

Melissa Naidu, MAE

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Versatile and results-oriented. Strengths include: the ability to communicate effectively with students, faculty and staff to provide excellent client support, the ability to manage multiple projects and a willingness to learn and grow as a student affairs professional.

Education

University of Florida, Gainesville, FL

- 2019 Academic Department Support Certification
- 2016 Business Communications Certification
- 2013 Master of Arts in Education in Curriculum & Instruction
Concentration: Educational Technology
- 2006 Bachelor of Arts in Anthropology

Technical Skills

Technical knowledge includes the ability to manage student records, administer a range of course management systems, manage websites, edit graphics and audio files, create surveys and interactive PDFs. Proficient with the use of : myUFL/COMPASS | Slate | ISISAdmin | GIMS | Qualtrics | E-Learning | Microsoft Office Suite | Adobe Cloud Suite | Wordpress | Camtasia | Audacity | MediaSite

Work Experience

2016 - Present Academic Program Specialist I

Department of Clinical and Health Psychology, University of Florida, Gainesville, FL

Facilitate Doctoral student progression from recruitment and application submission to graduation and beyond, which includes: presenting at recruitment events within and outside the University, prepare application packets for review and offer letters for distribution, advise students and faculty on Department and Graduate School policies, procedures and course requirements, register students, maintain student files in Canvas (developed and implemented new CHP Doctoral Student Portal in Canvas and competency assessment tools in Qualtrics), complete degree verification for postdoc, licensure and employment applications. Collect data for College of Public Health and Health Professions and American Psychological Association accreditation reports.

Plan and execute annual student events for the Clinical Psychology Doctoral, Internship and Postdoctoral Programs which include: applicant interviews, new cohort orientations, Fall Student Research Symposium, Masters defenses, outgoing intern meetings and receptions. Maintain Department websites. Member of Department Curriculum, Admissions and E-Committees.

2014 - 2016 Research Coordinator II

Family Data Center, Department of Health Outcomes and Policy, University of Florida, Gainesville, FL

Work closely with team members to create, review and revise report deliverable for state agencies and assist in project budget preparation and revision. Process IRB applications and data use agreements. Create research posters. Initiate purchase requisitions and process travel.

2008 - 2014 Senior Secretary to Program Assistant in 2013

Department of Health Education and Behavior, University of Florida, Gainesville, FL

Academic advisement and managing student files on programs of study, internships, independent study coursework, honors submissions, assistantships, exam administration, grades, exit surveys and alumni support. Participate in the Department Graduate Program Advisory Council and interpret Department and Graduate School policies for faculty, staff, students, and visitors. Assist with planning and development of new courses, degrees and certificate programs at the undergraduate and graduate levels. Compile statistics on academic program admissions, enrollment, student learning outcomes and graduation rates for College accreditation. Maintain department websites. Collaborate on course rotation scheduling and input schedules into ISIS Admin. Assist office manager as needed in initiating and reconciling Department requisitions, processing travel, and coordinating Department orientations, conferences, award ceremonies and seminars

HEB Representative for Staff Advisory Council (2008-2010; 2012-2013), March of Dimes (2008 – 2011) and UF Campaign for Charities (2011)

2007 - 2008 Secretary

Office of Student Affairs, Levin College of Law, University of Florida, Gainesville, FL

Prepare letters of good standing, enrollment certifications, ranking letters, state bar dean certification forms and character fitness forms. Create flyers, posters and publications. Assist Director of Student Programs with Introduction to Law School and the Profession (ILSP) Orientation program and study abroad programs. Assist with ILSP Student Ambassador interviews. Compile/maintain course descriptions each semester. Clerical support to professional staff. Examination administration support. Convert office forms from Word to fillable PDF. Scan records for imaging archive. Notarize student forms. Greet, assist or refer visitors and students as appropriate.

2006 - 2007 Temporary Part-Time Intern

Administrative Support Unit, Gainesville, Police Department, Gainesville, FL

Weekly inventory and report on status of shared police vehicles Enter case reports into Gainesville Police Department (GPD) and Florida Department of Law Enforcement (FDLE) databases Fill requests from the State Attorney's Office for case reports and other evidential materials Distribute reports from the State Attorney's Office to the GPD Records department and to individual officers Research the case status of vehicle camera tapes in order to file or destroy them as appropriate Assist with Department Accreditation File, answer phones and other general office duties as needed

2003-2006 Student Assistant

Office of Admissions, University of Florida, Gainesville, FL

Enter applicant information into various databases. Create and maintain new applicant file folders. Prepare mail merges and send out letters to applicants Manage intra-university distribution of transcripts. Manage archival system. Train new student assistants and help guide new senior staff members

Awards

2019 University of Florida Division Five Superior Accomplishment Award

2018 College of Public Health and Health Professions Employee of the Year

2011 University of Florida Division Three Superior Accomplishment Award