

Audra Kopp

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PROFESSIONAL SKILLS PROFILE

- Annually manage caseload of 725+ individual meetings
- Enhanced client engagements & participation by 91%
- Aid/train 140+ academic faculty by managing projects
- Formulate action plans/set realistic project goals (5+yrs)
- Establish SOPs & project task boards autonomously
- Accurately detail confidential data entry & reporting
- Collaborate effectively with teams on project initiatives
- Exhibits transformational/servant leadership style

TECHNICAL SKILLS

- CRM/Banner Systems; Basic Web & Graphic Design experience in Canva & WordPress; Microsoft Office 365; Project Communication in Microsoft Teams/Loop, Handshake, WebEx, Zoom; Operating Systems basics in Windows & MacOS

PROJECT MANAGEMENT TRAINING CERTIFICATES

Atlassian Agile Project Management Professional Certificate, LinkedIn Learning Anticipated May 2024

- **Learning Objectives:** Agile foundations; Scrum: The basics; Agile Project Management with Jira Cloud: 1 Projects, Boards, and Issues; Agile Project Management with Jira Cloud: 2 Lean and Agile Process; Agile Project Management with Jira Cloud: 3 Advanced Topics; Mistakes to avoid in Agile Project Management

Project Management For IT Professionals Certificate, LinkedIn Learning December 2023

- **Learning Objectives:** Hard skills and soft skills needed for program management; Reporting and managing risks; Phases of program management; Understanding customers; Running effective team meetings; Measuring results

EDUCATION

D.S.L., Doctor of Strategic Leadership, Liberty University, Lynchburg, VA Anticipated May 2026

- **Honors:** High Distinction; 4.0 GPA
- **Relevant Coursework:** Managing the Contemporary Organization; Leading Organizational Change; Leadership Theory

M.A., Human Services Counseling: Life Coaching, Liberty University, Lynchburg, VA May 2022

- **Honors:** High Distinction; Past President of *Rho Eta Sigma* Chapter of *Chi Sigma Iota*
- **Relevant Coursework:** Advanced Life Coaching Skills; Multicultural Issues in Human Services; Studies in Interpersonal Communication; Ethical & Legal Issues in Counseling; Theories of Counseling

RELEVANT MANAGEMENT / LEADERSHIP EXPERIENCE

Faculty Advisor, Liberty University Disney Club, Lynchburg, VA January 2024 – Present

- Employ agile methods for bi-weekly leadership meetings, teaching agenda development & project management in Microsoft Loop
- Foster adaptability by guiding leaders in self-organization/reflection using Microsoft 365 & open discussion for progress tracking
- Openly communicate & actively listen to leaders to identify their strengths & set realistic short-term goals by developing action plans

Career Coach II School of Behavioral Sciences, Liberty University Career Services, Lynchburg, VA July 2020 – Present

- Assign & coordinate duties in 725+ annual coaching sessions, ensuring effective client development & project management
- Aid/train 140+ academic faculty in developing industry resources & initiatives such as CV writing for CACREP accreditation
- Resolve engagement issues by building intentional relationships for stakeholder buy-in, leading to a 91% participation increase
- Develop/manage self-started projects such as a 44+ page standard operating procedure manual & project task board in Loop

Chapter President, Liberty University's *Rho Eta Sigma* Chapter of *Chi Sigma Iota*, Thomasville, NC April 2021 – December 2021

- Presided over virtual meetings as Chair of the Executive Council, leading committee chairperson appointments/guiding team direction
- Organized & facilitated video conferences on key topics by recruiting industry experts to enhance member knowledge & skillsets
- Collaborated with chapter faculty advisors & members by steering group discussions to foster relationships/professional growth

Career Coach, Liberty University Career Services, Lynchburg, VA December 2019 – July 2020

- Swiftly transitioned traditional coaching services to a virtual platform within 2 weeks by integrating new technologies
- Managed confidential data in Handshake & CRM/Banner to accurately document engagement updates & project completions

Career Peer, Liberty University Career Services, Lynchburg, VA February 2019 – December 2019

- Conducted comprehensive reviews & updates of 30+ client resumes weekly, utilizing a virtual portal to tailor to individual needs