
 - Co-Advise KEWL
 - Design, manage and update Web presence for Multicultural Resource Center
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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

Coaching Experience

The Pennsylvania State University August 1998–May 1999

2nd Assistant Coach – Men's Volleyball Team

- Completed coaching duties as directed, including coaching NCAA semifinalist and EIVA conference champions in practice and match situations, planning and evaluating practices, and recording team statistics

Bucknell University August 1997–February 1998

Assistant Coach – Women's Volleyball Team

- Completed coaching duties as directed, including coaching Patriot League regular-season champions in practice and match situations, setting team schedule and travel arrangements, coordinating team recruiting, administering individual and team training and conditioning sessions, and organizing team manager's schedule and responsibilities

State College Area High School January 1994–June 1997

Head Coach – Girls' and Boys' Volleyball Teams

- Completed coaching duties in all aspects of high school athletic program, including coaching on the court, directing home tournament, recording team statistics, administering training and conditioning program, scheduling opponents, arranging travel, maintaining budget, purchasing team uniforms and equipment, organizing assistant coach's and team managers' roles and responsibilities, contacting media, and coordinating efforts with booster club/parents/alumni/community

Teaching Experience

State College Area School District September 1993–June 1997

Teacher – Health and Physical Education

- Taught students in grade 9-10 (Predetermined Substitute, 11/96-6/97)
- Taught students in grades K-12 (Daily Substitute, 9/93-10/96)

Computer Experience

- Proficient at several personal computer software programs, including Microsoft Windows & Office Pro, Macromedia Studio Suite, Adobe Acrobat, and several Internet browsers
- Designed, managed and updated different Web sites using Macromedia Suite, JavaScript, Formmail, Active Server Pages (ASP), File Transfer Protocol (FTP), Hyper-Text Markup Language (HTML) and various image editors
- Former Web Site Coordinator (Volunteer) - Multicultural Resource Center, Office of the Vice Provost for Educational Equity, American College Personnel Association (ACPA) Standing Committee for Multicultural Affairs, ACPA Multicultural Networks
- Designed and utilized Web Site development skills to provide student support services - Report Hate at Penn State (front-end), Zero Tolerance for Hate Support Network, and Multicultural Resource Center Student Survey - Online

Affiliations & Community Service	American College Personnel Association (ACPA) FastStart, Mentor Knowledge, Excellence, Wisdom, & Learning (KEWL), Supervisor Lesbian*Gay*Bisexual Support Network Pennsylvania College Personnel Association (PCPA) Standing Committee for Multicultural Affairs (CMA of ACPA) Statewide Pennsylvania Rights Coalition (SPARC) Zero Tolerance for Hate at Penn State Support Network Adviser, Penn State Student Organizations: Asian Pacific American Coalition (APAC) Cambodian Student Coalition (CSC) Delta Sigma Iota Fraternity (DSI) Falun Dafa Club Hui Hawai'i Lambda Phi Epsilon Fraternity, Inc. (LPhiE) Penn State Filipino Association (PSFA) Sigma Chi Alpha Fraternity
Certifications	Health and Physical Education Teacher (K-12), Instructional I
Military Experience	<u>United States Navy</u> <u>September 1985–August 1988</u> Petty Officer, 3 rd Class – Machinist Mate, E- 4 (MM3) <ul style="list-style-type: none">▪ Completed various military duties, as assigned
References	Available upon request
