

Theresa M. Leary, M.Ed.

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Experience

Theresa Leary Consulting ~ TLC, Northampton MA USA

(www.theresaleary.com)

- ◆ International education and admission specialist. **Present**
- ◆ Education and career planning coach-undergraduate and graduate student advising, college application assistance, essay and resume writing coach.
- ◆ Study Abroad Recruitment Representative for Boston University

Smith College - Northampton MA USA

(www.smith.edu)

Associate Director of Admission

October 1, 2001 – August 2004

- ◆ Planned, developed and coordinated the recruitment of international students. Devised and implemented an international recruitment travel strategy. Oversaw the reading and selection process for international first-year applicants. Served as the liaison to the Offices of International Students and Corporate and Foundation Relations.
- ◆ Coordinated the Alumnae Admission Committee program. Directed and supervised a network of alumnae volunteers. Directed the Network of Alumnae Admission Coordinators governing board of fifteen, approximately 300 Alumnae Admission Coordinators, and 1800 volunteers around the world.

Vesalius College, Vrije Universiteit Brussel - Brussels, Belgium

(www.vesalius.edu)

Head of Admissions and Financial Aid

August 1997 – October 2001

- ◆ Developed, executed and administered recruitment strategies, admissions policies, and financial aid programs at an international liberal arts college.
- ◆ Revitalized and expanded the Financial Aid Program transforming it into an integral part of student recruitment and retention.
- ◆ Built key relationships with international schools through extensive travel in Europe, the Middle East, and Asia.

International Internship Program-Brussels, Stonehill College - North Easton, MA(www.stonehill.edu)

Local Coordinator

September 1993 – October 2001

- ◆ Identified and negotiated internship sites in corporate and political organizations.
- ◆ Provided personalized housing and orientation services for up to three interns per semester.

Solvay Business School MBA, Université Libre de Bruxelles - Belgium (www.ulb.ac.be/soco/solvay/mba)

Career Development Officer

October 1990 – July 1997

- ◆ Contributed to a 150% enrollment increase at a month-old MBA program.
- ◆ Created and oversaw the production of marketing communications materials.
- ◆ Created the Career Development Office. Promoted the MBA program to potential employers through extensive corporate outreach.
- ◆ Designed and conducted workshops on skills assessment, résumé writing, interviewing, and job-search strategy; also offered one-on-one career counselling.

Harvard University, Faculty of Arts and Sciences - Cambridge, MA

(www.harvard.edu)

Examinations Officer – Office of the Registrar

August 1989 – August 1990

- ◆ Managed bi-annual registration of 10,000 students in the Registrar's office.
- ◆ Scheduled and organized exams for 600 courses with a strong attention to detail.

Administrative Assistant – Center for International Affairs

May 1985 – August 1989

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Education and Training

Master of Education, Bi-lingual and ESL Graduate Studies. University of Massachusetts, Boston, MA 1984
Bachelor of Arts, International Studies. Stonehill College, North Easton, MA 1982
♦ Study Abroad: French Language Study. Université Catholique de l'Ouest, Angers, France 1981

Crossing Cultures with Competence. The Interchange Institute, Dr. Anne P. Copeland. Workshop,
March 27-28, 2008, Cambridge, Massachusetts

Consulting

Center for Creative Leadership, Brussels

January 1992-August 1997

- ♦ Consultant for Leadership Development Program. Certified in Behavioural Assessment. Assessed leadership skills by observing behaviours of mid-level managers in leaderless group exercises.

Professional Associations

ECIS - European Council of International Schools

October 1, 2001 – August 2004

- ♦ Appointed member of the Committee for Europe, Middle East and Africa: Organized and led recruitment tours for US Universities. Developed programs for strategic international recruitment serving member institutions. Develop scholarship program. Coordinate sessions for international conference.
- ♦ Led and participated in group tours to Europe and the Middle East for recruitment purposes.

NAFSA – Association of International Educators

IECA – Independent Education Consultants Association, Associate Member

Community

Appalachian Mountain Club

October 2001 – present

Certifications in First Aid, CPR and Wilderness First Aid

April 2006

American Club of Brussels

March 2000 – October 2001

- ♦ Appointed member of Board of Governors

FOCUS Career Services, Brussels

Volunteer, Career Development Team

September 1990 – October 2001

- ♦ Developed and implemented programming for this organization for expatriate women
- ♦ Organized workshops on issues including topics on intercultural communication, the international job search, interviewing and resume preparation
- ♦ Offered career counselling and cultural adaptation advice