

**Kimberly J. Barrows**  
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**Objective:** To apply my skills, abilities, experience, and knowledge towards benefiting my community and the students that I serve.

**Education:**

**Masters of Education, Counselor Education** **Graduated May, 2017**  
Montana State University-Northern, Havre, MT

**Bachelor of Science, Computer Information Systems** **Graduated May, 2012**  
Montana State University-Northern, Havre, MT

**Associates of Science, Computer Information Systems** **Graduated May, 2010**  
Aaniiih Nakoda College, Harlem, MT

**Professional Certifications:**

State of Montana Educator License- Professional School Counselor

**Experience:**

**Registrar/Admissions Officer, Aaniiih Nakoda College, Harlem, MT (May 13, 2019-Current)**

- Coordinate and facilitate student orientation and registration activities.
- Process and maintain accurate student records, official and working college transcripts, input and maintain academic courses, admissions data, CEU courses, and assign student advisers according to their academic major.
- Evaluate incoming transfer credits, and graduation applications, enter all transfer courses into Empower.
- Coordinate the revisions of the college catalog and student handbook
- Responsible for institutional research and reporting and for all appropriate reports for AIHEC, Federal, State, and local agencies regarding student demographics.
- Supervise the Institutional Research/ Registrar assistant.
- Responsible for ensuring that Empower is working properly and records and codes are properly implemented.
- Collaborate with college personnel in planning commencement activities.
- Receive and evaluate Nursing applications, and participate on the Nursing Committee for selections of next cohort.
- Submit Enrollment and Degree Verifying reports to the National Student Clearinghouse.

**Success Center Coordinator/Adult Basic Education Instructor, Aaniiih Nakoda College, Harlem, MT (December 12, 2016 – May 13, 2019)**

- Responsible for the supervision and usage of the Success Center.
- Work with participants from the community and local high schools interested in earning their HiSET Diploma and track individual progress to prepare for testing.
- Coordinate with District 4 HRDC, Tribal programs, and local high schools to ensure the success of HiSET participants.
- Travel to Hays/Lodgepole to provide outreach and HiSET instruction and guidance to participants.
- Coordinate tutors and provide tutoring sessions for Aaniiih Nakoda College students
- Gather and analyze all Success Center data.
- Schedule and proctor the college placement test.

- Prepare monthly and annual reports summarizing the Success Center activities, accomplishments, and challenges.
- Establish trusting relationships with ANC students and provide them with guidance and tutoring when needed.
- As part of outreach I provided campus tours, and facilitated an academic summer camp for high school students.
- Assist students with completing the FAFSA, scholarships, and essays.
- Implemented the Project Success Paid Internship Program.
- Became an Advisor for the Phi Theta Kappa Honor Society.

**School Counselor (K-12) (Internship), Harlem Public Schools, Harlem, MT (2016-2017 School Year)**

- Provide counseling to students in need/crisis.
- Provide counseling sessions and treatment goals to students with behavioral, attendance, and grief issues.
- Facilitated Career/College Readiness classes at High School.
- Facilitate Character Education/Career Readiness classes at the Elementary School.
- Coordinate with teachers and staff on improvement of student behavior by use of positive reinforcement and incentive plans.
- Prepare individual case studies.
- Passed the Praxis test required by the state of Montana to obtain school counseling licensure.

**Program Coordinator, North Central Montana Talent Search, Harlem, MT (July 16, 2012- December 9, 2016)**

- Sustain the goals and objectives of the programs grant by providing educational opportunity services to low-income and first generation middle school and high school students and individuals up to the age of 27.
- Establish collaborative working relationships with the area schools/colleges; staff, students, community members and programs.
- Marketing of program throughout area schools and community to increase programs required number of students served. Objective of number of students served accomplished.
- Research and develop the necessary curriculum, provide career speakers, college campus tours, workshops, for specific age groups.
- Coordinate and present career curriculum activities within classrooms consisting of 6-12<sup>th</sup> grade students, in the area schools of Harlem, Hays/Lodgepole, Dodson, Havre, Rocky Boy, and Box Elder, MT.
- Increased student's capacity to receive higher education after high school through providing assistance in completing the required college applications, scholarships, and Federal Student Aid (FAFSA) forms.
- Performed general office duties such as; filing, creating documents, research of database, logistics and preparation for trainings and workshops etc.
- Maintain Student Access Database for monthly contacts.
- Report to Program Director with a detailed monthly report.
- Assisted director in researching and entering data for yearly annual performance reports and Talent Search grant application.
- Attend TRiO trainings and conferences.

**Web Page Design/Data Research, Fort Belknap Vocational Rehabilitation Program, Harlem, MT (May 2012-July, 2012)**

- Designed and published a Web Page for the Program.
- Upgraded and installed new computers and software for four offices in the building.
- Began researching data for upcoming grant award for the Program Director.

**MSU-Northern IT Help Desk (Intern), Havre, MT (September, 2011- May, 2012)**

- Assist students and staff with login problems, and other technical issues on the MSUN Campus.
- Answered phones and directed calls on campus.
- Assist IT personnel with installations or upgrades when needed.

**IT Department (Intern) at Aaniiih Nakoda College, Harlem, MT (September, 2008-May 2010)**

- Troubleshooting computer hardware/software issues for faculty and students.
- Installed software in computer labs and classrooms on campus.
- Setup and configured hard drives, drivers and IP addresses; also built network cables and installed them along with fiber optic cables into new building on campus.
- Built a database for IT department.
- Performed basic IT duties along with recordkeeping.

**Skills:**

- Proficient in installing, configuring, and upgrading computer software, operating systems, and utility and antivirus programs.
- Database entry and development.
- Accurate recordkeeping and proper phone etiquette.
- Communicate in a professional and courteous manner to help clients, customers and/or students resolve a problem.
- Have good communication and personal skills, and work with integrity and in an ethical manner.
- Good public speaking and presentation skills.
- Proper use of all office equipment; fax machine, copy machine.
- Excellent reporting and documentation of monthly progress
- Self-starter, desire of learning new skills, and excellent multi-tasking abilities
- Experience with research and data entry associated with institutional reporting.
- Great at advocating for students and community members to seek out higher education.
- Familiar with psychological theories and can apply them to counseling
- Coordinating, marketing and advertising of events and activities
- Microsoft Office
  - ✓ Microsoft Office Word
  - ✓ Microsoft Office Excel
  - ✓ Microsoft Office PowerPoint
  - ✓ Microsoft Office Publisher
  - ✓ Microsoft Office Access

**Awards and Recognitions:**

- Graduated with honors from MSU-Northern in 2012 and in 2017
- Graduated with a cumulative 4.0 from Aaniiih Nakoda College in 2010
- Was awarded "Student of the Year" from the American Indian College Fund in 2010
- Inducted into the Phi Theta Honor Society in April of 2009

**Volunteer Accomplishments:****Fort Belknap Indian Community Youth Events**

- Assist various programs with cooking, baking, chaperoning coordinating community activities.
- Facilitated several community service activities with students on the local high school and Fort Belknap Indian Reservation; pick up trash, yard cleaning, cleaning at Harlem senior center, art projects for elders.
- Various community service and fundraising as a student and member of PHI Theta Kappa

**PAWS/ REZQ Dogs**

- Help with Spay and Neuter clinics held on the reservation
- Coordinate Blanket drive

**Sweetgrass Society**

- Prepare food, help with fundraising activities
- Volunteer clean up and concessions at Pow Wow

**References:**

Marcia Hammett  
Fort Belknap Indian Community  
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James Hodgson-School Counselor  
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Dr. Darlene Sellers, Montana State University- Northern, Professor  
Counselor Education Program  
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