

# RACHELE BAKIC

---

---

## SUMMARY OF QUALIFICATIONS

---

- ◆ Communications professional with a passion for higher education administration, strategic planning and program management.
- ◆ Calm under pressure, unmatched attention to detail and able to produce high-quality, timely results.
- ◆ Ability to work effectively independently yet forge quality relationships with internal and external stakeholders.
- ◆ Motivating leader with the ability to get the most out of a team and collaborate across departments to achieve proven results.

## EDUCATION

---

- ◆ **Master of Arts in Communications**, Hawaii Pacific University, *Honolulu, HI* **December 2008**
- ◆ **Bachelors of Arts in Communications**, The College of Saint Rose, *Albany, NY* **May 2006**
- ◆ **Regents American British College**, Study abroad program, *London* **Spring 2004**

## HIGHER EDUCATION EXPERIENCE

---

**Clark College** – *Vancouver, WA*

**Associate Dean of Instructional Operations**

**July 2015 -Present**

- ◆ Administer and direct all activities for the Office of Instruction including short- and long- term planning and development and administration of departmental policies, procedures and programs.
- ◆ Supervise three administrative, five classified staff, and one faculty member.
- ◆ Directly supervise the development of the online class schedule, classroom scheduling process & annual catalog.
- ◆ Engage and collaborate with 150 community partners on 25 professional technical advisory committees.
- ◆ Ensure implementation of the 2016-21 Academic Plan and communicate progress via the quarterly newsletter.
- ◆ Monitor the technical vocational certification requirements for full-time career and technical faculty per Washington Administrative Code.
- ◆ Manage and ensure compliance with the Perkins and Worker Retraining grants amounting to more than \$1.5M.
- ◆ Direct college apprenticeships, Tech Prep, college and university partnership agreements.
- ◆ Oversee Outcomes Assessment activities and ensure compliance with the regional accreditation body, Northwest Commission on Colleges and Universities (NWCCU).

**Clark College** – *Vancouver, WA*

**Interim Director of Academic Services**

**September 2014 –June 2015**

- ◆ Directly supervised three administrative and five classified staff team members.
- ◆ Managed course construction procedure and production of the online annual college catalog.
- ◆ Supervised the development of the online quarterly class schedule and classroom scheduling process.
- ◆ Served on the implementation team for the college's conversion to PeopleSoft.
- ◆ Coordinated and manage 25 career and technical advisory committees and ensured state compliance.
- ◆ Managed the Perkins and Worker Retraining grants amounting to more than \$1.5 million dollars annually.
- ◆ Ensured compliance of technical certification requirements for vocational certification system for full-time career and technical faculty per relevant Washington Administrative Code.
- ◆ Developed policies and procedures for programmatic, curricular and outcomes assessment committees
- ◆ Administered apprenticeships, K-12, and college & university partnership agreements.

**Clark College** – *Vancouver, WA*

**Program Manager, Health e-Workforce Consortium Grant**

**January 2013 – September 2014**

- ◆ Implemented the Health e-Workforce Consortium, a Department of Labor grant-funded project.
- ◆ Responsible for recruiting veterans and students to participate in the selective grant program.
- ◆ Developed and managed information systems and records management to ensure accurate information was obtained for internal/external reports, communications and budgets.
- ◆ Prepared oral and written reports of grant project and compiled monthly and quarterly student data.
- ◆ Created program marketing materials such as, brochures, webpage, fact cards, etc. to promote the grant.
- ◆ Collaborated with Nursing and Pharmacy Technician faculty and staff to develop and review the infusion of Health Information Technology curriculum implantation.
- ◆ Supervised Instructional Support Student Navigator staff position.
- ◆ Provided leadership to ensure assigned faculty/staff met grant deliverables and performance standards.

# RACHELE BAKIC

---

---

## **Florida State College at Jacksonville – Jacksonville, FL**

### **Assistant to the President**

**August 2011 – January 2013**

- ◆ Managed President's Office activities including facilitation of day-to-day calls, communications and campus facility rentals.
- ◆ Maintained the Campus President's calendar including seminars, training, meetings, travel, and related department functions. Attended department meetings as representative of the President when directed.
- ◆ Coordinated intra- and inter-departmental communications, i.e., managerial directives and dissemination of college/department policies and procedures.
- ◆ Assisted with routine and special department projects, such as, statistical and financial analysis, research, data compilation and report preparation.
- ◆ Conducted correspondence with internal and external stakeholders, including students, staff and the greater college community. Developed memos, executive emails and direct mailings. Interacted with senior leadership and managed special communication projects for the team.

## **Jacksonville University – Jacksonville, FL**

### **Career Center Communications Associate**

**September 2010 – August 2011**

- ◆ Planned and organized campus wide career fairs increasing attendance by 40 in five months.
- ◆ Developed career center specific marketing and communications for students, staff and employers.
- ◆ Interacted with senior leadership and managed special communication projects for the team.
- ◆ Supervised and managed \$98K annual department budget and petty cash account.

## **Hawaii Pacific University – Honolulu, HI**

### **Vice President, Graduate Student Organization**

**August 2006 – December 2010**

- ◆ Conducted staff meetings, supervised 10 student workers and assisted with managing \$50K annual budget.
- ◆ Served as project manager for student orientation activities, events and social networking channels such as website and Facebook.

## **Hawaiian Island Student Suites – Honolulu, HI**

### **Resident Advisor, HPU**

**January 2007 – January 2008**

- ◆ Served on-call to provide crisis management support to the University Residence Life community.
- ◆ Organized events for student residents.

## **The College of Saint Rose – Albany, NY,**

### **Career Center Assistant**

**August 2004 – May 2006**

- ◆ Worked cooperatively with a team of 15 to execute a variety of departmental events.
- ◆ Demonstrated exceptional customer service, addressing the needs of a large campus community, complied of students, faculty and staff.

## COMMUNICATIONS EXPERIENCE

---

### **Compassionate Caregivers, LLC – Vestal, NY**

#### **Marketing Coordinator**

**February 2009 – July 2010**

- ◆ Implemented long and short-term marketing strategies targeting new clients.
- ◆ Responsible for executing weekly tactical plans in support of marketing objectives including public relations activities, material production and community outreach.
- ◆ Created, updated and maintained marketing documents including executive bios, brochures and web content.

## ADDITIONAL SKILLS AND BACKGROUND

---

- ◆ Leadership Clark County civic leadership program, class of 2018.
- ◆ Creative thinker with strong presentation and public speaking skills.
- ◆ Ability to create and edit wide array of content including messaging, newsletters and interactive copy.
- ◆ Member of Hawaii Pacific University DII Women's Soccer team.