

Erin Watanabe
The Keystone Center
Program Coordinator

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Summary of Professional Experience

The Keystone Center, Program Coordinator

Keystone, CO and Washington, DC (October 2007-Present)

- Assist in coordination of neutral third-party mediation, facilitation, and issue analysis services to resolve conflicts, generate consensus, and guide the development of solutions to environmental and public health challenges confronting local, state and federal governments. Project experience includes:
- “Pandemic Influenza Vaccine Prioritization” project assistant. Helped to organize and facilitate the public engagement meeting in Hendersonville, North Carolina, one of a series of public meetings being sponsored by the National Association of County and City Health Officials (NACCHO), the Association of State and Territorial Health Officials (ASTHO), and The Keystone Center, in cooperation with the Centers for Disease Control and Prevention (CDC) as well as state and county health departments. These public engagements will help the federal government understand the public's values and preferences and provide guidance on how to prioritize vaccine distribution in the situation of a pandemic flu outbreak.
- “Creating Sustainable Outcomes for Agriculture” project assistant. Researched local sustainable agriculture resources for farmers in Arkansas, Illinois, Iowa, and Texas. Liaison between local university agriculture extension programs and The Keystone Center.
- “The Keystone Center Internship Program” project coordinator. Developed contacts with local universities to establish internship opportunities, policies, and procedures for student interns majoring in Environmental Studies, Mass Communication, Journalism, and Education.
- “Financing Education” project assistant. Researched means of state public education funding (education funding formulas, categorical funding measures, and federal, state, and local policies.)

Chaminade University, Assistant to the Director of Education

Honolulu, HI (April-September-2007)

- Maintained schedule/calendar for Director, assisted with special projects, prepared reports, memos/letters, and responded to internal/external inquiries regarding program policies, procedures, and requirements.
- Reviewed and processed all undergraduate and graduate applications, processed new hire paperwork, and maintained student and faculty databases.
- Hired, trained, and supervised work study employees.

University of Phoenix, Senior Academic Counselor

(January - April 2007)

- Managed a team of four Academic Counselors.
- Accountable to campus goals of student retention, recruitment, and customer service.
- Evaluated transcripts for transferable coursework, and processed course waiver paperwork.
- Provided academic advisement of 100 students in the MBA program and monitored students' academic progress and ensured completion of program requirements.
- Worked with campus directors and deans to resolve escalated student issues.
- Responsible for monthly student orientations to educate new students of University of Phoenix policies/procedures, academic standards, and degree requirements.
- Certified Americans with Disabilities Act compliance officer.

University of Phoenix, Academic Counselor

(July 2006 - December 2006)

- Provided academic advisement for over 300 students in the Bachelor's of Business Administration, Master's in Business Administration, Master's of Education, and Master's of Information Technology programs.
- Evaluated transcripts for transferable coursework, and processed course waiver paperwork.
- Worked closely with faculty, staff, and management to review students' academic progression, degree requirements, and anticipated graduation date.
- Responsible for recruiting students who have dropped out of school and ensuring necessary admissions paperwork is completed upon their return.
- Responsible for monthly student orientations to educate new students of University of Phoenix policies/procedures, academic standards, and degree requirements.

University of Phoenix, Student Resource Center/Testing Coordinator

(January 2006 - June 2006)

- Responsible for maintaining all aspects of the campus Student Resource Center, including classrooms, conference rooms, computer labs, and testing facilities.
- Certified test administrator for CLEP, DANTE, TOEIC, and Pearson VUE testing.
- Responsible for recording student and faculty attendance, processing grade change/attendance change requests, and ensuring timely posting of directed study attendance.
- Worked closely with all departments to ensure student records, attendance rosters, and classroom schedules were up-to-date and accurate.
- Coordinated class schedules with room rentals and faculty/staff workshops.
- Responded to classroom issues, provided customer service and support, and answered customer phone calls.

Nursefinders, Skills Trainer

(August 2005 - January 2006)

- Developed and implemented behavior-modification interventions for mentally disabled youth in the public schools.
- Recorded behavioral goals, tracked and analyzed data, and modified interventions accordingly.
- Maintained client's daily schedule, including doctor's visits, counseling appointments, and developmentally appropriate activities.
- Trained parents and school staff of intervention techniques and organized monthly meetings to update parents and staff of client's progress.

University of Washington GEAR UP (Gaining Early Awareness and Readiness for Undergraduate Programs), Tutor, Mentor, Intern

(October 2002 - June 2005)

- Educated at-risk Seattle adolescence about higher education opportunities and presented information on financial aid, scholarship opportunities, and admissions procedures to students and families.
- Tutored students in the areas of math, English, and social studies and met with faculty to assess student progress.
- Organized and participated in excursions to University of Washington, where students were able to participate in hands-on science projects, tour the university campus, and meet with advisors, faculty, and staff.
- “Week of Wonder,” Teacher Assistant, June 2004: Organized and participated in excursions to University of Washington, where students were able to participate in hands-on science projects, tour the university campus, and meet with advisors, faculty, and staff. Developed and implemented hands-on science projects for Seattle middle school students. Served as spokesperson for the University of Washington to encourage Seattle adolescents to strive for undergraduate education.

University of Washington, Undergraduate Research Assistant, Family Autism Study

(September 2004 - January 2005)

- Maintained and updated participant statistics and medical records.
- Video recorded clinician interviews with subjects and coded videos for subject behavior.

University of Washington Student Organization, Great Outdoors Society, Member

(October 2003 - June 2005)

- Member of the Great Outdoors Society student organization which promotes environmental awareness among the student body.

EDUCATION, TRAINING AND CERTIFICATES

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| 2005 | University of Washington: B.A. in Psychology |
| 2007 | The Keystone Center. Workshop: “Interest Based Negotiations and Collaborative Leadership”, The Keystone Center |
| 2007 | Communicate, Inc. Workshop: “Quality Customer Service,” Communicate Inc |
| 2007 | Americans with Disabilities Act: Certificate, Compliance Officer |
| 2007 | University of Phoenix. Federal Education Rights and Policy Act (FERPA), University of Phoenix, January 2007 |

