

Lisa S. Giguere

Springville, UT 84663 | 480-206-1784 | lisa.giguere@uvu.edu | www.linkedin.com/in/lisagiguere

PROFESSIONAL PROFILE

Knowledgeable student affairs professional with over 10 years of experience working with students in advising capacities at multiple institutions such as: Arizona State University, University of Southern California, and Utah Valley University. Caring, proactive advisor who works with students, counseling them in different areas from admission to graduation, including degree and graduation requirements, transfer evaluations, and career counseling. Liaison between students, departments, faculty, and administration.

EDUCATION

Master of Arts, Higher Education Administration May 2014
Sam Houston State University, Huntsville, Texas
GPA: 4.0

Bachelor of Arts, English, Humanities Minor April 2001
Brigham Young University, Provo, Utah

EMPLOYMENT HISTORY

Academic Advisor II October 2014 – Present
Utah Valley University, Woodbury School of Business, Orem, UT

- Organize, coordinate and/or assist in managing ten undergraduate business majors
- Advise a caseload of 600 new, prospective, transfer, and continuing students in all aspects of academic programs, advocating and problem solving with faculty, administration, and staff on student academic issues and concerns
- Collaborate with departments on curriculum changes to mitigate negative effects on students
- Work with students to create an educational plan that will prepare them for a successful career in their area of business

Assistant Registrar November 2012 – November 2013
Benjamin Franklin Institute of Technology, Boston, MA

- Assist the registrar in creating the academic schedule, managing the registration process, processing grades, advising students, and assisting in retention efforts

Academic Advisor November 2011 – October 2012
Utah Valley University, Woodbury School of Business, Orem, UT

- Advise a caseload of 550 new, prospective, transfer, and continuing students in all aspects of academic programs to help them develop an educational plan toward graduation

Graduation Advisor April 2010 – November 2011
Utah Valley University, Graduation and Transfer Services, Orem, UT

- Advise students, advisors, faculty, and staff of university policies and procedures relating to all graduation requirements; review all graduation applications, awarding of degrees, and creating and issuance of all diplomas; coordinate, plan, and carry out graduation ceremonies

Degree Progress Analyst July 2008 – February 2009
University of Southern California, Academic Records and Registrar, Los Angeles, CA

- Encode, design and analyze university and degree requirements in Degree Audit Reporting System (DARS); counsel and provide policy and procedural information to undergraduate and/or graduate students as well as departments, advisors, faculty and staff

Credentials Evaluator Senior July 2006 – November 2007
Arizona State University, College of Liberal Arts & Sciences, Tempe, AZ

- Advise students on change of majors, course and degree requirements and university policies and procedures; and verify continuing eligibility for student athletes in the College of Liberal Arts and Sciences; evaluate declarations of graduation for completion of degree requirements

ACADEMIC SERVICE

- Professional Development Chair, UVU UWHEN Chapter** November 2018 – August 2020
- Help UVU women to grow in education, professional organizations, and leadership opportunities. Coordinate and host semester book discussions.
- Advisor Book Club, UVU** August 2015 – August 2019
- Created and secured funds for an advisor book club, reading and discussing books pertinent to advising and how we could implement best practices into our advising
- Advisement Council, UVU** September 2015 – August 2016
- Represented Woodbury School of Business on oversight board that monitors, assesses, and coordinates advising on campus
- Presenter, Utah Valley University Advising Conference, UVU** June 2015
- WHY am I an Advisor? How to Love Your Job and Not Get Burnt Out
- HIED Advisory Board Member, SHSU** May 2015 – Present
- Participate in annual meeting to discuss changes to the program and help faculty/administration problem solve any issues they are facing
- Advisement Conference Committee, UVU** January 2011 – May 2012
- Plan and carry out annual UVU Advisement Conference, including advertising, gathering donations for giveaways, coordinating speakers, workshops, registration process, and meals
- CLAS Standards Petition Committee Coordinator, ASU** July 2006 – November 2007
- Coordinate the college standards petition committee for students requesting exceptions to university and college policies and process an average of 15 – 20 petitions each month

TEACHING EXPERIENCE

- Major and Career Exploration – SLSS 2100, UVU** August 2018 – Present
- Teach students decision making to identify possible major and career choices to match their interests, skills, and personalities and provide students the opportunity to interact with career professionals
- Written Business Communication – MKTG 2200, UVU** May 2017 – August 2018
- Teach written correspondence and business reports to classes of 20 – 25 students; emphasize basic language utilization, application of communication principles to business writing situations
- Career Development Workshop Series, UVU** January 2014 – February 2014
- Conduct professional workshops for students to educate them on various career development topics including resumes, cover letters, job searching, interviewing skills, and networking

PUBLICATIONS

- Giguere, L.S. (2016). The reluctant fundamentalist. *NACADA Journal*.
<http://www.nacada.ksu.edu/Resources/Journal/Current-Past-Book-Reviews/articleType/ArticleView/articleId/4731/The-Reluctant-Fundamentalist.aspx>

SCHOLARSHIPS AND AWARDS

- Woodbury School of Business Dean's Award of Excellence for Staff 2020, UVU
- Certified Gallup CliftonStrengths Coach, 2019
- Academic Advisor of the Year 2017, UVU
- Professional Association of Campus Employees Distinguished Employee Award 2016, UVU
- Certified Academic Advisor, 2014-2020, UVU
- Outstanding Student in Higher Education Master's Program Award 2014, SHSU
- Comprehensive Exam for Higher Education Master's Program with Distinction 2014, SHSU
- Department of Educational Leadership and Counseling Summer 2013 Scholarship, SHSU

PROFESSIONAL AFFILIATIONS

- **National Association of Academic Advisors (NACADA)** March 2012 – Present
- **Utah Advising Association (UAA – previously UAOA)** March 2011 – Present
- **Utah Women in Higher Education Network (UWHEN)** January 2015 – Present
- **Utah Career Development Association (UCDA)** March 2018 – Present