

Irma J. Navarro

EXPERIENCE

Davidson College Office of Admission & Financial Aid, Davidson, NC

Assistant Dean/Assistant Director of Multicultural Admission, July 2011 – Present

Assistant Dean, July 2009 – June 2010

Admission Counselor, June 2007 – June 2009

- Recruit high school students by representing Davidson at college fairs, high school visits, receptions, and speaking engagements, domestically and internationally.
- Cultivate and maintain relationships with high school counselors, leaders of community based organizations, prospective students, current students, parents, and Davidson alumni.
- Evaluate college applications in a highly selective applicant pool, make appropriate admission decisions, and identify and interview students competing for merit scholarships.
- Assist Director of Multicultural Admission in coordinating efforts to increase enrollment of students of multicultural background.
- Direct and redesign all open house programs for several hundred prospective students (Discover Davidson I and II, Día en Davidson, Junior Day, Decision Davidson I and II, Duke TIP Recognition Ceremony, McNab Alumni Legacy College Admission Program).
- Oversee the recruitment and selection process of the Charles Scholarship and significantly increase the yield of finalists.
- Serve as a liaison to the Division I Men's Soccer Team and Wrestling Team.
- Collaborate with the Social Media and Technology Team to update "Connect with Davidson" content.
- Mentor a Senior Admission Fellow and a first-year Admission Counselor.

July Experience at Davidson College, Davidson, NC

Associate Director, December 2011 – Present

- Directly responsible for planning and executing the daily activities for the three-week summer program for nearly 100 high school juniors and seniors.
- Lead the recruitment, selection, training, and management of 10 Counselor/Mentors and 2 Assistant Directors.
- Work closely with Director to effectively partner with CBOs, research peer programs, and evaluate the success of the program.

Emory University - Office of Undergraduate Admission, Atlanta, GA

Admission Counselor, July 2010 – June 2011

- Recruited high school students by representing Emory at college fairs, high school visits, and receptions for several hundred students in assigned territories.
- Evaluated nearly 1,600 college applications in a highly selective applicant pool and made appropriate admission decisions while setting the pace for other "first readers."
- Coordinated and executed Éxito Emory, a fall open house program for Latino/Hispanic prospective students.
- Assisted with the coordination and execution of Essence of Emory, a four day visitation program for several hundred admitted Black/African American and Latino/Hispanic students.

Davidson College Spanish Department, Davidson, NC

Assistant Teacher, September 2005 – May 2007

- Designed and conducted weekly lesson plans for beginner and intermediate level Spanish courses.

Daniel A. Marsh, Jr. & Associates, Chicago, IL

Legal Assistant, November 2000 – December 2006

- Served as executive assistant to three Estate Planning and Real Estate attorneys and directed and delegated tasks to administrative assistants.
- Oversaw accounts payable/receivable, client billing, tracking and logging of attorney time sheets, and maintained expense reports and Schedule of Assets forms for firm attorneys and clients.
- Prepared correspondence related to real estate closings, estate planning, billing, and negotiated with clients to resolve outstanding bills and other grievances.
- Organized schedules, travel arrangements, office filing system, and correspondence distribution.

**LEADERSHIP
& SERVICE**

LISTO College Prep Program, Latino Student Fund

Program Assistant, January 2013-Present

- Collaborate with Program Director to expand program curriculum and community outreach in order to serve 300 rising high school juniors and seniors and their parents in six cities.
- Help design and translate a bilingual and bicultural curriculum in order to provide a structured pathway to college for students.

National and Southern Associations of College Admission Counseling

Member, June 2007—Present

- Selected as faculty for SACAC Dry Run 2012 hosted at the University of South Carolina.
- Invited to present at conferences sponsored by the Professional Access & Equity Committee of the CACRAO, the National Partnership for Educational Access, and the Council of International Schools.
- Led workshops at The Hispanic Scholarship Fund's Steps for Success Programs, at various community based organization headquarters, and at public and private high schools in the United States and Mexico.

Charlotte-Mecklenburg Schools, Bailey Middle School, Cornelius, NC

Volunteer/Mentor, September 2011 – March 2012

- Provided academic tutoring for students whose first language is not English and serve as a mentor for a 6th grade student who recently immigrated from Colombia.

Sophomore Discussion Series, Davidson College

Group Leader,

- Facilitate discussion groups relative to issues of identity, personal leadership and purpose for second-year students.

Latino Task Force, Office of Multicultural Programs and Services, Emory University

Member, July 2010 – June 2011

- Discussed the needs of Latino students at Emory and sought ways to increase enrollment and improve retention.

Committee on Equity, Davidson College

Member, January 2008—January 2010

- Confidentially reviewed, investigated and, when necessary, made recommendations to the Dean of Faculty or the Dean of Students when complaints of intimidation or harassment were brought by staff members, students, or faculty members.

Administrative Advisory Group, Davidson College

Member, June 2008- February 2010

- Discussed matters of interest to the exempt staff, developed workplace relationships, and advised the President and appropriate college administrators when necessary.

EDUCATION

University of North Carolina at Charlotte, Charlotte, NC

Master of Arts in Spanish Translating and Translation Studies, In progress

Graduate Certificate in Translating and Translation Studies, In progress

Davidson College, Davidson, NC

Bachelor of Arts in Spanish, May 2007

- Cum Laude Graduate.
- Charles Scholar: Full merit scholarship for leadership and academic and personal achievements.

LANGUAGES

- Native fluency in oral and written English and Spanish.

SKILLS

- Event planning, basic accounting, public speaking, novice English-Spanish translation skills, proficient in MS Office Professional, OnBase, Slate, and TRADOS.