

Edmund T. Cabellon

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EDUCATION

CENTRAL CONNECTICUT STATE UNIVERSITY - *New Britain, Connecticut*

Masters of Science in Educational Leadership, May 2000

3.83/4.0 Grade Point Average

Concentration: College Student Development and Higher Education Administration

STONEHILL COLLEGE - *North Easton, Massachusetts*

Bachelor of Arts in Communication, May 1997

PROFESSIONAL EXPERIENCE

BRIDGEWATER STATE COLLEGE - *Bridgewater, Massachusetts*

Rondileau Campus Center

Director; May 2008 – present

- Supervise professional staff, including the Assistant Director, the Auditorium Technical Director, the Commuter Services Coordinator, the Office Manager, and assigned graduate assistants.
- Develop and manage the annual operating budget of \$200,000
- Develop capital requests for furniture upgrades in the building
- Ensuring facility usage is appropriate to the buildings function as a campus center
- Support programs held in the building with setups and other logistical needs unique to the center
- Support the needs of student organizations housed in the building
- Ensure the campus center's technical staff provides necessary technical assistance
- Responsible for coordinating routine upkeep and advocating for necessary renovations within the building with the staff of the facilities management and planning department.

Associate Director; January 2006 – April 2008

- Supervised the Commuter Services Coordinator, in charge of the Commuter Services Office and a Campus Center Graduate Assistant, in charge of Game Room and Information Center operations
- Managed the daily operation of the 165,000 square foot Rondileau Campus Center, its administrative and student organization office spaces; meeting spaces, including three ballrooms; services including the Information Center, Game Room, Print Shop, Computer Lab, and Commuter Cafeteria; and the 1,400 seat Auditorium
- Administered operational procedures of the Campus Center, including manuals, work order logs, and inventories
- Developed office technology, including the "OnDuty" database system, web pages, and computer maintenance
- Hired, trained, supervised, and oversee all 60 Campus Center student employees, including the day and evening Center Managers, Information Center and Game Room attendants, and Office Assistants
- Provided program/event support to the Conference and Event Services Staff through facility setups, sound needs, special services, and Campus Center equipment loans for campus wide programs
- Served as the Director of the Rondileau Campus Center in his absence

University Committees

Member, Portfolios of Excellence Mentor, Fall 2009 - present

Member, Commuter Services Advisory Board, Spring 2006 -present

Member, Student Affairs Professional Development Committee, Fall 2006 - Spring 2008

Member, Food Services Committee, Fall 2006 - Spring 2008

Chair, CMA Program Coordinator Search Committee – May 2008 – September 2008

Chair, GLBTA Coordinator Search Committee – August 2006 – September 2006

Chair, Clerk IV Search Committee– Commuter Services Office and GLBT Center, August 2006

Chair, Conference and Event Coordinator Search Committee, May 2006 – June 2006

LTE CONSULTING – *Brockton, Massachusetts*

Chief Visionary Officer; January 2007 - present

- Provide quality leadership development and consulting programs for colleges and universities
- Develop information and educational technology solutions for Colleges and Universities
- Manage one Marketing Coordinator
- Serve over 20 schools in the Northeast

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PROFESSIONAL EXPERIENCE (continued)

STONEHILL COLLEGE – North Easton, Massachusetts

Men's Golf Team Coach; September 2004 - present

- Serve as both Advisor and Coach to the Stonehill Golf Club and Men's Golf Team
- Coordinate year round recruitment efforts
- Develop and maintain yearly budget and fundraise over \$2,000 each year
- Develop match strategies and opponent scouting
- Understand and work within all NCAA, NE-10, and ECAC Conference Rules and Regulations
- Supervise Assistant Coach

TUFTS UNIVERSITY - Medford, Massachusetts

Office of Student Activities – Mayer Campus Center

Associate Director; June 2005 – December 2005

- Managed the daily operations of the 65,000 square foot Mayer Campus Center, its offices and meeting spaces, including the Information Booth, games and recreation lounge, and Hotung Cafe
- Hired, trained and supervised all 50 Campus Center student employees, including the Campus Center and Event Staff Managers, Information Booth attendants, Office Assistants, and Event Staff
- Supervised one Graduate Intern in charge of Campus Center Operational duties
- Provided program/event support through Event Staff in designated areas such as Dewick/MacPhie Hall, Hotung Cafe, and on occasion for special events, President's Lawn and Gantcher Convocation Center
- Developed office technology, including database systems, web pages, and computer maintenance
- Coordinated the office vendor program, including scheduling and policy adherence
- Developed and manage two departmental budgets, totaling over \$100,000
- Oversaw the allocation and maintenance of student organization space on campus
- Served as the Director of Student Activities/Mayer Campus Center in the absence of the Director

TUFTS UNIVERSITY - Medford, Massachusetts

Office of Student Activities – Mayer Campus Center

Assistant Director; June 2000 – June 2005

- Advised the ten Programming Board organizations with a \$250,000 combined budget
- Supervised two graduate interns, three undergraduate interns, and four Senior Week coordinators
- Managed on-site for large scale campus activities such as Senior Week, Spring Fling, and Homecoming to oversee policy adherence, physical arrangements, and conflict resolution
- Developed, implemented, and evaluated a comprehensive leadership program, including the "Emerging Leaders" conference, "Skill Building" workshop series, and a campus-wide awards ceremony
- Planned and facilitated training workshops and retreats
- Negotiated and prepared event, performance, and service contracts
- Served as Greek Advisor, supporting the Inter-Greek, Inter-Fraternity and Panhellenic Councils

University Courses

Instructor, "Exploring Leadership", One-Credit, Fall 2004 Semester – Experimental College

University Committees

Member, Event Registration, Fall 2005

Chair, Assistant Director of Student Activities Search, Spring 2005

Chair, Committee on Fraternities and Sororities, 2001-2003

Member, First-Year Orientation, 2000-2005

Member, Commencement, 2000-2005

Member, Homecoming, 2000-2005

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PROFESSIONAL EXPERIENCE (continued)

CENTRAL CONNECTICUT STATE UNIVERSITY - *New Britain, Connecticut*

Operations and Event Services Department – Student Center

Operations Manager; June 1999 – May 2000

- Hired, trained, supervised, and evaluated a student staff of twenty
- Responsible for cash management, budget analysis and development, equipment maintenance, student payroll, and scheduling reconciliation
- Conducted student employee training and leadership development based on the “STAR” model
- Oversaw Information Center and Box Office operations
- Provided production assistance and audience management in an 1,800 seat auditorium
- Served as weekend on-call staff, responding to Student Center emergencies and concerns

CENTRAL CONNECTICUT STATE UNIVERSITY - *New Britain, Connecticut*

Student Activities / Leadership Development Department – Student Center

Program Advisor; August 1998 – June 1999

- Advised the Program Council and four cultural Greek Organizations
- Facilitated 1-credit university “Emerging Leaders” course
- Negotiated contracts and made recommendations regarding budgets and allocation of student activity fees
- Provided empowering leadership development for clubs and organizations through workshops and meetings
- Managed and edited “Sidetracks”, an eight-page, monthly campus-wide activities publication, circulation 3,000
- Developed, monitored, and updated two activities hotlines and two web pages

UNIVERSITY OF NEW HAMPSHIRE - *Durham, New Hampshire*

Office of the Memorial Union Building

Student Activities Coordinator; August 1997 – May 1998

- Supervised two undergraduate Student Activities Interns
- Served as program advisor to 150 student organizations
- Presented leadership development programs and coordinated campus-wide social programs
- Published, edited, and distributed a student organization bi-monthly newsletter, “The Stepping Stone”, circulation 500

UNIVERSITY OF NEW HAMPSHIRE - *Durham, New Hampshire*

Residential Life Office

Assistant Hall Director; August 1997 – May 1998

- Hired, trained, supervised, evaluated, and developed sixteen Resident Assistants
- Administered operations for a co-educational residence hall housing 440 students, including damage billing, judicial hearings and accountability assessment
- Advised and provided leadership development for a twenty person Hall Council with a \$6,000 budget
- Presented educational programs and enrichment opportunities for students and staff

VOLUNTEER EXPERIENCE

HUGH O’BRIAN YOUTH LEADERSHIP – STATE OF RHODE ISLAND CHAPTER

Corporate President and Leadership Seminar Chairperson; December 2003-September 2006

- Managed the local 501©3 chapter of this national, “leadership through service”, organization
- Coordinated annual Leadership Seminar for 40 outstanding high school sophomores each June
- Raised over \$5,000 annually through corporate and personal donations, gifts-in-kind, and public grants
- Advised the local Alumni Association of over 500 members in their community service efforts

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PRESENTATIONS, HONORS and PROFESSIONAL MEMBERSHIPS

COLLEGIATE CLUB GOLF ASSOCIATION, APRIL 2009 – Present

- **Member**, Board of Directors, October 2009 - Present

ASSOCIATION OF COLLEGE UNIONS INTERNATIONAL (ACUI), July 1999 – Present

- **Host Director**, 2012 ACUI International Conference – Boston, MA – January 2010 – present
- **Chair**, Region One 60th Anniversary Regional Conference, November 2008 – November 2009
- **Recipient**, Significant Volunteer Award, November 2007
- **Technology Coordinator**, Region One Leadership Team, June 2005 – January 2010
- **Presenter**, “Building Your Whuffie: Best Practices for Social Media in the Union” - Region One Conference, November 2009
- **Presenter**, “Incredible Leadership” and “The Big Jump: From Grad to Pro... Which Way Do I Go?”, Region One Conference, October 2006
- **Member**, Conference Planning Team, 85th International Conference – Reno, NV – Fall 2003 – March 2005
- **Presenter**, “Technology to Increase Efficiency”, 83rd and 87th International Conferences – March 2003, 2007

NATIONAL ASSOCIATION FOR CAMPUS ACTIVITIES (NACA), September 1997 – Present

- **Recipient**, Honorary Board of Trustee, January 2006
- **Recipient**, David A. Ross New Professional Award, November 2001
- **Webmaster**, Northeast Regional Leadership Team, September 2001 – November 2003
- **Educational Programs Coordinator**, Northeast Regional Conference Committee, September 2001 – November 2003
- **Presenter**, “The Road Less Traveled: Finding a Graduate Assistantship”, Northeast Regional Conference – November 2003

NATIONAL ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS (NASPA), March 1997 – Present

- **Keynote**, Region 1 Fall Conference – S.A.L.T. Leadership Program, November 2009
- **Recipient**, Richard F. Stevens Outstanding New Professional Award, November 2001

TECHNOLOGY SKILLS

Web Page Construction:	Microsoft FrontPage 2007, Dreamweaver 4, Adobe GoLive 4.0
Graphic Design and Layout:	Adobe: PageMaker 7.0 & Photoshop 7.0; Microsoft Publisher 2007
Diagram Software:	Optimum Settings 2.5
Portable Document Management:	Adobe Acrobat 8.0
Event Management Software:	Resource 25, EMS Professional 98
Databases and Systems:	File Maker Pro 9.0 Advanced; FileMaker Pro Server 10.0
Multi-Media Presentations:	Microsoft PowerPoint 2007
E-Mail Management:	Microsoft Outlook 2007
Operating Systems:	Microsoft Windows 2007
Word Processing and Spreadsheets:	Microsoft Word 2007 and Excel 2007
Financial Management:	http://www.mint.com ; Quicken 2005, Microsoft Money 2005
Web Sites Designed:	http://edcabellon.com ; http://region1.acui.org ; http://lteinc.net
Facebook Fan Pages Managed:	Rondileau Campus Center; ACUI Region 1; LTE Consulting
Twitter Pages Managed:	Rondileau Campus Center; ACUI Region 1; LTE Consulting

PUBLICATIONS

“INSPIRATION FOR STUDENT PROGRAMMERS”, THE COLLEGIATE EMPOWERMENT PRESS, FEBRUARY 2008

- Member of the seven-person Co-Author Team, responsible for collection, selection, and editing
- Author, “A Dime with Nickels” (page 88)
- Author, “2 + 2 = 30” (page 110)