

Michael “Torey” Palmer

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Summary of Qualifications

- Passionate student advocate, history of advising students in learning community, career and academic areas
- Experienced Public Speaker, spoken at recruitment events, classroom lectures and professional conferences
- Proven Integrator, developed relationships with: students and their parents, faculty and administrators
- Highly motivated and driven team leader and contributor

Education

Auburn University | Auburn, AL

Master of Education in Administration of Higher Education | May 2012

Bachelor of Arts in Psychology | May 2010

- Concentration: Biomedical Science

Master’s Internship | Dec. 2011 – Present

Southern Association of Colleges and Schools Accreditation Packet (3.4.9)

- Collected data from colleges and units throughout the university
- Compiled 3.4.9 SACS Accreditation report in Xitracs tracking and writing software
- Collaborated with multiple professionals at varying levels within administration

Experience

Auburn University Career Center | Auburn, AL

Graduate Assistant | Aug. 2010 – Present

- Coach and advise students in determining majors, assessing ability and utilizing skill sets
- Develop understanding of university wide curricula offerings
- Critique, evaluate and review +2,000 professional documents
- Present to campus organizations and other events on professional skills and Career Center Services
- Effectively utilize Microsoft Office (Word, Excel, PowerPoint) programs

Advisor to: Peer Career Advisors | Apr. 2011 – Present

- Train and equip selected students with skill sets and knowledge required to perform successfully
- Manage group of highly motivated and academically successful students
- Plan, with assistance, multiple training sessions throughout semester
- Supervise, review and evaluate student leader performance
- Research, plan and implement, with assistance, new student leader initiative, Peer Career Advisors

Auburn University Educational Support Services | Auburn, AL

Graduate Assistant Learning Communities | Aug. 2010 – Present

- Design and execute academic intervention model for academically at risk learning community students to improve retention
- Pilot university wide “Mid-Term Grade Intervention” model
- Coordinate, with the help of team members, placement of 1,000+ Learning Community students against an availability of 43 cohorts opportunities
- Interact professionally with Learning Community students and their guardians
- Represent program at recruitment events (TALON and War Eagle Days & Camp War Eagle)
- Evaluate and select learning community offerings for future semesters
- Plan, coordinate, implement and present at a regional summit
- Advise Learning Community Ambassadors

Alternative Student Breaks | Auburn, AL

Trip Advisor | Sep. 2011 – Dec. 2011

- Advised student leader in planning of trip
- Utilized risk management strategies on substance free service project
- Planed adequately for group safety at service site and community (Savannah, GA)
- Represent Auburn University as its official staff representative

Experience Continued

UNIV 1000: The Auburn Experience | Auburn, AL

Instructor / Aug. 2011 – Dec. 2011

- Educate first year students on integral success strategies
- Design and implement lesson plans for semester long class
- Justly and fairly assess student work in timely manner
- Create community by providing and cultivating an open environment for discussion
- Successfully manage and control classroom setting
- Effectively utilize and implement Peer Instructor

Peer Instructor | Fall: 2007, 2008, 2009 ; Spring 2008, 2009, 2010

- Served as resource for students to ask questions, seek aide and provided the student perspective during class
- Read student papers and lab responses and provided feedback
- Coached students on proper group presentation techniques and practices

Auburn University Academic Support | Auburn, AL

Program Assistant to Supplemental Instruction/Study Partners / Aug. 2009-May 2010

- Implemented and planned staff training for 50+ student workers
- Facilitated personality and communication style inventories
- Coordinated the Study Partners Annex location in the Village Residence Halls, Eagle Hall
- Supervised Study Partners Reception Area in the RBD Library Learning Commons
- Observed employees for evaluations, provided feedback for program improvements and general office work

Academic Survival Team, Team Leader | May 2007-May 2009

- Presented, in group settings, on Study Skills, Time Management, Academic Services and other areas
- Co-authored presentation on various academic success strategies and skills
- Scheduled team members to make presentations to campus organizations, departments and residence halls
- Led weekly team meetings

First Year Experience & Students in Transition | Auburn, AL

Camp War Eagle Parent Counselor / Feb. 2009 - Jul. 2009

- Led group sessions (80-120 parents) regarding freshmen year and transition information
- Utilized active listening skills when interacting with parents and students
- Communicated complex concepts and assisted orientation program staff wherever needed
- Prepared facilities for parents arrival

Presentations

Mantooth, K., **Palmer, T.** (Dec. 2011). "Peer Advisors: Researching, Bench Marking and Getting Started." Southern Association of Colleges and Employers. Savannah, GA.

Palmer, T., Payne, B., Taylor, A. (Nov. 2011). "Creating a Learning Community Activities Board to Sustain Student Participation Beyond the Freshman Year". National Learning Community Conference. Chicago, IL.

Palmer, T., Payne, B., Taylor, A. (Nov. 2011). "Learning Community Early Intervention Program Helping Students Sustain Into the Sophomore Year". National Learning Community Conference. Chicago, IL.

Bowden, T., Homesley, J., **Palmer, T.** (May 2010). "Connections that Count: Utilizing Engaging Activities in the Classroom that Promote Connections that Carry Over". The Southeast Learning Community Consortium. Auburn, AL.

Skills

- Proficient and advanced knowledge in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Proficient in Blackboard; Blackboard Toolkit; Banner(Student and Professional portal); C3M; TutorTrac; Xitrac
- Working knowledge of STG Housing; Banner Administrator; Dreamweaver; Canvas
- Project Safe Zone trained and knowledgeable