**James W Stout**

**2526 Hawthorne Drive**

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**724-797-8069**

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**Education**

B.S. – Psychology – Slippery Rock University – May 2007 – G.P.A 3.2/4.0

MAEd – Higher and Postsecondary Education – Argosy University – July 2012 – G.P.A. 3.97/4.0

**Work Experience**

**February 2008 – Present:**

**Assistant Registrar – Testing Specialist; Enrollment Processor: Education Management Corporation: Pittsburgh, PA**

* Interacted with students through every phase of the placement tests process
* Trained new employees on the testing team
* Evaluated transcripts and other documents that come in for the registration process
* Oversaw and troubleshot student exams for the online division of Art Institute of Pittsburgh, South University and Argosy University.

Accomplishments: was a team point person to establish English proficiency tests for international partnership universities, created comprehensive training materials, improved department morale through participation on the Festivities Committee.

**January 2006 – May 2007:**

**Community Assistant/Summer Housing Assistant: Office of Residence Life at Slippery Rock University: Slippery Rock, PA**

* Worked with students living on campus through educational programs and activities
* Maintained safety by monitoring the front desk, checking in and out student’s guests and making security rounds of the building
* Attended weekly staff meetings, house council and individual one on ones
* Opened and closed the dormitory by communicating with students, parents, and fellow staff
* Served and hosted various camps and conferences for children and teenagers

Accomplishments: Interviewed Graduate Assistant students for the following year, helped to establish a new programming model, attended the statewide system of higher education conference, president of the living-learning community board, planned the annual Care Break, member of Psi Chi – the international honorary society for psychology, and was actively involved in the National Residence Hall Honorary at the university.