

Christine A. Chin-Sim, Ph.D., M.B.A.

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PROFESSIONAL SUMMARY

- Goal-oriented professional with interdisciplinary education and experience in counseling and academic administration in higher education.
- Skilled in curriculum development, program planning and management, enrollment management, leadership development, and implementation of strategic plans geared toward student success.
- Fifteen plus years of experience in higher education; working with Deans, Chairs, Faculty and other departmental heads, with the focus of assisting students' move through their program efficiently, successfully, and in a timely manner.
- Extensive experience in mediating diverse conflicts between students and faculty.

EDUCATION

Doctor of Philosophy (Ph.D.) , Marriage and Family Therapy 2015 Nova Southeastern University Fort Lauderdale, Florida	December
Graduate Certificate , Conflict Resolution Nova Southeastern University Fort Lauderdale, Florida	2015
Graduate Certificate , Marketing Nova Southeastern University Fort Lauderdale, Florida	2010
Master of Business Administration (M.B.A.) Keller Graduate School of Management Miramar, Florida	October 2006
Bachelors of Science (B.S.) DeVry University Fort Lauderdale, Florida	2004

WORK EXPERIENCE

<i>Assistant Director I</i> Admissions and Enrollment Services Huizenga College of Business and Entrepreneurship Nova Southeastern University, Fort Lauderdale, Florida	January 2017 – September 2017
<ul style="list-style-type: none">• Responsible for revenue generation and enrollment management in the Graduate Business programs.• Conducted large and small group presentations, workshops, webinars, and conduct campus tours.• Counseled and assisted incoming students from admissions through registration.	

Program Manager II
2016

November 2006 – December

Huizenga College of Business and Entrepreneurship
Nova Southeastern University, Fort Lauderdale, Florida

- Managed all facets of undergraduate program, including curriculum development.
- Worked with the leadership team to develop and implement strategy, using data to drive decision-making about program delivery formats and section. This resulted in the reduction of class sections and significant savings, and still allowed for access to required sections.
- Responsible for blackboard allocation and organization of templates for faculty teaching online classes.
- Oversaw hiring, training, management and orientation of adjunct faculty.

Selected Contributions:

- Confirmed quality and efficacy of learning modalities for traditional, online, and hybrid campuses.
- Worked with internal stakeholders to ensure smooth delivery of appropriate curriculum for student success.
- Organized and managed Dean's List Luncheon each semester for undergraduate students, faculty, and administrative staff in attendance.
- Liaison with faculty, area chairs, advisers, recruiters, students, and staff to communicate and ensure effective curriculum development.
- Resolution of disputes between students and faculty.

Assistant Registrar

January 2004 – November 2006

DeVry University, Miramar, Florida

- Registered and enrolled incoming undergraduate students.
- Kept and maintained student records.
- Processed transcript requests & degree conferrals.
- Trained and supervised five (5) work-study students.

PUBLICATIONS AND MEMBERSHIPS

Publications:

- Chin-Sim, C.A. (2015). *An Interpretative Phenomenological Analysis of the Adult Females Experience of Taking on the Additional Role of Doctoral Student, and the Effect it May Have on Family Relationship* (Doctoral dissertation, Nova Southeastern University).
- Chin-Sim, C.A. (2016). *Preparatory Handbook for Doctoral Students at Different Stages of their Doctoral Program: Cliff Notes Style*. North Charleston, SC: CreateSpace Publishing.
- Chin-Sim, C.A. (2016). *When Mommy Goes Back to School*. North Charleston, SC: CreateSpace Publishing.

Memberships:

- Member, American Associate of Marriage and Family Therapy (2010–Present)
- Member, American Association of University Women (January 2016–Present)
- Member, Delta Epsilon Iota Honor Society

Workshops: Leadership Broward Foundation, Broward County, Florida

- Presentation Skills
- Defining the Problem & Solving the Problem
- Goal Setting