

PRINCESS METUGE

99 Metropolitan Avenue ☐ Cranston, RI 02920 ☐ (401) 316-0561 ☐ princess_metuge@uri.edu

PROFESSIONAL SUMMARY

Highly motivated leader and higher education professional with over ten years' experience in the areas of Education, Leadership, Experiential Learning, Diversity & Inclusion and Program Management. Extensive experience in advocating and mentoring students of color to ensure representation in supportive and academic programs and event planning including job fairs, professional development, orientation, and academic support. Dedicated, trained professional in student affairs, career and academic growth, organizing workshops, advising and educating staff and students in higher education on cultural diversity in the workplace and professional development. Proven skills at addressing underrepresented students' unique needs relating to social justice academically and professionally, and counselling diverse non-traditional students with college programs and processes. Experienced with: micro soft office, Bright Space and data management

Key skills include:

- Strong Leadership, Supervisory and Budget Management Skills
 - Excellent verbal/written Communication Skills; Great Interpersonal and Team Building Skills
 - Curriculum Development and Training through JEDI initiatives
 - Experienced in developing descriptive online materials
 - Detailed Oriented; Excellent Organizational Skills
 - Non-Profit Management and Program Development
 - E-campus and student Information Systems
 - Knowledge of records safety, admissions and FERPA policies
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EDUCATION

MBA	BUSINESS ADMINISTRATION	REGIS UNIVERSITY	2009
BACHELOR OF SCIENCE	MANAGEMENT	RHODE ISLAND COLLEGE	2005

PROFESSIONAL EXPERIENCE

JEDI INITIATIVES AND EXPERIENCE:

Design and facilitate training that fosters awareness on the impact of systemic racism in a society

Develop training modules on cultural diversity and cultural identity for staff training and development

Implement ongoing professional development training on unconscious and systemic biases in the workplace

PROFESSIONAL ADULT DEVELOPMENT INSTITUTE - PADI PAWTUCKET, RI 2014-PRESENT
COFOUNDER/EXECUTIVE DIRECTOR OF ADMINISTRATION - [HTTPS://WWW.PADINSTITUTE.ORG](https://www.padinstitute.org)

Co-founded the Professional Adult Development Institute, a non-profit organization dedicated to providing education and training to professionals, employers and adult learners that will allow them to acquire the skills needed to achieve their career goals. Key focus is to ensure the success of individuals including immigrants, non-English speakers and underrepresented groups.

Selected Qualifications:

- Developed the organization's business plan for the purpose of taking the organization to the next phase
- Designed and drafted the By-laws for the organization and presented it to the Board of Directors for review and adoption
- Manage funding and budget for all programs and oversee funding sources and opportunities
- Foster ongoing partnerships with businesses, organizations, employers and other adult education and training organizations to fulfil the organization's goals
- Developed curriculum for the all certificate programs and professional development training modules
- Created the organization's employee and student handbook and designed the academic policies and procedures for staff and students

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UNIVERSITY OF RHODE ISLAND COLLEGE OF EDUCATION & PROFESSIONAL STUDIES 2019-PRESENT COORDINATOR, EXPERIENTIAL EDUCATION/ADJUNCT INSTRUCTOR

Coordinate experiential learning activities including internships, field experiences and project-based learning with College of Education and Professional Studies (CEPS) and Center for Career and Experiential Education, to help maximize underrepresented students' involvement. Assist faculty in creating high quality learning opportunities that addresses inclusivity in experiential learning opportunities in student's field of study and work with the CEPS Assistant Dean's Office to update all experiential and curriculum information.

- Market experiential learning opportunities to both internal (faculty) and external (community) partners.
- Facilitate integrating experiential learning into courses through curriculum redesign that addresses diverse student population and inclusivity
- Establish relationships with all internship placement site supervisors, including supervision assessment and continued development of internships.
- Teach associated professional seminars (1-3 credits) for students completing service learning, practica, course projects and internships.

UNIVERSITY OF RHODE ISLAND – PROVIDENCE RI 2011-2019 CAREER EDUCATION SPECIALIST

Developed career counselling resources and workshops that provide non-traditional underrepresented students from diverse backgrounds with a wide range of information on various career paths and enhance their understanding of professional growth and development as they matriculate from freshman year to graduation. Plan, organize and facilitate annual job fairs that provide students the opportunity to network and enhance their professional development.

- Conduct various workshops throughout the academic year relating to career exploration, job interviewing, resume building, and job skills development
- Design resource materials for easy reference guide on a variety of job opportunities, internship opportunities, volunteering opportunities and career exploration
- Provide individual career counselling through the implementation of career assessment tools, personal counselling and graduate school options
- Revamp the career services web page with updated information on career resources, internship opportunities, workshops, job fairs and mock interviews

RHODE ISLAND COLLEGE - PROVIDENCE, RI 2010-2017 PROGRAM COORDINATOR AND INSTRUCTOR

Coordinated the Social & Human Service Certificate Program; effectively marketed program, recruited potential multicultural diverse students for each academic cohort. Recruited, interviewed and screened students; organized and spear headed orientation activities geared toward students' enrollment and academic success. Provided adult education literacy, and job skill development for non-traditional students and students of color requiring special accommodations achieve their academic and career goals. Reviewed students' records and provided advising to students as they transitioned into a degree bearing college or university.

SELECTED QUALIFICATIONS:

- Managed program budget for each cohort to ensure funding for staff salary and program costs
- Maintained students' records and processed students' enrollment and admission
- Prepared course creations and facilitated instructors' course schedule
- Developed professional skills, education and training programs to non-traditional students
- Secured yearly internships for students, and conducted mock interviews
- Designed and implemented educational curriculum, lesson plans and study guide materials

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RHODE ISLAND COLLEGE – PROVIDENCE, RI **COUNSELLOR – STUDENT SUPPORT SERVICES**

2008 to 2010

Provided Academic Counselling Mentoring and Advocacy for first generation, low-income students of color experiencing numerous academic barriers develop the skills and motivation necessary to earn a Bachelor's degree.

SELECTED QUALIFICATIONS/ ACHIEVEMENTS:

- Produced and led the first ever Student Support Services Orientation Presentation for new participants
- Worked as a liaison between faculty, academic support tutors to ensure proper support for students
- Provided support in various capacities which include financial aid, academic advice, and career advice
- Volunteered in various positions at Rhode Island College to ensure a continued strong partnerships with Student Support Services

REFOCUS, INC. – PROVIDENCE, RI

2000 – 2009

RESIDENTIAL DIRECTOR

Directed and managed the day to day operations of the residential facility for individuals with learning and developmental disabilities. Planned and implemented programs suitable for residents on a case by case basis to further academic and personal growth. Conducted yearly evaluations of both resident's and staff's progress. Provided motivational tools for self-empowerment and growth after evaluation process was completed.

SELECTED QUALIFICATIONS/ ACHIEVEMENTS:

- Designed yearly operating budgets that effectively tracked account payables and receivables
- Successful at placing and maintaining gainful employment for the residents while collaborating with their job coaches

PROFESSIONAL INVOLVEMENT

- GLOBAL STEERING COMMITTEE – UNIVERSITY OF RHODE ISLAND 2015 - PRESENT
- WOMEN OF COLOR NETWORK – UNIVERSITY OF RHODE ISLAND 2012- PRESENT
- FOUNDING MEMBER – PROFESSIONAL ADULT DEVELOPMENT INSTITUTE 2014 - PRESENT
- VICE PRESIDENT ELECT – NEW ENGLAND ASSOCIATION FOR CORPORATIVE EDUCATION AND FIELD EXPERIENCE 2016 – 2019

AWARDS

STAFF APPRECIATION AWARD	URI FEINSTEIN COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES	2016
LIFETIME ACHIEVEMENT AWARD	URI FEINSTEIN COLLEGE OF CONTINUING EDUCATION	2012

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PROFESSIONAL REFERENCES

1. Kim Stack, Ph.D.
Director, Center for Career and Experiential Education CCEE
University College for Academic Success UCAS -University of Rhode Island
90 Lower College Road, Kingston, RI 02881
kstack@uri.edu
401-874-4777 (Direct Line)
401.481.1360 (Cell)
2. Leisa Young M.A.
Former Director – Student Services
University of Rhode Island – College of Education and Professional Studies
Office of Academic and Student Affairs
401.323.3616
Leisa_young@uri.edu
3. Dr. Kat Quina Ph.D.
Professor Emeritus – University of Rhode Island
401.486.1165
kquina@me.com
4. Mailee Kue, Ph.D.
Assistant Vice President for Student Engagement
and Title IX Deputy Coordinator
Bryant University
[1150 Douglas Pike](#)
[Smithfield, RI 02917](#)
T: 401-232-6160
mkue@bryant.edu