

WILLIAM G. HARDAWAY

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AREAS OF STRENGTH

- Implementation of logic and reasoning with all tasks and a strategic approach to any leadership role, and planning of long term and short term goals
- Relative communication skills allowing group cooperation as well as quality customer service.
- Project management skills, through the application of analysis and organization
- Commitment to the overall goal of the organization with the ability to be creative within any set framework
- Heavily experienced in presenting information to large groups

EXPERIENCE

Learning Center, California State University, Fresno, CA • Academic Support Coordinator, August 2008 – Present

- Coordinate the tutorial program for all students at the university, helping them develop intellectually as critical thinkers and life-long independent learners
- Hire, train, and supervise instructional student assistants (tutors)
- Design and revise a comprehensive multi-platform training program using online quizzes, activities, and discussion
- Coordinated the academic success workshops program in which faculty and staff facilitators delivered an interactive arena for learning study skills such as time management, test taking strategies, memory and concentration, etc.

Student Success Services, California State University, Fresno, CA • Intern Program Coordinator, August 2005 – August 2008

- Coordinated workshops for higher education students on academic probation/disqualification
- Facilitated workshops which required conveyance of California State University policy, and campus resources
Workshops focused on behavior change and motivating students to succeed academically
- Designed and co-instructed online workshops (Blackboard classes)

Student Success Services, California State University, Fresno, CA • Academic Counseling Intern, May 2007 – August 2008

- Academically advised students who were disqualified, on probation, or recently dismissed.
- Consultation with professionals in many positions across campus involving individual student issues

Robert Rosati, J.D., Fresno, CA • Legal Intern, September – November 2007

- Operated in a legal environment with an attorney who represented several school districts and companies in civil litigation
- Constructed data pertinent to cases, through graphical analysis, and presentations used in litigation

Dog Days New Student Orientation, California State University, Fresno, CA • Orientation Leader, May 2007 - August 2007 & May 2008 – August 2008

- Represented the University to the incoming student population
- Informed the incoming student population of dynamics, culture, and policy of the University

Puente Project, College of the Sequoias, Visalia, CA • Undergraduate Program Assistant, August 2003 – June 2005

- Provided administrative assistance to a Junior College program directed towards Mexican-American culture, to provide a supportive method to transition students into their first year of higher education
- Coordinated dinners and mixers pairing students with mentors from the surrounding community

EDUCATION

- California State University, Fresno, CA • Master of Arts in Education Administration: Higher Ed. Option, Incomplete (81% completed at a 3.86 GPA Cumulative and a 4.00 GPA in Graduate level courses)

- Master’s project: How does critical thinking impact academic achievement? (75% completed)
- California State University, Fresno, CA • Bachelor of Arts in Philosophy: Pre-Law Option, May 2008 GPA: 3.58
 - GPA among top 15%
- College of the Sequoias, Visalia, CA • Associate of Arts in English: Critical Thinking Emphasis
 - Graduated with Honors

HIGHLIGHTED COURSEWORK

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| <ul style="list-style-type: none"> • Business Administration 18: Business & the Legal Environment • Sociology 111: Society Race & Ethnicity • Philosophy 127: Philosophy of Law • Philosophy 150: Foundations of Knowledge • Political Science 170: Constitutional Law Federal & State • Sociology 162: Social Psychology • Philosophy 45: Introduction to Logic | <ul style="list-style-type: none"> • Educational Administration 261: Intro to Education Administration • Educational Research 153: Educational Statistics • Educational Administration 262: Educational Leadership • Educational Research 220: Research in Education • Educational Administration 273: Ethics in Education • Educational Research 288: Educational Measurement and Program Evaluation |
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TECHNOLOGY

Program Proficiency

- Proficient in the Microsoft Office Suite
- Proficient in administrative databases (i.e. Peoplesoft, Banner, TutorTrac, AdvisorTrac, and GradesFirst systems)
- Proficient in Online Course instruction (Blackboard)
- Proficient in Adobe design and Web suites (i.e. Photoshop, Illustrator, Contribute and Dreamweaver)
- Proficient in social media publication (Facebook, Twitter, and Wordpress)

References available upon request.