

# Joanna Eleftheriou

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## **EDUCATION**

**The University of Tennessee**, Knoxville, Tennessee  
Masters of Science in College Student Personnel

May 2023

**The University of Georgia**, Athens, Georgia  
Bachelor of Science in Human Development and Family Science  
Bachelor of Fine Arts in Psychology

May 2021

## **LEADERSHIP AND SERVICE EXPERIENCE**

### **Graduate Assistant**

July 2021 – Present

*Jones Center for Leadership and Service, Knoxville, TN*

- Advise the recruitment, selection, training, and development of the Jones Center Ambassadors (JCAs), including coordinating and attending weekly meetings, events, and service opportunities
- Co-instruct one section of ELPS 350; JCA training course
- Assist the JCAs in the development of leadership and service presentations/workshops to be presented across campus and in the Knoxville community and attend programs and provide feedback as needed
- Coordinate the scheduling and assignment of all JCA programs and service opportunities
- Oversee all JCA resource development and online tools and databases
- Oversee JCA marketing and public relations to the campus and community and initiate contacts to develop programs and service experiences

### **Ignite Facilitator**

August 2021

*Jones Center for Leadership and Service, Knoxville, TN*

- Co-advised a group of incoming students alongside two Ignite Team Leaders at Ignite Summit
- Assisted Team Leaders in creating meaningful conversation and experiences amongst the students on topics related to the transition from high school to college
- Monitored safety of group and individually spoke with students to make sure their physical needs were being met

## **PRACTICUM EXPERIENCE**

### **ACE Practicum Student**

August – December 2022

*Center for Career Development and Academic Exploration, Knoxville, TN*

- Provided 1:1 career coaching to exploratory students, documenting reports on Vol Academic Connect and Handshake, focused on resource exploration and pathway options
- Co-taught COUN ED 205: Exploring Majors and Careers to 30 first/second year students
- Presented Career Crafting Series: Grad School 101 to 12 student attendees (October 12, 2022)
- Gained an understanding of the career competencies created by the National Association of Colleges and Employers
- Met with various CCDAE staff members to learn more about the operations of a college career center

### **A&S Practicum Student**

May – July 2022

*Arts and Sciences Academic Advising, Knoxville, TN*

- Maintained a knowledge of general education requirements, major curriculums, graduation requirements, and academic policies at The University of Tennessee, Knoxville
- Guided students through Arts and Sciences Advising handbook and academic catalog to help them schedule their classes for the Fall semester
- Documented detailed appointment summaries and academic plan after each advising appointment
- Connected students to various campus resources and partners as needed

**ASC Practicum Student**

August – December 2022

*Academic Success Center, Knoxville, TN*

- Provided students with academic coaching on topics such time management, study skills, and success strategies, motivation and focus, and procrastination
- Maintained and disseminated accurate information related to UTK's academic probation, dismissal, reinstatement, and appeals
- Drafted reports from student appointments detailing situation, actions taken, and resources referred out to various departments
- Identified challenges and referred students to various campus resources to promote their wellbeing and success

**ASSOCIATIONS AND COMMITTEES**

UTK College Student Personnel Association (CSPA)

Fall 2021 – Spring 2023

Community Development (CSPA) Committee Member

Fall 2022 – Spring 2023

JCLS Service Coordinator Search Committee Member

Spring 2022

Undergraduate Relations (CSPA) Committee Member

Fall 2021 – Spring 2022

**TECHNICAL SKILLS**

Vol Academic Connect, Handshake, Banner, Microsoft Office Suite

**TRAINING**

Career Advocate Training, Safe Zone Training

**UNDERGRADUATE EXPERIENCE****Career Development Intern**

August 2020 – May 2021

*UGA Career Center, Athens, Georgia*

- Addressed student's career needs through assisting with drop-in hour appointments, focusing on topics such resumes, cover letters, graduate school applications and personal statements
- Collaborated with 29 full-time career consultants to complete different projects including presentations, data analysis, and creative marketing material
- Helped develop the *Family and Parent Guide to Career Services* resource document to encourage supportive systems for students
- Presented Archy Ready: Resumes and Cover Letters to approximately 30 students (April 6, 2021)

**Intern**

January – May 2020

*UGA Student Success and Advising Center, Athens, Georgia*

- Communicated FACS and SSAC programming, resources, and opportunities to current/prospective students at various visitation days
- Promoted student resource access and success by helping run Bulldog Basics, a free hygiene closet
- Executed student-programs from pre-planning to post-planning wrap up, including Dean's Challenge & FACS Pregamel; designed to engage students and promote involvement with our college

**BeWell Peer Educator: Alcohol and Other Drugs**

August 2018 – May 2021

*UGA Health Center, Athens, Georgia*

- Facilitated AOD-related trivia, guided discussions, and residence hall presentations to UGA students
- Generated and implement outreach events to promote harm-reduction strategies
- Developed a health communication program to disseminate Fontaine Center messaging of AOD to students, staff, and other campus partners