Graduate & Professional Student Association
Executive Board – Declaration of Candidacy
May 2016 – May 2017

Name: Kimberly Florence

Department/School: Educational Psychology and Higher Education

Select one: ☐ President ☐ Vice President ☐ Treasurer ☐ Secretary

Please list any relevant experience/qualifications for the position:
(GPSA experience, student government, extracurricular activities, or other interests)
I have served in three leadership positions during both my Masters' and Doctoral programs. The first position was serving at the GPSA representative for the department of Educational Psychology and Higher Education. During this time, I attend every meeting in order to relay to both students and faculty information relevant to the UNLV campus. It was rewarding to help students learn about scholarship opportunities as well as share with faculty important student related issues in order to encourage proactivity and support. The second position is President of the Black Graduate Student Association. During 2015-2016, I served as the president of BGSA endowed with the responsibility coordinate meetings both within and outside of the UNLV campus along with managing the organization's budget. The third and final leadership position is my position as one of the first Grad Student Rebel Ambassadors. This position entails representing the graduate college at both formal and informal events in order to advocate the many programs, degrees, and opportunities offered at UNLV. Separate from these positions, I am also one of the few students accepted into the Teaching Certificate program.

Please explain why you are interested in serving in this position:
With a year of service as the BGSA president, I have learned a lot about management of funds. Upon entering the position, the organization only had a little over $500.00. With this modest amount, I was able to organize two successful events, one of which was in coordination with the Graduate College (Diversity Research and Mentorship Reception 2015). The second event was for Black History Month, which had a successful turn out with food and beverages served. I believe I will work in collaboration with the my fellow executive council to best manage funds in order to serve graduate students and ensure that GPSA is accurately represented among legislators in Carson City.

Please attach letter of support from your faculty member/advisor to the application.
March 28, 2016

To Whom It May Concern,

I would like to submit this letter of recommendation for Kimberly Florence towards her application to serve as the GPSA Treasurer. I have worked with Kimberly since fall of 2011 as I served as her master’s program advisor and now serve as her doctoral advisor. I have also worked with Kimberly most recently as she is the current president of BGSA and I serve as the advisor. She has undertaken the very difficult task of shepherding BGSA toward achieving program goals and visibility on UNLV campus, despite a quite robust vacuum of association leadership as she serves as the entire leadership board! She has managed this task with grace and humor. BGSA owes a lot to her efforts! I cannot imagine a better choice than Kimberly to serve GPSA in the capacity of Treasurer. She is incredibly diligent, gives care to detail and is one of the most responsible folks I have ever worked with. She is also a delight to be around in that she is very open to dialogue, responds well to critique and possesses a wonderful sense of humor. Kimberly undertakes every task with utmost honesty and respect to individual and collective processes. It is without reservation or hesitation that I strongly recommend Kimberly Florence for the position of GPSA Treasurer. If you need additional information, please do not hesitate to contact me. Thank you.

Respectfully,

D.L. Watson

Doris L. Watson, Ph.D.
Professor
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KIMBERLY MARIE FLORENCE, M.Ed.

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Kimberly.Florence@unlv.edu

UNLV GPSA
University of Nevada Las Vegas
PhD Higher Education Student (Current)| M.Ed. Higher Education Recipient | First-Year Seminar Instructor | Second-Year Seminar Instructor | High School College Preparation Course Instructor | Academic Success Coach | Aspiring Educational Entrepreneur

ACADEMIC PROFILE

PhD student of Higher Education at the University of Nevada Las Vegas (UNLV) and Master’s Degree recipient of Higher Education with a graduated GPA of 3.9; moreover, actively involved in community enrichment efforts to improve college-going culture as a Graduate Assistant through the Dept. of Educational Psychology and Higher Education. Fortitudinous, creative, and adept at transforming personal passions into academic and professional triumphs; dedicated to education and advocacy for students, specifically entering and first-year students of under-represented and minority social groups. Proven to overcome academic obstacles in order to achieve goals of continued post-secondary professionalism and social advocacy.

EXECUTIVE PROFILE

Working to promote educational success and post-secondary attendance as a means of enhancing future community outcomes. Skilled at forming innovative business philosophies through the competency of academic | professional practices and community needs; capable of executing comprehensive and professionally articulated literature; knowledgeable in executing analytical decisions that address multiple considerations, which include logical constraints and vast community impacts.

KEY SKILLS

- Research Writing | Development
- Project Management
- Basic Legal Concepts
- Business Formation
- Management Communication
- Multi-tasking
- Problem-Solving
- Logical Decision Making
- Teaching (K-College/University)
- Public Speaking
- Team Leadership

EDUCATION

PhD Higher Education Student
Department of Educational Psychology and Higher Education
University of Nevada Las Vegas
M.Ed. Higher Education  
Department of Educational Psychology and Higher Education  
*University of Nevada Las Vegas*

*Graduation Date: Summer 2013*  
GPA 3.90

J.D. Candidate  
*Pepperdine University School of Law*  
*August 2010-January 2011*  
*Degree Incomplete*

B.A. Psychology  
*University of Nevada Las Vegas*  
*June 2004-August 2007*  
GPA 3.419

**EXPERIENCE AND ACHIEVEMENTS**

**Second-Year Seminar Instructor | College of Education**  
*University of Nevada Las Vegas*  
*Spring 2016-Present*

- Developing a lesson plan and curriculum materials
- Instructing students (Freshman-Junior) on college success
- Submit Grades

**First-Year Seminar Instructor | College of Education**  
*University of Nevada Las Vegas*  
*Fall 2014-Fall 2015*

- Developing a lesson plan and curriculum materials
- Instructing students (Freshman-Junior) on college success
- Submit Grades

**Substitute Support Staff | Clark County School District**  
*Las Vegas, Nevada*  
*Fall 2013-Present*

**Graduate Assistant | Educational Psychology and Higher Education**  
*College of Education ~ Las Vegas, Nevada*  
*University of Nevada Las Vegas*  
*Fall 2013-Present*

**Objectives & Skills:**

- Participating in data collection for research  
  Dr. Hugo Garcia
- Providing online instruction for a masters’ level research course-  
  Dr. Gwen Marchand
- Conducting Research-  
  Dr. Lisa Bendixen and Dr. Eunsook Hong
- Grading assignments
- Providing academic support
Conducting research

Graduate Assistant | UNLV Go 2 College Instructor  
Department of Educational Psychology and Higher Education – Las Vegas, Nevada  
University of Nevada Las Vegas  
Nevada System of Higher Education (NSHE)  
Spring 2011 - Present

Objectives & Skills:
- Instructing Desert Pines High School and Durango High School students on college readiness and college competency skills
- Creating lesson plans for the Go 2 College Curriculum
- Providing writing skills instruction to students
- Utilizing technology to create an organized system for daily operation

Internship | Academic Success Coach & Early Studies  
Academic Success Center | Early Studies Assistant – Las Vegas, Nevada  
University of Nevada Las Vegas  
Fall 2012

Objective & Skills:
- Providing coaching for academic probationary students and creating a marketing video for the Early Studies Program
- Listening to students’ academic struggles and, in turn, providing study skills, course management, and time management advice
- Tutoring students in a vast number of academic concentrations
- Hosting new student orientation events on the university campus
- Working with PeopleSoft
- Excel data log management
- Developing PowerPoint presentation and video for UNLV marketing purposes

Guest Speaker | College of Education New Student Orientation  
Department of Educational Psychology and Higher Education – Las Vegas, Nevada  
University of Nevada Las Vegas  
Fall 2012

Objective:
- Welcoming incoming students to the College of Education while too sharing experiences and benefits retained as a student within the college

Graduate Assistant | Research Assistant  
Department of Educational Psychology and Higher Education – Las Vegas, Nevada  
University of Nevada Las Vegas  
Spring 2011

Objective | Skills:
- Assisting Professor Dr. Mario Martinez, Ph.D., MBA in research study
- Reviewing materials crafted by the supervising professor
- Researching academic governance structures across the United States for the Bill & Melinda Gates Foundation
- Drafting informational literature regarding the University of Phoenix

Graduate Assistant | ASHE Office Secretary
Department of Educational Psychology and Higher Education ~ Las Vegas, Nevada
University of Nevada Las Vegas

Objective & Skills:
- Providing basic secretarial services while maintaining incoming and outgoing communication
- Excel database maintenance and outgoing mailers
- Assisting in the preparation of the 2011 Annual ASHE Conference

Internship | Eighth Judicial District Court
Family Division of the Eighth Judicial District Court ~ Las Vegas, Nevada

Objective & Skills:
- To learn the basic day-to-day operations of the family court system and associated district attorneys
- In court observation of various child-welfare cases
- Processing new case reports into the computer system

Substitute Teacher
Clark County School District ~ Las Vegas, Nevada

Objective & Skills:
- Providing classroom instruction for students grades Pre-K-12
- Effectively teaching classrooms of approximately 20-30 students
- Instructing students across the age continuum of 4-18

Trained Volunteer
Springs Preserve ~ Las Vegas, Nevada

Objective & Skills:
- Having knowledge of Nevada history and environmental conservationist efforts for preserving Nevada’s resources
- Assisting members and tourists within the Springs Preserve library
- Articulating the mission, purpose, and objective of the Springs Preserve while too having a detailed awareness of Nevada history
- Instructing children on environmentally sustainability initiatives through interactive play
- Working with the public and utilizing both customer service and hospitality skills
Receptionist | Office Assistant  
McFarling Law Group ~ Las Vegas, Nevada  
Spring 2007

Objective & Skills:
- Performing secretarial duties on behalf of the law firm
- Scheduling consultations for prospective and current clients
- Entering important data in the computer system
- Scanning runner documents for office paralegals and attorneys
- Running legal documents
- Working closely with attorneys both in the law office and in the courtroom

Rebel Pride Council Member  
University of Nevada Las Vegas ~ Las Vegas, Nevada  
Fall-Spring 2006

Objective & Skills:
- Promoting school spirit and student involvement with the crafting of on campus activities

Office | Billing Assistant  
The Medical Group of Sun City ~ Las Vegas, Nevada  
Fall 2003-Spring 2004

Objective & Skills:
- Filing and mailing billing statements on behalf of the medical office
- Researching clients billing statements and organizing client files both digitally and manually

ACHIEVEMENTS

Member, Golden Key International Honor Society  
Member, Graduate and Professional Student Association  
Member, Psi Chi (the Psychology National Honors Society  
Member, The National Society of Collegiate Scholars  
Member, The National Scholars Honor Society  
Member, Phi Eta Sigma  
Member, Rebel Pride Council  
Three-time Recipient, Alliance of Professionals of African American Heritage Award  
Two-time Recipient, The Certificate of Academic Achievement from UNLV Psychology Department  
Three-time member, The College of Liberal Arts Dean’s Honor List  
Recipient, Millennium Scholarship

MEMBERSHIPS

Member, Phi Kappa Phi Honors Society  
President, Black Graduate Students Assoc.
Interest
First and Second Year Student Success (Colleges and Universities)
Education and Academic Achievement (K-Adult Learners)
Environmental Consciousness and Species Preservation
Animal and Children Rights Advocating

Memberships
Active Member, WWF (World Wildlife Fund)
Active Member, American Humane Association
Active Member, American Society for the Prevention and Cruelty to Animals (ASPCA)
Active Member, National Wildlife Federation
Active Member, The Nature Conservancy

Kimberly M. Florence, M.Ed.  
C.V. Oct. 2015

Objective:
To obtain a Ph.D. in Higher Education with a focus on Teaching, Academic/Student Affairs and Policy, and First-Year Student Success

Graduate Assistant
Department of Educational Psychology Higher Education
*University of Nevada Las Vegas, Las Vegas, NV*
M.Ed. Higher Education Leadership

EXPERIENCE

UNLV Rebel Ambassador
*University of Nevada Las Vegas*
Spring 2016

GPSA/UNLV Master Plan Committee
*University of Nevada Las Vegas*
Fall 2015

UNLV Diversity Steering Committee
*University of Nevada Las Vegas*
Fall 2015

UNLV Teaching Certificate
*University of Nevada Las Vegas*
Fall 2015

President, Black Graduate Student Association
*University of Nevada Las Vegas*
Fall 2015

Clark County School District School-Community Partnership Program
*Cimarron-Memorial High School*
Fall 2013

UNLV Startup Weekend Finalist
University of Nevada Las Vegas

Guest Reader- Nevada Reading Week  
*Innovations International Charter School*  
*Spring 2013*

Tour Guide  
*University of Nevada Las Vegas*  
*Innovations International Charter School*  
*Spring 2013*

Guest Speaker  
*Topic: College Access, Preparation, and Competency*  
*Innovations International Charter School*  
*Spring 2013*

Research  
*Fall 2012-Present*


Participant of the Diversity Research and Mentorship Reception  
*Fall 2015*

Penn State Institute for Doctoral Students, Diversity and Equity Certificate  
*Penn State University*  
*Fall 2015*

Graduate College Teaching Certificate Program Member  
Cohort  
*University of Nevada Las Vegas*  
*Fall 2015-Spring 2016*

Poster Presentation, University of Nevada Las Vegas Graduate Student Research Forum  
*Fall 2013*


Improving Education and Community Enrichment through K-12 
and Post-Secondary Partnerships  
Kimberly M. Florence

Department of Educational Psychology Higher Education  
University of Nevada Las Vegas

Researcher | Instructor  
UNLV Go 2 College Program  
Department of Educational Psychology and Higher Education  
University of Nevada Las Vegas  
Spring 2011

Guest Speaker | New Student Orientaion  
Department of Educational Psychology and Higher Education  
University of Nevada Las Vegas, Las Vegas, NV  
Fall 2012

Graduate Professional and Students Association (GPQA)  
Representative  
Department of Educational Psychology and Higher Education  
University of Nevada Las Vegas, Las Vegas, NV  
Fall –Spring 2011

Research Assistant  
Dr. Mario Martinez, Ph.D., M.B.A  
(For Bill and Melinda Gates Foundation)  
Department of Educational Psychology and Higher Education  
University of Nevada Las Vegas, Las Vegas, NV  
Spring 2012

Graduate Assistant  
Association of the Study of Higher Education (ASHE)  
Department of Educational Psychology and Higher Education  
University of Nevada Las Vegas, Las Vegas, NV  
Fall 2011