

Beth Brandes

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Director of Guidance & College Counseling

(317) 213-3280

Fishers, Indiana 46040

PROFESSIONAL STRENGTHS

- 10+ years of CRM experience with Naviance, PowerSchool, Gateway, Skyward, Canvas, and Microsoft Office
- 100% High Level Networking with K-12 School District Personnel and Higher Education Representatives (Colleges & Universities)
- 95%+ of Students Receive First Choice College/University Acceptance Through High Level Communication with College Representatives, Students, Parents, and Faculty
- 95%+ Success Selling and Retaining Students and Families in the Private School Setting
- Selected to Serve on Wabash College's Lilly Award Review Committee
- Liaison to Student-Athletes and NCAA Making Sure Students Are In-Line with Eligibility Requirements
- Education Outreach, Event/Program Planner, Public Speaker, Facilitate Tutor Program, Program/Project Manager, Strategic Planner, Relationship-Builder with Students, Parents, Faculty, Administration, Superintendents, and Stakeholders,
- Highly Skilled Technical Writer through Original College Recommendation Letters for Students, Colleges/Universities, Scholarships, and National Awards
- Successfully Manage Guidance & College Counseling Team

SUMMARY

I am an accomplished director/administrator, college counselor, advisor, teacher, coach and educator, who has much knowledge and growth in the following areas: sales, retention, growth, customer service, tutoring, hospitality, strategic planning, relationship-building, oral and written communication, presenting, leading, academics, colleges, student-athletes, careers, and health/wellness. I am committed, determined, confident, and results-oriented in all endeavors with my TEAM.

EXPERIENCE

NCAA National High School Advisory Committee Member & School Liaison (2016-)

- As stated by the NCAA Eligibility Center, the purpose of the Advisory Group is to review new processes and procedures, as well as brainstorm and discuss new ideas, opinions and feedback concerning the ways the NCAA Eligibility Center can improve its service to the high school community.
- I have assisted Indianapolis area high schools and Club sports teams with NCAA knowledge; the process of meeting initial eligibility requirements during high school; understanding core courses and their impact in this process, and choosing a good "fit" college/university.

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St. Theodore Guerin High School (2006- Current)

- **Academic Advising** tasks include evaluating course selection, in grades 9-12, to help students prepare for college and career readiness standards. Another component is to help students understand the high school transcript and how it relates to college, extracurricular activities, and establishing a student resume. These areas, combined with standardized tests such as the PreACT and PSAT, provide opportunities to develop a student testing plan based on these and other pre-tests for the ACT and SAT. In total, this academic information is updated annually through the student's 4-year Graduation Plan.

- **College Advising** tasks include helping students create and/or narrow down their college lists according to type, size, location, cost, culture, etc. Prior to the senior year, the counselor and student will work together to create strategies and a game plan for college applications. This includes creating a timeline and providing advice on college admission procedures. Additionally, students will understand the transcript as it relates to college admission. In working with students, ideas will be generated for college essays, supplemental requirements, academic resume/brag sheet, and potential teacher recommendations.
- **Career Advising** tasks include assisting students in creating a career path based on their interests, values, skills, and aptitude. Career services will include reviewing grades and test results which will assist in generating student resume/brag sheet. Additionally, in today's society, it is more important to have real world experience. Identifying job shadowing, internships, co-op, and work placement opportunities are invaluable in receiving direct experience in the workforce and leading to fulfilling opportunities for students at the post-secondary level.
- **Health/Wellness Advising** tasks include helping students to recognize their individual gifts and talents and applying them in effective ways to manage their emotions during this developmental milestone and beyond. This includes setting and achieving positive goals, creating and maintaining positive relationships, and responsible decision-making.

College Advisor- College Planning Network (2015- 2017)

- Assisted high school students in navigating the complexities of the college search, application, and selection process. This included selecting appropriate high school courses, exploring formidable college options by researching what met students' needs such as scholarships and choosing an institution to meet potential career interests and opportunities.

Middle School Science Teacher (August 2002- June 2006)

- **Metropolitan School District of Lawrence Township (MSDLT), Indianapolis**
- **JV & 8th Grade Softball Coach**

Middle School English/Language Arts Teacher (Jan. 2002- June 2002)

- **Indianapolis Public Schools (IPS), Indianapolis**

Collegiate Softball Player (NCAA- DIV II)/ (NCAA- DIV III)

- GLVC 1st Team Academic All-Conference
- GLVC 1st Team All-Conference
- SLIAC Honorable Mention

EDUCATION

Master of Science in School Counseling (2003- 2005)

Bachelor of Science in Education (1999-2001)

Butler University, Indianapolis

St. Joseph's College, Rensselaer

Webster University, St. Louis (1997-1998)

REFERENCES

Available Upon Request