

## Resume/CV

### Employment History

**Employer:** **Dominican University of California**

**Position:** Director, Global Education Office

**Location:** San Rafael, CA

**Dates:** 2011-present

- Manage Global Education Office (GEO)
- Lead with development of Dominican's internationalization strategy
- Oversee current university international affiliations
- Identify and propose new global partnerships and affiliations
- Coordinate with stakeholder groups to recommend university policies related to GEO programming and serve as the University's administrator upholding these policies
- Engage and partner with faculty to promote Global Learning programs
- Liaise with campus curriculum committees to develop and propose objectives and student learning outcomes for Global Learning programs
- Lead GEO Advisory Board to review and develop international policies
- Implement and monitor campus international policies
- Provide research and recommendations for best practices of internationalization in higher education
- Prepare quarterly KPI reports for GEO outcomes; plan and oversee assurance of learning assessment reporting
- Recommend and develop risk management policies for international programs
- Ensure compliance with the legal requirements and university risk management policies related to international study travel by students, faculty and staff, and policies for international students
- Liaise with advancement office to identify relevant international funding opportunities
- Monitor budget forecasting and control of all GEO accounts and prepare proposals for future funding
- Advise and liaise with admissions to support the international student recruitment process
- Serve as campus Fulbright Program representative
- Oversee management of GEO website

**Employer:** **San José State University**

**Position:** Associate Director, Study Abroad & Exchange Programs

**Location:** San Jose, CA

**Dates:** Dec 2009-Dec 2011

- Oversee the SJSU Bilateral Programs, Faculty Led Short Term Study Abroad Programs, CSU International Programs and ISEP consortium programs
- Coordinate the administrative processes for the incoming sponsored exchange students and scholars
- Serve as the Alternate Responsible Officer for sponsored exchange students, scholars and visitors
- Manage the recruitment of SJSU students for participation in exchange, CSU IP and ISEP programs
- Oversee the development of marketing materials for the promotion of SJSU Study Abroad
- Develop outreach projects to engage the support of departments for study abroad initiatives
- Administer and assess program evaluations to advance program improvement

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- Provide consultation to colleges engaged in the development of college based internationalization plans
- Direct incoming exchange student orientation, and study abroad pre-departure orientation
- Manage the Faculty Led Programs (short term study abroad)
- Develop strategies for program growth and increased enrollment
- Administer the application, enrollment, and retention of FLP students
- Liaise with campus admissions, financial aid, registrar, bursar, academic colleges and departments on matters of student recruitment and retention in study abroad
- Standardize processes and procedures of Faculty Led Programs
- Evaluate and monitor overseas sites and partner relations
- Review program budgets, course proposals and site locations

**Employer:** Queensland University of Technology, Institute of Creative Industries & Innovation  
**Position:** Institute Manager  
**Location:** Brisbane, AUSTRALIA  
**Dates:** May 2008- Sept 2009

- Manage the Institute's operations, including the provision of strategic advice to the Director of the Institute on relevant matters
- Responsible for all financial operations including faculty reimbursements, internal funds transfer and external accounts payable
- Manage institute's annual operating budget, monitoring and reporting on budget variances, and financial oversight of the institute's research projects
- Co- develop the Institute's five-year strategic plan, including budget development and re-forecasting, risk analysis, asset management planning, marketing/communications, and annual workforce plans
- Advise Institute Director on university-wide and institute-specific policies and procedures.
- Develop work practices to support and promote the multi-disciplinary nature of the Institute.
- Supervisory responsibility over administrative support staff and research assistants
- Monitor budgets of all collaborative, contract research and consultancy projects
- Assist supervisors with the administration of PhD students by processing new applications, monitoring milestones and supervisory processes, assisting with ranking of scholarship rounds, and coordinating the administration of scholarships.
- Coordinate the marketing activities of the Institute through the collection of data for publications, brochures and maintenance of the Institute's webpage.
- Oversee the external profiling activities such as workshops, events and conferences.
- Provide assistance to faculty in the development of research proposals, business plans and income generating projects.
- Generate the Institute's annual report and internal and external documents and submissions.
- Serve as member of the division's emergency response team

**Employer:** San Francisco State University, Office of International Programs  
**Position:** Assistant Director, Study Abroad and Exchange Programs  
Alternate Responsible Officer for J-1 Students & Scholars program  
**Location:** San Francisco, CA  
**Dates:** 2001-2007

- Develop new exchange partnerships with overseas host universities
- Oversee procedural responsibilities for establishing new exchange partnership proposals
- Conduct site visits, liaise with and evaluate overseas partner universities

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- Develop, build and maintain tracking data base for campus international students
- Represent OIP on campus wide committees relating to campus internationalization
- Liaise with Advising Office and department advisors to assist with overseas course equivalencies
- Liaise with campus international admissions, financial aid, student housing and bursar units
- Supervise the revision and maintenance of OIP web site
- Coordinate campus-wide Study Abroad events: fairs, orientations, and ceremonies
- Generate press releases and provide support to campus Public Affairs Office
- Contribute to the development of internationalization of SFSU curriculum at department level
- Coordinate campus Fulbright Program recruitment and application process
- Manage advising and promotion of study abroad and international scholarships
- Generate/manage statistics on prospective and participating Study Abroad students
- Oversee incoming visitor reception: including itineraries, hospitality and logistics
- Campus representative for national Study Abroad Scholarships (Fulbright, Gilman, NSEP, FreemanAsia)

**Employer: University of Texas, Austin, Study Abroad Office**

Location: Austin, Texas, USA  
Position: Study Abroad Advisor  
Dates: 2000-2001

- Study Abroad Adviser for Germanic language countries (15) and Eastern Europe Region (8)
- Scholarship liaison for German Academic Exchange Program (DAAD) scholarships
- Coordinator for Pre-Departure Orientation for groups of 400-600 study abroad students
- Create advising and promotional materials for assigned region

**Employer: Zhitomir Pedagogic University (United States Peace Corps)**

Location: Zhitomir, UKRAINE  
Position: Teacher Trainer and Conference Coordinator for Faculty of Foreign Languages  
Dates: 1997-1999

- Taught English language teaching methodology and U.S. culture studies for 4th year students
- Organized monthly conferences for improvement of English teaching
- Managed grant applications and contracts for Faculty of English
- Acquisitions consultant for the Faculty of English library

## Education

Doctor of Education, Educational Leadership  
San Francisco State University, San Francisco, California, USA  
Date Conferred: 2013

Master of Arts, German Literature  
San Francisco State University, San Francisco, California, USA  
Date Conferred: 2002

Bachelor of Arts, Germanic Studies  
Honors: Dean's list, 1992-93  
Sacramento State University, Sacramento, California, USA  
Date conferred: 1993

Undergraduate exchange student  
Karl Ruprecht Universität, Heidelberg, GERMANY, 1991-92

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## Languages

German -advanced

Russian -lower intermediate

Ukrainian -lower intermediate

Spanish –lower intermediate

## Relevant Honors and Awards

2013

American Council on Education and Center for Internationalization and Global Engagement, *Institute For Leading Internationalization*

Selected to participate in the ACE sponsored program, *Institute for Leading Internationalization*, Washington, D.C.

2013

DAAD, German Academic Exchange Service, *Germany Today* Program

Invited to present research on U.S. Higher Education Internationalization and Equity at international program in Berlin, GERMANY

2012

Doctoral Research Grant “Promising Research” Award, San Francisco State University

2012-2015

National Trainer’s Corps volunteer, National Association of International Educators

2010-12

Consular Affairs Liaison, Italy, National Association of International Educators

2009

Deputy Vice- Chancellors Award for Excellence in Service

Queensland University of Technology, Brisbane, Australia

2007

Benjamin A. Gilman Scholarship National Review Board

Scholarship selection committee member for the Gilman Scholarship Award, Houston, Texas

2006

Australia Education International Australian Higher Education Seminar

Selected to participate and present research on study abroad, Canberra, ACT, Australia

2005

Spanish Trade Commission International Educators Symposium

Invited to participate and present current work in U.S. study abroad trends, Madrid, Spain

2004

J. William Fulbright Scholarship recipient

Seminar for International Education Administrators, Germany

## Presentations and Publications

Bell, K. A., & Contreras, E. B. (2014). Comprehensive Internationalization. In M. Hernandez, D. Wick, & M. Wiedenhoef (Eds.), *NAFSA's Guide to Education Abroad for Advisers and Administrators (4th Ed.)*(pages of chapter). Washington DC: NAFSA: Association of International Educators.

Bell, K.A. (2014). "Similar goals & dueling agendas: perceptions of campus internationalization and equity policies."

2014 "ACE/AIEA Institute for Leading Internationalization: Individual and Institutional Impact"  
Panelist at the Association of International Education Administrators (AIEA) annual conference, Washington, D.C.

2013 "*Similar Goals & Dueling Agendas: Perceptions of Campus Internationalization and Equity Policies*"

Paper presented at Association for International Educators (NAFSA) International Conference, St. Louis Missouri

2012 "*Campus Internationalization: How Universities Achieve Success in Comprehensive Internationalization Implementation*"

Research Poster, Association for International Educators (NAFSA) International Conference, Houston, TX

2010 "*Integrating Technology into the Pre Departure Orientation for Study Abroad*"

Presenter, Association for International Educations (NAFSA) Regional Conference, Reno, Nevada

2009 "*Global Higher Education Alignment: Creating Harmony or Discord?*"

Research Poster, Association for International Educators (NAFSA) International Conference, Los Angeles, CA

2007 "*Study Abroad and Campus Internationalization at SFSU – What's New?*"

Presenter, San Francisco State University Campus Retreat, San Francisco, California, USA

2006 "*Higher Education Systems Around the World- an overview and comparison*"

Workshop presenter at the San Francisco State University International Education Week symposium, San Francisco, California, USA

2006 "*US Learnings Toward a Nationalized International Education Policy- Implications of the Lincoln Study Abroad Act and Scholarship*"

Invited presenter to the Australian Ministry of Education Round Table Discussion as a participant of the Australia Education International sponsored Australian Higher Education Seminar, Canberra, AUSTRALIA

2006 "*Cutting the Apron Strings: Encouraging Independence in Study Abroad Students*"

Presenter, Association for International Educators (NAFSA) International Conference, Montreal, CANADA

2005 "*Sex and the Single Exchange Student: Media, Sexual Stereotypes and Student Advising,*"

Presenter, Association for International Educators (NAFSA) International Conference, Seattle, Washington, USA

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2005 *"The CSU Model- Introducing the California State University System's International Education Policy and Programs,"*

Invited presenter at the Spanish Trade Commission International Educators Symposium, Madrid, SPAIN

2004 *"Feste Freunde- Explanations for Success of German and American University Exchanges"*

Invited presenter for the seminar of Fulbright recipients participating in the J. William Fulbright Seminar for International Education Administrators, Berlin, GERMANY

2004 *"Here's lookin' at you, kid: Media Images, Diversification & Study Abroad"*,

Committee Chair, Association for International Educators (NAFSA) International Conference, Baltimore, Maryland, USA

2003 *"Seven Habits of Highly Effective Student Assistants,"* Presenter, California State University International Programs Coordinator's Conference, Long Beach, California, USA

2002 *"Scholarship Advising for Study Abroad Advisors,"*

Presenter, California State University International Programs Coordinator's Conference, Long Beach, California, USA

2002 *"The Untapped Resource- Utilizing Applicants in Study Abroad Promotion,"*

selected presenter, Association for International Educators (NAFSA) Regional Conference, San Jose, California, USA

2001 *"Understanding German University Structure and Tradition – Tools for Successful Exchange Students"* University of Texas Austin Pre-departure Orientation, Austin, Texas, USA

2000 *"International Education for the New Millennia- Planning for the Future at University of Texas, Austin,"*

Invited presenter at the Universität Tübingen International Partnerships Annual Meeting, Beurenberg, GERMANY, December, 2000.

2000 Kalinina, Larisa, Samoilioukevich, Inna & Anderson-Bell, Kathrina; *Getting America-Wise Through Reading*, Pedagogichka Dumka Publishers, Kiev, 2001. ISBN: 966 951 8679

1998 Anderson-Bell, Kathrina, *Higher Education in Ukraine –Understanding the System to Get Results*, Nu Shucho?! (publication for US Peace Corps volunteers), 1998