
Dana Pumehana Aina

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<http://www.personal.psu.edu/dpa2>

Objective To focus my personal, educational, counseling and web development experience to serve the needs of the Penn State Alumni Association

Education The Pennsylvania State University 1998–2000 and 2004–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 (Primary Duties) The Pennsylvania State University August 2000–Present
Counselor – Multicultural Resource Center

- Manage caseload of 700-1000 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 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
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Web Site Editor and Computer Support (Other MRC Duties, as Needed)

- 2000-2004: Volunteer Web Site Coordinator – Designed, edited, and maintained Websites for all 22 units of the Office of the Vice Provost for Educational Equity; 2004-present: Content Manager – Multicultural Resource Center Web Site
- Working knowledge of Adobe Acrobat, Cascading Style Sheets (CSS), Dream Weaver MX 2004, File Transfer Protocol (FTP), Fireworks MX, and Hyper-Text Markup Language (HTML)
- Knowledge of Active Server Pages (ASP), Adobe Photoshop, Flash MX Professional 2004 and JavaScript
- Design and utilize Web Site development skills to provide student/faculty/staff support services – Report Hate at Penn State (front-end), Zero Tolerance for Hate Support Network, MRC Student Survey and MRC Newsletter
- Use electronic equipment [i.e., digital cameras, scanners, VHS video camera, etc.] to enhance Web Site presence
- Provide limited desk-top support to MRC staff, interns and work-study students

Advising and Counseling Experience (cont'd)	The Pennsylvania State University Counseling Intern – Multicultural Resource Center	August 1999–July 2000
	<ul style="list-style-type: none"> ▪ Manage caseload of 250 minority undergraduates as a counseling intern ▪ Counsel and refer students to professional academic, educational, personal and vocational services, as needed; implement advising procedures using AIS-ISIS; and update student records in MRC files and ARUEM ▪ Design, manage and update Web Site presence for Multicultural Resource Center 	
	The Pennsylvania State University Counseling Intern – Morgan Academic Support Center for Student-Athletes (MASCSA)	August 1999–April 2000
	<ul style="list-style-type: none"> ▪ Advise student-athletes (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 	
Teaching and Coaching Experience	The Pennsylvania State University 2 nd Assistant Coach – Men's Volleyball Team	August 1998–May 1999
	<ul style="list-style-type: none"> ▪ Completed 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 Assistant Coach – Women's Volleyball Team	August 1997–February 1998
	<ul style="list-style-type: none"> ▪ Completed duties as directed, including coaching in practice and matches, setting team schedule and travel arrangements, coordinating team recruiting, administering individual and team training and conditioning sessions, maintaining volleyball team's web site presence and organizing team manager's responsibilities 	
	State College Area High School Teacher – Health & Physical Education / Head Coach – Volleyball	January 1994–June 1997
	<ul style="list-style-type: none"> ▪ Taught students in grade 9-10 (Predetermined Substitute, 11/96-6/97) ▪ Taught students in grades K-12 (Daily Substitute, 9/93-10/96) ▪ Completed 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 	
Penn State Affiliations	<ul style="list-style-type: none"> ▪ Asian Pacific American Alumni Interest Group (APAAIG), Member ▪ Delta Phi Omega Sorority, Inc. ($\Delta\Phi\Omega$), Adviser ▪ Delta Sigma Iota Fraternity, Inc. ($\Delta\Sigma I$), Adviser ▪ Hui Hawai'i at Penn State, Adviser ▪ Knowledge, Excellence, Wisdom & Learning (KEWL) Program, Director ▪ Lambda Phi Epsilon Fraternity, Inc. ($\Lambda\Phi E$), Adviser ▪ Lesbian*Gay*Bisexual Support Network, Member ▪ Penn State Alumni Association, Lifetime Member ▪ Zero Tolerance for Hate at Penn State Support Network, Member 	

Military Experience

United States Navy

September 1985–August 1988

Petty Officer, 3rd Class – Machinist Mate, E- 4 (MM3)

- Completed various military duties, as assigned

ePortfolio

Access the Websites listed below via my Penn State Personal Web Space:

- D's ePortfolio: My Websites
<http://www.personal.psu.edu/dpa2/portfolio.html>

Designed, edit and update the following (4) Websites:

- East Coast Outrigger Racing Association (ECORA)
<http://www.eastcoastoutrigger.com>
- Kent Island Outrigger Canoe Club
<http://www.kiocc.com>
- Penn State Powwow
<http://www.powwow.psu.edu>
- Shelly K. Aina (created for my spouse)
<http://www.personal.psu.edu/skp1>

Edit and update the following (2) Websites, but did not design:

- Konawaena High School Class of 1983
<http://www.konawaena1983.org>
- Rankin & Associates, Consulting
<http://www.rankin-consulting.com>

As former Web site editor, provided most/all of the content to following (4) Websites, but did not design current site:

- Office of the Vice Provost for Educational Equity
<http://www.equity.psu.edu>
- Multicultural Resource Center
<http://www.equity.psu.edu/mrc>
- Report Hate at Penn State
<http://www.equity.psu.edu/reporhate>
- Zero Tolerance for Hate at Penn State Support Network
<http://www.equity.psu.edu/zero>

Designed (1) Website. Client failed to secure an Internet Service Provider, so site was never activated. You can still view it on my Personal Web Space:

- Island Outriggers, Inc.
<http://www.personal.psu.edu/dpa2/islandoutriggers>

Designed (2000) original theme for these (5) Websites, but no longer have edit rights. Current editors seem to have neglected sites' integrity. Regrettably, my name still appears on many of the Webpages, but repeated requests to remove it have failed.

- Asian/Pacific American Network (A/PAN)
<http://www.myacpa.org/sc/scma/apan>
- Latino Network (LN)
<http://www.myacpa.org/sc/scma/latino>
- Native American Network (NAN)
<http://www.myacpa.org/sc/scma/nan>
- Pan African Network (PAN)
<http://www.myacpa.org/sc/scma/pan>
- Standing Committee for Multicultural Affairs (SCMA)
<http://www.myacpa.org/sc/scma>