

# Suela Cela

E: suelaycela@gmail.com

P: 406.351.3538

A: Glendive, MT 59330

## EDUCATION:

---

**PhD Student/** University of Montana/ Missoula, MT

**M.P.A, Masters of Public Administration /** University of Montana / Missoula, MT

**B.A, Business Administration & Human Resources /** University of Nebraska

**A.A &A.S, Associate of Arts & Associate of Science /** Dawson Community College

Proficient in Albania, Italian and Spanish

## PROFESSIONAL SUMMARY:

Versatile, results-driven, and strategic-thinking professional with more than ten years' experience developing exceptional relationships with students, peers, and senior leadership to provide sustainable solutions. Superb project leadership abilities and personnel management skills with strong experience in higher education enrollment and student affairs. A dedicated professional with problem solving and analytical skills, a fast-learner, and able to adapt to evolving industry trends. Adept at assessing needs, generating options, and implementing solutions in collaboration with students and stakeholders.

## CORE COMPETENCES:

- Business Analysis • Process Flow Development • Relationship Management • Project Management • Team Leadership
- Solutions Advice • Technological Proficiency • Budget Administration • Training Presentation and Delivery • Risk Analysis/Management • Strategic Planning • Data Management and Processing • Client Relations • Human Resources

## PROFESSIONAL EXPERIENCE:

---

### 2015 – Present Dawson Community College

**Director of Enrollment Management**

**Dual Enrollment Program Coordinator**

**Adjunct Faculty**

### Duties and Responsibilities:

- Serve as the Chief Enrollment Officer reporting directly to The President
- Provide vision and dynamic leadership to Dawson Community College's mission; lead and represent the enrollment department within the College
- Responsible for the programmatic leadership of the enrollment department and for the hiring, and placement of staff and Dual Enrollment faculty, and budget management
- Develop robust partnership agreements and active discussions leading to the clear educational pathways between K-12 districts, community colleges, international education institutions and The College
- Strengthen shared governance of The College by establishing a new framework for faculty participation in recruiting and admission activities

### Key Accomplishments:

- **Restructuring:** Restructured enrollment department mainly to integrate all recruiting and enrollment functions under the same area. A new Enrollment Management Department was created to manage and streamline all our enrollment operations.
- **Enrollment:** The student headcount enrollment has doubled in the last three years. To attract and retain students into our college, under my leadership, we have implemented and updated the following programs:
  - Summer Gear Up camp for underprivileged students to experience college
  - Lead college staff and faculty in the development and implementation of the Dual Enrollment program, which four years ago started with 4 students and today has over 150 high students. Through this program, we are converting 30% of the students into full-time students at our institution after high school graduation
- Served as the College's lead for online education including college scheduling for the CCCOnline consortium. Researched and implemented online short-term sessions to better help the students and increase enrollment. Increased online enrollment by 20%
- **International Partnerships:**
- **Funding:** Grant applications for external funding have been steadily climbing with positive results. Per example, have received funding to increase the dual enrollment partnership with our area high schools. Secured over \$100,000 of funding for my

recruiters to help students offset education costs based on their GPA. Also, realized significant increases in state matching funds; by \$240,000 in 2019 by reaching our new target goal to match the state's new funding formula

- **Facilities:** To accommodate the rapid growth in students and faculty, physical facilities of the main office and enrollment department have been refurbished and remodeled
- **Fund Raising:** Stepped in and helped with foundation fundraising when the Director position was vacant. Hosted 2 Galas to secure over \$100,000.00 cash gift to establish scholarships for our students. Raised money to help establish a scholarship fund for international students studying at Dawson

## **2013 – 2015 Dawson Community College**

### **Enrollment Coordinator**

#### **Dual Enrollment Coordinator**

#### **Duties and Responsibilities:**

- Served as the admissions and marketing officer
- Refined and streamlined admissions processes and introduced process improvements that enhanced student recruitment and communication
- Managed all aspects of all student events such as visit days, orientation, open houses
- Lead campus wide efforts to rebrand, market and message the entire College
- Seek broad awareness of DCC through media relations while targeting key constituents for specific marketing/communications
- Continuously collaborate with the Dawson College Foundation to promote the college; educate current students on the foundation and connect them with the Director of the Foundation
- Directed, coordinated public relations and marketing strategies to enhance Dawson Community College's image and visibility
- Lead online programs team and doubled online programs enrollment in the first year of enrollment
- Developed assessment tools to determine effectiveness of online and dual enrollment programs and promote continuous improvements through the Institutional Effectiveness Committee
- Successfully collaborated with other administrative service units on various cross-functional teams to plan College programming and processing inquiries, application processes, student retention and completion, and enhancement of our college's image
- Appointed to lead the Enrollment Management Committee; responsible for developing a comprehensive market and data driven Enrollment Management Plan by analyzing our enrollment trends and collaborating with coworkers
- Successfully researched and adopted new text messaging software, to better assist in development of communication strategies for outreach purposes
- Appointed by the Vice President as the Coordinator for Dual Enrollment. Collaborate with High Schools within our work service area, to form Dual Enrollment initiatives. Write a Dual Enrollment Manual, to better serve the adjunct faculty and students, as well as contracts for participating high schools
- Served as an advisor to BACCHUS and Student Ambassadors, supervising seven students, coaching and developing student talent to plan and organize events on campus and in the community

#### **Key Accomplishments:**

- Enhanced admission requirements to improve the quality of students. Increased student applications enrollment by 30% and international student enrollment by 20%
- Introduced an on-line admissions and data management process. Developed a robust website for online students. Streamlined the policies and procedures governing the Online Programs Office
- Successfully performed extensive research on employment opportunities in our area, collected data on employment trends; wrote a grant based on the research found, explaining how DCC's programs will help fill the needs of our area researched. As the DCC Coordinator for Big Sky Pathways State Program, will be responsible for implementing the approved grant to help further the relationships between our college, high schools and businesses

#### **HR Coordinator**

- Facilitated human resource processes
- Administered employee health and welfare plans; Acted as a liaison between employees and insurance providers
- Assisted with new employee hiring processes, performance review and termination processes

#### **Business Tutor**

- Utilized effective tutoring techniques shared through trainings; promoted utilization of resources and independent learning
- Created and maintained a professional tutor-student relationship with students taking business classes, and business instructors.

Contacted the tutees in a timely and professional manner to schedule sessions

- Assisted with orientation and registration activities at the beginning of each semester, specifically placement testing

### **Northwest Services, Student Exchange Program - Spring 2013 – Present**

#### **International Representative**

- Serve as the face of Northwest Services for Balkan Peninsula, especially Albanian students
- Maintained the Student Exchange Visitor Information System (SEVIS) and all other certification requirements (DS-2019/I-20/DS-160)
- Provide specialized support to international students in academic and immigration advising services, career counseling, and online orientation. Guide the students on their application materials such as passport, visas etc

### **University of Nebraska / Omaha, NE / August 2011 – January 2013**

#### **Undergraduate Assistant to the Director of Chuck Hagel Archives**

- Successfully created a collection management manual and condition report for the archive
- Trained archive staff on object handling and packing; photograph artifacts for documentation
- Performed national and international press research with articles pertaining to Mr. Chuck Hagel's work as a Senator and Secretary of Defense, to add to his collection

### **INTERNATIONAL EXPERIENCE:**

---

- **Study Abroad / Brussels, Belgium, Europe / Spring 2013 Exchange Student** - Visited the European Union and NATO. Visited Belgian businesses, collaborated with students and business owners to gain insight on conducting business in Belgium.
- **APEC (Asian Pacific Economic Cooperation) / Big Sky, MT / May 2011** - Liaison Officer to the Minister of Russia, Mrs. Elvira Nabiullina
- **Albanian Civil Court Judge / Tirana, Albania / Winter Break 2011** - Judicial Intern, Office of the Chief Justice

### **PROFESSIONAL AND COMMUNITY ORGANIZATIONS/ HONORS AND AWARDS:**

---

Rotary International

Toastmasters International

Friends of the Library

American Association of University of Women, NASPA

Forward Montana – 25 under 25 2015 Awards Recipient

Leadership Glendive – 2017 Graduate

2018 Employee of the Year