

Sarah VanderMeiden, M.S., BCC

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EDUCATION and CERTIFICATION

Board Certified Coach, BCC #3375, Center for Credentialing and Education, cce-global.org, June, 2016.
30 hours **Coach Training**, Institute for Life Coach Training, lifecoachtraining.com
Coach Approach: 20 hours, November 2015 - January 2016
Group Coaching: 10 hours, March - May, 2016

Master of Science, 1993, Moorhead State University, Moorhead, Minnesota.
Counseling and Human Development, emphasis in **College Student Personnel**, GPA 3.88
Thesis Topic: "A Cross-Cultural Study of Wellness Attitudes and Behaviors in College Students."

Bachelor of Arts, cum laude, 1988, St. Olaf College, Northfield, Minnesota.
Psychology, major GPA 3.7, overall GPA 3.4

Study Abroad, Danish International School, Fall, 1987, Copenhagen, Denmark.

HIGHLIGHTS OF QUALIFICATIONS

Excellent **counseling, coaching, human relations** and **communication** skills developed and refined throughout career as a **counselor, coach, advisor, administrator, manager** and **supervisor**.

Demonstrated knowledge, skills and experience in **college student development, academic advising, career development** and **student success programming**.

Extensive experience in **designing** and **presenting** educational programs according to established learning outcomes. 15+ years experience **planning** and **implementing single** and **multi-day staff training sessions**.

Skilled in administering and interpreting the **Myers-Briggs Type Indicator** and other assessment tools.

Top strengths include **Communication, Ideation, Strategic, Positivity** and **Responsibility**.

TEACHING EXPERIENCE

Substitute Teacher, Cloquet Public Schools, Cloquet, Minnesota. March, 2022 to May, 2023.

Homeschool Teacher, gifted and talented 4th grade student, 2020-2021 academic year.

Academic Courses

- **Introduction to College Learning** (one credit), University of Minnesota Duluth, Duluth, Minnesota. Fall Semester 2002, 2003 and 2004.
- **Career/Life Planning** (two credits), Moorhead State University. Spring 1992.
- **Decision Making** (two credits), Moorhead State University. Fall 1991.
- **Emerging Leadership Program** (not for credit), Moorhead State University. 1990-1991 and 1991-1992.

Seminars, Workshops and Coaching Groups

- Career Dreams: Begin with the Basics
- Job Hunting Strategies
- Resume Writing Workshop
- Interview Skills Workshop
- Myers-Briggs Type Indicator
- Discovering Your Strengths
- Contemplating Career Change
- Re-Entry into Workforce
- The Summer Job Search
- How to Choose a College
- Time Management
- Money Management
- Remembering What You Learn
- Test-Taking Strategies
- How to Study and Remember it Later
- Assertiveness Skills
- Understanding and Dealing with Anger
- Act Now to End Procrastination
- Holistic Goal Setting
- The Transformational Power of Question Thinking
- Relaxation Techniques
- From Stressed Life to BEST Life!
- Success with New Year's Resolutions
- Enhance Your Creativity
- Speaking the Language of Love
- Creative Dating
- The Power of Mindset
- Promoting Healthy Body Image
- Group Dynamics
- How to Create a High-Performing Team
- OWN It! Group for Women Entrepreneurs
- Effective Presentation Skills
- Volunteer: It Makes a Difference
- Student Development Theory
- Careers in Student Affairs

PROFESSIONAL EXPERIENCE

Education, Career and Life Coach, Sarah VanderMeiden Coaching, www.sarahvandermeiden.com, www.yourstudentlifecoach.com. February 2016 to present.

Provide in-person and remote coaching services to assist individuals, groups and organizations in clarifying and accomplishing goals. Deliver comprehensive educational planning, academic success and career services including assessment; resume, cover letter and interview skills; and job search strategies. Design and present in-person and recorded training workshops on a variety of topics, including life skills, personal and professional development, academic success and wellness. Market business through website, social media and networking events.

Residence Hall Area Director, University of Minnesota Duluth, Duluth, Minnesota. March 2003 to May 2011.

Collaborated with two other professional staff to oversee all functions of an operation housing 1500 students, most of whom were in their first year of college. Analyzed, developed and interpreted policies and procedures for staff and residents. Designed and administered staff recruitment and selection process, including facilitating committee to design marketing campaign, training interviewers, reviewing applications, and conducting group and individual interviews. Established learning outcomes, created curriculum, planned schedule, managed logistical details and conducted sessions for comprehensive staff training program, including an off-site spring training weekend, a 1-2 week fall training and a 1-day winter training session, as well as a variety of in-service seminars. Edited staff manuals and other publications. Supervised, evaluated and recognized 18 - 45 staff. Oversaw Housing safety and security program. Coordinated area disciplinary process, served as conduct officer, issued sanctions according to guidelines, and maintained records. Counseled staff and residents with career, academic, and personal concerns. Consulted with staff on crisis situations, assessed students in crisis and provided appropriate referrals. Advised staff on community development. Conducted comprehensive assessments of program and staff and utilized data to drive improvements. Created and implemented initiatives that significantly modified organizational culture, improving staff performance and morale as well as community dynamics. Created new community development and programming models resulting in heightened engagement of staff and improved community living experience. Oversaw Hall Orientation Team program. Developed Staff Advisory Committees. Co-administered summer residential program for senior citizens. Designed strategies to more effectively promote summer program and implemented ideas that increased program quality and resident satisfaction.

Academic Advisor, College of Science and Engineering, University of Minnesota Duluth.

February 2002 to March 2003.

Advised new and transfer students with educational and career planning concerns. Assisted with orientation and registration. Oversaw and expanded mentoring program for women in math and science and developed Mentor Resource Guide. Represented the College at Admissions events. Maintained Student Career Resource Center. Utilized PeopleSoft to access student records.

Residence Life Specialist, University of Minnesota Duluth. June 1997 to February 2002.

Assisted with the administration of all aspects of a residential living program for 1500 undergraduates living in on-campus apartments. Recruited, interviewed, selected, trained, supervised, and evaluated 25 undergraduate and 3 graduate staff, in addition to several summer staff. Administered student conduct system, interpreting policies and developing and implementing educational sanctions that increased awareness of community responsibilities and decreased recidivism. Trained and advised staff on program planning and special events and developed new programming model. Managed program budget and records. Counseled and advised staff and residents with personal, academic and career planning concerns. Oversaw Housing safety and security program. Created and updated staff manuals, resident guidebooks, and other publications. Assessed needs while developing and implementing new programs, policies, and procedures that strengthened residential communities. Assisted with the administration of summer conference housing program including facility scheduling and managing large events.

Qualified Rehabilitation Consultant Intern, Mesabi Rehabilitation Services, Duluth, Minnesota.

December 1996 to May 1997.

Provided vocational rehabilitation services to assist injured workers in obtaining gainful employment that was suitable for their physical abilities.

Supervisor, Eldorables Children's Center, Eldora Mountain Resort, Nederland, Colorado.

Winter, 1994-1995.

Administered operation of a center caring for children aged three months to six years. Selected, trained, and supervised eight child care workers. Created systems for efficient child registration and accurate records management. Collaborated with resort staff to maintain and update facility, significantly improving health and sanitary standards. Purchased supplies, contracted with linen vendor, prepared weekly financial reports including payroll and accounts receivable, and developed a budget for the following year.

Residence Hall Director, University of Colorado, Boulder, Colorado. September 1993 to August 1994.

Administered daily operation of a comprehensive residence hall community housing 425 men and women. Selected, trained and supervised 16 staff. Oversaw program development and budget. Intervened in crisis situations. Actively participated in departmental committees. Responsible for room assignments and interpreting policies to students and their parents. Assisted with management of summer conference housing for several thousand conferees.

Admissions Counselor, Office of Admission, Moorhead State University, Moorhead, Minnesota.

July 1992 to September 1993.

Represented the University to prospective high school and transfer students, their families, and the regional community. Advised students with educational and career concerns at high schools, community colleges, and college fairs. Worked with faculty and other administrators to resolve transfer questions and concerns and to disseminate accurate information to prospective students. Conducted transfer evaluations. Collaborated with colleagues to develop and update promotional materials. Selected and trained student tour guides.

Practicum Intern, Counseling and Personal Growth Center, Moorhead State University.

Fall 1991 to Spring 1992.

Counseled clients with personal, academic, and career planning concerns. Administered and interpreted assessment inventories and charted work with clients. Co-taught courses on Career/Life Planning and Decision Making. Co-facilitated six-member Depression Management group and a support group for gay and lesbian students. Proctored Graduate Record Examination.

Counseling Intern, Educational Counseling Center, Concordia College, Moorhead, Minnesota.

Fall 1990 to Spring 1991.

Provided individual counseling for clients with academic, career planning, and personal concerns. Developed and facilitated seminars on study skills and personal growth issues.

Facilitator, Emerging Leadership Program, Moorhead State University. Fall 1990 to Spring 1992.

Facilitated the personal development of 17 college freshmen by teaching comprehensive leadership skills, including team building, communication, group dynamics and appreciation of cultural diversity.

Residence Hall Director, Concordia College. Fall 1988 to Spring 1991.

Oversaw operation of facility housing 180 women. Supervised 13 staff members, planned and implemented programs, provided counseling and support for residents, and advised Residence Hall Council. Actively participated in the development of Concordia's Residential Life program.

PROFESSIONAL SERVICE

- **Education Coordinator**, Wood City Chapter of Business Network International, Cloquet, Minnesota. October 2020 to January 2021.
- **Member, Professional Advising Team**, University of Minnesota Duluth, 2002-2003.
- **Member, Comprehensive Training Committee**, Upper Midwest Region - Association of College and University Housing Officers, 1998 to 2001.
- **Member, Commission on Human Diversity**, University of Minnesota Duluth, 1997 to 2001.
- **Member, Research and Information Committee**, Upper Midwest Region - Association of College and University Housing Officers, 1990.

PROFESSIONAL DEVELOPMENT

- Introduction to Grant Writing and Project Planning (Comp 5100), University of Minnesota Duluth. Spring 2008.
- Mid-Level Management Institute, College Student Educators International, Louisville, Kentucky. January 2008.
- StrengthsQuest Educator Seminar, The Gallup Organization, Bloomington, Minnesota. April, 2007.
- Academic Advising Summer Institute, National Academic Advising Association, Colorado Springs, Colorado. July, 2002.
- Conference on Student Conduct, Due Process and Ethical Development. College Administration Publications, Myrtle Beach, South Carolina. March, 2000.
- Institute on College Student Values, Florida State University, Tallahassee, Florida. February, 1999.

VOLUNTEER SERVICE

Parent Volunteer, Washington Elementary School, Cloquet, Minnesota. 2016 to 2020.

Served as a Parent Volunteer in daughter's classroom. Assisted teachers with special projects and as a chaperone for field trips. Helped children with reading. Member of Partners in Education group.

Contributing Writer, Duluth Moms Blog, duluth.momcollective.com. November 2016 to December 2019.

Master Gardener, University of Minnesota Extension. 2010 to 2016.

Delivered research-based horticulture information to Carlton County residents. Developed and presented gardening programs. Researched and wrote articles for regional publications.