

ANGELA R. DRAHEIM

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SUMMARY OF QUALIFICATIONS

- Detail-oriented, dedicated and focused administrative assistant with outstanding work ethic, strong organizational skills, excellent interpersonal skills and a commitment to confidentiality.
- An independent and self-motivated professional who demonstrates excellent written and oral communication skills; able to grow positive relationships with colleagues.
- Demonstrates administrative expertise in processing paperwork, file management, supply purchasing, budget management, maintenance of account statements, and event coordination.
- Adept at learning and excelling in new tasks and responsibilities; able to prioritize and complete multiple tasks to meet project goals.
- Technically proficient in operating multi-line phone systems, laminators, copy and fax machines, PC & Apple platform computers, printers & software including MS Office Suite, Google apps, Adobe Acrobat & Photoshop, jamovi, IBM SPSS Statistics, and WordPress Web Management System.

RELEVANT PROFESSIONAL EXPERIENCE

- Academic Program Coordinator and Departmental Web Specialist / Departmental Assistant in Psychology*
2004–present St. Mary's College of Maryland St. Mary's City, MD
- Maintains content on departmental [website](#), related dept Google sites ([psyc alumni index/career database](#), [SMP showcase](#), [effective presentations](#)), social media sites (Dept Facebook, Psyc Alumni Facebook, Psyc Alumni LinkedIn) and program TV display. Assists with other related program (e.g., [Neuroscience](#), [IRB](#), [IACUC](#), [WGSX](#)) and College supplemental (e.g., [Welcome to SMCM](#)) websites as needed.
 - Facilitates departmental user access to College's Qualtrics license; provides individual, small-group and class instruction/consultation about online survey development; assists with building surveys based on departmental templates for use with SMCM research pools and/or third-party pools.
 - As SMP Coordinator, acts as liaison to the department chair while: organizing and publicizing SMP cohort meetings, biannual SMP presentation events (including printing SMP posters) and the biannual Research Opportunities Showcase; working with students (in conjunction with their mentors) to develop project budgets and to research/procure needed materials/services; managing the PsycSMP budget (e.g., organizing requests and working with Dept Research Funding Committee to determine student grants, sending grant notifications, processing reimbursements); managing PsycSMP Cohort Google Classroom materials, facilitating the mentor-student match process; maintaining faculty SMP course equivalency records; providing instruction to PSYC206 courses regarding the SMP capstone experience; reporting to department annually on SMP activities.
 - Budget manager for Psychology Research Fund and Bucknam-Glidden Fund (Foundation accounts)
 - Administrative Assistant to Psi Chi and budget manager of Psi Chi Foundation account
 - Maintains and manages use of departmental large-format poster printer; provides individual assistance and instruction to students and faculty in poster design/development; delivers training on equipment use to faculty and hired student workers as needed.
 - Provides support for department and serves on departmental committees by planning, scheduling and publicizing events; creating and maintaining online surveys (e.g. waitlists); writing reports; and analyzing data.
 - Maintains departmental assessment and video inventories: identifies new assessment materials and instructional videos, researches purchasing options and procures materials.
 - Manages the departmental research participant pool, includes: preparing requirement materials and delivering research pool requirement instruction to PSYC101 classes, preparing requirement materials for PSYC204 classes and delivering instruction as requested, advertising non-pool participation incentives for SMCM Students, facilitating study recruitment email distributions, managing the MOU/RP/PO/invoice process

for funding research incentive payments via the departmental Tango/Rewards Genius account and facilitating distribution of payments, administration of the Sona-Systems online experimental management system and reporting to the department bi-annually regarding research pool activities.

- Manages the usage of 9 departmental spaces/labs for instruction and general student use.
- Provides instructional support as needed through assistance with classroom activities (e.g., guest speaker in PSYC235), exam proctoring, preparation of course materials, and running of Scantron reports.
- Trouble-shoots and provides solutions for immediate instructional media problems in the classroom for psychology faculty as needed and available.
- Trains and assists psychology faculty in the use of departmental resources including software, computer peripheral hardware and the instructional use of technological equipment (e.g., A/V equipment in the Human Observation Suite, DataLink 1200 Scantron and network copier).
- Updates departmental handbook, program brochure, and research opportunities guides annually.
- Updates departmental data streams for graduates, course enrollment, and course grades annually.
- Creates content for alumni newsletter annually and collaborates with Office on Alumni Relations to ensure its distribution.
- Identifies and pursues opportunities for professional development.
- Facilitates connections between current program students and alumni (e.g., maintaining [alumni career database](#), networking with alumni to participate in Psi Chi alumni panels and/or speak to current students).
- As an academic advisor, provides academic planning support to majors and non-majors.

EDUCATION AND PROFESSIONAL DEVELOPMENT

- Glidden, L.M., Bamberger, K.T., **Draheim, A.R.** & Kersh, J. (2011). "Parent and Athlete Perception of Special Olympics Participation: The Utility and Danger of Proxy Responding". *Intellectual and Developmental Disabilities (IDD)*, 49, 37-45.
- Glidden, L.M., Kersh, J., & **Draheim, A.R.** (2009, March). "It Makes Me/Him/Her Happy": Similarities of Athlete and Parent Perceptions of Special Olympics Participation. Symposium paper presented at the 42nd Annual Gatlinburg Conference, New Orleans, LA.
- 2010 Psychological Assessment St. Mary's College of Maryland 4 Credits
- 2008 Advanced Research Design and Statistics St. Mary's College of Maryland A
- 2006 Microsoft Excel & Advanced Microsoft Excel Rockhurst University 6 Credits
- 2003 Bachelor of Arts in Psychology, St. Mary's College of Maryland; 3.9 GPA; Summa Cum Laude

HONORS, MEMBERSHIPS & AFFILIATIONS

- Phi Beta Kappa (inducted at SMCM in Apr '02); Zeta Chapter service - Secretary (Jun'07-May'08; -Jul'21-present); President (Jun'08-May'11, Jun'15-Jun'18); Vice President (Jun'11-May'14, Jul'18-Jun'21); Historian (Jun'14-May'15), Triennial Council Representative (Oct'15, Aug'18, Aug'21, Aug'24), South Atlantic District Council Member (Oct'15-Aug'21)
- Psi Chi (International Honor Society in Psychology) – inducted at SMCM in Apr'02
- Staff Senate - Academic Support Area Representative: Jul'12- Jun'13; Vice President: Jul'13-present; Communications Committee (Chair Jul'12-Jun'14, member Jul'14-Jun'15); Elections Committee (Chair Jul'13-Jun'17), Bylaws Committee (Jul '13-Jun'15)
- Committee Service: Administrative Coordinator for Career Services Search (Mar-May'08), Departments and Programs Web Advisory Committee (Jan-May'14), Nitze Scholars Program Review (Apr-Dec'14), Middle States Reaccreditation Working Group (Aug '13- Jan'15), Vice President for Diversity & Inclusion Search (Jul-Sept'16, Sept'18-Feb'19)], Strategic Plan Steering Committee (Aug'22-Jun'23), Women, Gender and Sexuality Studies Colloquium Planning (Aug'23-Mar'24)
- American Cancer Society Relay for Life; team member (2006-2009), team captain (2010-present), Club Co-advisor (Aug'19-present)
- Co-chair/Chair of Human Rights Standing Committee for Compass, Inc. (Jan'15-Sept'16). Beltsville, MD
- School Improvement Team Member & PTO Member – Ridge Elementary School (Aug'16-May'24)