

Rhea Farooq

☎ (503) 555-6174 ✉ rhea.farooq@example.com 💼 linkedin.com/example/rheafarooq 📍 Salem, OR 97301

SUMMARY

College access and youth development leader with more than 12 years of experience directing **federally funded** education programs for low income, first generation, and underrepresented middle and **high school students**. Leads **grant implementation, academic advising**, tutoring, curriculum development, family engagement, summer programming, campus visits, and college and career exploration. Supervises multidisciplinary teams, manages budgets and fiscal tracking, maintains eligibility and service records, and prepares grant reports grounded in accurate student data. Builds trusted partnerships with school leaders, counselors, parents, colleges, community agencies, and institutional committees. Uses practical knowledge of financial aid, student progress assessment, program evaluation, and staff development to strengthen services and meet grant requirements. Leadership remains centered on helping young people see credible paths into higher education, careers, and life after high school.

EXPERIENCE

Director, College Access Programs

January 2022 - Present

Willamette Student Opportunity Network

Salem, OR

Direct grant funded college access operations for more than 600 middle and high school participants. Lead **staff supervision**, fiscal management, student services, reporting, school partnerships, and academic year and summer programming.

- Directed grant funded advising and tutoring services for more than 600 secondary students.
- Supervised advisors, coordinators, tutors, and seasonal staff across multiple **school placements**.
- Managed budgets, purchasing, inventories, facilities, and fiscal tracking for funded activities.
- Monitored eligibility, service contacts, progress records, and student **tracking systems** monthly.
- Built workshops, **campus visits**, retreats, **cultural activities**, and summer academy programming.
- Represented programs with schools, colleges, families, community partners, and **institutional committees**.

Senior Program Manager

July 2018 - December 2021

Northwest Pathways Collaborative

Portland, OR

Managed a regional college readiness initiative for first generation and low income secondary students. Guided staff, budgets, service calendars, data **reporting**, curriculum, family engagement, and postsecondary planning across partner schools.

- Managed college readiness services spanning advising, **tutoring**, workshops, and family engagement.
- Led program specialists and school advisors through training, scheduling, and service reviews.
- Reconciled grant budgets with activity plans and maintained funder documentation.
- Built progress dashboards from contacts, attendance, academic indicators, and milestones.
- Created **curriculum** covering applications, **financial aid**, careers, study skills, and transitions.
- Strengthened referrals among **counselors**, families, colleges, and **community agencies**.

Program Coordinator

August 2015 - June 2018

BridgePoint Youth Education

Corvallis, OR

Coordinated school based college and career programming for middle and **high school students**. Balanced advising, recruitment, workshops, tutoring, family communication, records, events, and grant data support.

- Coordinated advising appointments, workshops, tutoring schedules, **recruitment**, and family communication.
- Verified participant **records** and maintained service documentation in student tracking systems.
- Facilitated grade appropriate workshops on planning, aid, careers, and study strategies.
- Organized campus visits, cultural activities, **retreats**, transportation, and chaperone coverage.
- Met with **parents, teachers**, and counselors to address student participation concerns.
- Compiled participation evidence and outcome data for grant narratives and leadership review.

Academic Advisor

June 2013 - July 2015

Valley College Access Center

Albany, OR

Advised **high school students** through course planning, **college exploration**, admissions, financial aid preparation, and career discussions. Delivered workshops, tutoring, family sessions, and coordinated support with school staff.

- Advised students on courses, colleges, admissions, careers, and **financial aid** preparation.
- Maintained advising notes and progress records for follow up and application milestones.
- Delivered classroom presentations on readiness, study skills, applications, and postsecondary options.
- Tutored students and connected participants with additional school resources when needed.
- Coordinated with counselors and teachers around graduation and postsecondary goals.
- Supported recruitment events and family information sessions for community based services.

Student Success Specialist

June 2011 - May 2013

Community Learning Partnership

Eugene, OR

Provided structured academic support and college awareness activities for secondary students and families with limited college going experience. Supported tutoring, records, events, family communication, and school coordination.

- Provided academic support and college awareness activities for secondary students.
- Scheduled tutoring and small group sessions with accurate attendance records.
- Guided early **career exploration** and college research through accessible planning activities.
- Communicated with families and school contacts about **schedules** and participation.
- Supported field trips and campus exposure through rosters and permission records.
- Escalated sensitive concerns to program leaders while preserving student trust.

PROJECTS

Six Week Summer Academy 📅 2025

Coordinated academic preparation, college exploration, career awareness, cultural activities, and advising for secondary students during an intensive summer program.

College Access Service Tracking Initiative 📅 2023

Strengthened participant eligibility, contact monitoring, progress assessment, and reporting workflows so staff could address missed services earlier.

LEADERSHIP & AWARDS

- Directed grant funded college access services for more than 600 middle and high school participants.
- Built trusted partnerships with counselors, families, colleges, community agencies, and school leaders.
- Advanced from student success support into senior program leadership through sustained youth service impact.

EDUCATION

Master of Education in Educational Leadership

2018

Portland State University GPA: 4.0

Portland, OR

Coursework: Educational leadership, program evaluation, curriculum development, student services

Bachelor of Science in Human Development and Family Sciences

2011

Oregon State University GPA: 4.0

Corvallis, OR

Coursework: Child development, family systems, counseling foundations, community education

CERTIFICATIONS

- Oregon Driver License 📅 2010
- Clean Driving Record 📅 2026

TECHNICAL SKILLS

- **Student Information Systems:** Student tracking systems, participant records, service contact logs
- **Microsoft Applications:** Microsoft Word, Microsoft Windows, Microsoft Office
- **Fiscal Management:** Grant budgets, purchasing records, expenditure tracking
- **Data Management:** Data gathering, data analysis, progress dashboards
- **Grant Administration:** Grant implementation, grant reporting, grant writing
- **Academic Advising:** Learning Assistance Plans, academic advising, college advising
- **Curriculum Development:** Workshop curriculum, summer academy curriculum, study skills materials
- **Student Services:** Eligibility verification, participant selection, progress assessment
- **Program Evaluation:** Service evaluation, outcome review, student progress monitoring

- **Outreach Communications:** Recruitment materials, family communications, community outreach
- **Event Operations:** Campus visits, retreats, summer camps
- **Travel Coordination:** Student travel, transportation planning, chaperone coordination

SKILLS

- College Access Programs
- Fiscal Management
- Participant Tracking
- Family Engagement
- Youth Development
- Staff Supervision
- Data Analysis
- Financial Aid Education
- Grant Administration
- Academic Advising
- Grant Reporting
- Community Partnerships
- Program Management
- Student Eligibility
- Curriculum Development

PROFESSIONAL AFFILIATIONS

- College Access Professionals Network, Volunteer Mentor, 2020 - Present
- Youth Postsecondary Success Coalition, Community Partner Representative, 2019 - Present

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST