

# Anna Acha

Durham, North Carolina • 919-307-1596 • [contact@annaacha.com](mailto:contact@annaacha.com) • annaacha.com

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## **EDUCATION**

**University of California, Riverside** Riverside, CA *Anticipated May 2024*  
Ph.D. Higher Education Administration and Policy

**North Carolina State University**, Raleigh, NC *May 2020*  
M.Ed. Higher Education Administration

**New York University**, New York, NY *May 2017*  
B.F.A. Drama (with Honors)  
Minors in American Sign Language and Child and Adolescent Mental Health Studies

## **EMPLOYMENT HISTORY**

***Student Life Instructor*** (September 2017-May 2018); ***Community Coordinator*** (May 2018-August 2020)

**North Carolina School of Science and Mathematics (NCSSM)**, Durham, North Carolina

- Directly oversaw a community of fifty 11th and 12th grade students; guided and supported their academic and personal development through a series of initiatives, interpersonal interactions, and connection to resources.
- Served in a duty rotation to ensure student safety/conduct, which included office administration and communication during daytime operations, and confrontation, documentation, and wellness intervention during both the day and night; broadly served a campus of 680 students.
- Led regular residence hall meetings, hosted one-on-one meetings, and held office hours.
- Interviewed, hired, trained, supervised, and supported a team of six Residential Life Assistants (RLAs) by facilitating weekly staff meetings, developing skills, and promoting leadership opportunities.
- Planned and executed hall, inter-hall, and school wide events in accordance with the SPICE (Social, Physical, Intellectual, Cultural, and Emotional) programming model; transport students as necessary for such events in state vehicles.
- Executed advertising campaigns (email, social media) to inform students of resources and opportunities; build and manage residence hall website.
- Manage an operational budget of 2,500 annually of NCSSM Foundation funds via Purchasing Card.

***Residence Hall Leader*** at *Talent Identification Program*

*June 2017-August 2017*

**Duke University**, Durham, NC

- Worked collaboratively on an administrative team under the Residential Life Coordinator (RLC) to create cohesive residential and academic learning environments for a community of 225 students, ranging from 8th to 10th grade.
- Trained, supervised, and supported 18 Residential Counselors and supported their assigned students.
- Participated in residential student and staff room assignments, the creation and management of petty cash request and program proposal systems for residential staff members, and management of event planning committees.
- Training staff to drive and transporting students and staff in company vehicles.
- Contributing to a blog with Academic Programming Assistant, providing updates to student's family members.

***Resident Assistant; Summer Assistant and Office Assistant***

*May 2015-May 2017*

**New York University (NYU)**, New York, NY

- Responsible for the safety, well being, and personal development of a community of 44 first-year students within a hall of 600 mixed population undergraduates; worked collaboratively on a team of 14 Resident Assistants.

- Enforced policy and protocol expectations, including documentation, confrontation, and wellness intervention by serving in an on-call duty rotation
- Created and hosted a variety of social, educational, and informational programs, both interactive and passive for the residents of the building on an ongoing and consistent basis
- Developed an interactive website for resource, hall information, and community engagement
- Coordinated hall-wide weekly hall newsletter; gathering and managing content for dispersal
- Managed an operational budget of \$500 annually
- Provided customer service via the front desk of a residence hall, including mail and package sorting and distribution, phone communications, and resource dissemination; Provided seamless customer service to summer conference groups and pre-college programs

## **OTHER PROFESSIONAL AND ACADEMIC EXPERIENCE**

### ***Disability Resource Office (DRO) Graduate Intern***

*August 2018 - May 2020*

**North Carolina State University**, Raleigh, North Carolina

- Designed several student engagement opportunities, including a peer-to-peer network, a self-sustaining student ambassador program, and an advertising intervention based on qualitative student interviews
- Conducted informal qualitative assessment of registered student experiences with the DRO and the campus at large
- Observed and assisted with office operations including the testing center, front desk, student accommodation documentation review, and introductory/accommodation meetings between access consultants (AC) and students

### ***American Sign Language Seminar Sponsor***

*September 2017 - February 2020*

**North Carolina School of Science and Mathematics (NCSSM)**, Durham, NC

- Exposed students to American Sign Language (ASL) vocabulary, syntax, regional variations, and intersectional d/Deaf identities.
- Guided two student leaders through appropriate cultural representation of Deaf community
- Organize and execute off-campus co-curricular opportunities

## **SERVICE**

- Member of several committees including Campus Accessibility, Digital Advertising and Electronic Engagement, Programming, Cultural Competency, and Staff On-Campus Living Revitalization
- Member of the Student Conduct Review Board
- Evaluation of Student Campus Service presentations for North Carolina School of Science and Math
- Jr. Editor of Journal Committed to Social Change on Race and Ethnicity (JCSCORE)'s first special issue: *Disability Justice, Race and Education*.

## **AWARDS**

2020-2024 University of California Riverside Eugene Cota Robles Fellowship

2019-2020 North Carolina State University Institutional Academic Enhancement Grant

## **SPECIAL SKILLS**

### **American Sign Language**

(conversational)

### **Website design**

(Wordpress, Weebly, Google Sites)

### **Software/portal experience**

(Clockwork, Focus, Band, Advocate Simplicity, SchoolDude)

### **Videography Experience**

(Canon T2i w/ Final Cut Pro)

### **Music Editing and Synthesizing**

(Reason, Mixcraft)

### **Musical performance**

(classical, contemporary vocal performance, piano, guitar, violin)

### **Voice Over (V.O.)**

(Commercial, radio, webseries)

### **Driver's License (Class C)**

(Up to 14 passenger vans)

### **Graphic Design & Presentation**

(Animated conference presentations, logos & characters)