

NICOLE A. FACKINA

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SUMMARY

Recognized professional, highly motivated with the ability to manage multiple tasks and efficiently balance the needs of an institution. Proven expertise in academic advising, report preparation, presentations and file management of locally-developed software systems; Microsoft Office and Adobe. Recognized as exceptional team leader and team player with excellent verbal and written communication skills. Additional strengths include:

- ◆ Conflict Resolution Training
- ◆ Training New Personnel
- ◆ Course Scheduling & Planning
- ◆ Process & Procedure Development
- ◆ Managing & Updating Files
- ◆ Award Winning Academic Advising

EXPERIENCE

MONTCLAIR STATE UNIVERSITY, Montclair, NJ

2001 – Present

Director, Paralegal Studies Program

2012 – Present

Prepare ABA reports for compliance. Academic leadership for program development. Advisor to 250 students enrolled in the Paralegal Studies Program. Monitor at risk students. Evaluate transfer credits. Conduct recruitment and retention initiatives. Responsible for scheduling academic offerings. Hire faculty and conduct Advisory Board meetings. Created a Paralegal Studies database. Responsible for program assessment. Faculty advisor to the Justice Studies Club, Lambda Epsilon Chi (LEX, the National Paralegal Studies Honor Society), Swing Phi Swing Fellowship, Inc. and The Society for Collegiate Leadership and Achievement.

Adjunct Faculty, Department of Legal Studies and Justice Studies

2004 – Present

All courses I can teach: LSLW200 Introduction to the Law, LSLW220 Conflict & Its Resolution, PALG210 Law & Litigation, PALG308 Negotiation, Mediation & Arbitration, PALG339 Computer Applications in the Legal Environment, PALG497 Paralegal Seminar & Internship, JUST200 Perspectives on Justice Studies I, JUST201 Perspectives on Justice Studies II, JUST497 Senior Seminar and Internship Experience. Ad hoc academic advising to enrolled students.

Program Assistant, Department of Legal Studies

2005

Assisted the Chair of the Department. Responsible for performing administrative functions, using established policies and procedures, supervised student assistants, provided academic advising, processed budget expenditures, maintained files and participated in department meetings.

Intake Coordinator / Mediator, Campus Mediation Center

2005 – 2006

Provided conflict resolution services for residential students. Interviewed potential referrals for background information, screened MA students as mediators, scheduled mediations, maintained files, updated data, developed brochures, drafted policies and procedures and conducted outreach services for the program.

Graduate Assistant, Department of Legal Studies

2002 – 2004

Reported to the Chair of Legal Studies and Graduate Director. Maintained database for Pre-law and Paralegal Studies Programs. Assisted Paralegal Program Director with preparing the three volume American Bar Association Reapproval Self-Evaluation Report to demonstrate program's compliance with guidelines. Organized the ABA site team visit. Compiled data for exhibits. Provided academic advising to undergraduate students.

PULTEGROUP, INC. OF METRO NY / NJ, Basking Ridge, NJ

2005 – 2010

Sales and Marketing Support Manager / Executive Assistant

2007 – 2010

Assistant to the President of the Division. Responsible for division meetings, travel and expense reports. Liaison to Human Resources for training. Supported the Sales and Marketing team. Duties included: preparation of sales contracts, analyzed data related to sales and outreach and prepared traffic and buyer reports. Prepared advertising, drafted public relation editorials and newsletters, flyers and direct mail for community events. Promoted to Division Expert for Pulte Homes' lead-bank tool, in-house sales software program. Responsible for implementation and training for division. Prepared feasibility data on all new housing projects.

Paralegal

2005 – 2007

Collected and submitted information to the Attorney General in New York for new community registration. Worked with real estate legal department. Collected background information for zoning issues related to new developments. Prepared correspondence and other legal documents for all attorneys in the Land Development and Approvals Department. Responsible for Sarbanes-Oxley compliance.

EDUCATION**MONTCLAIR STATE UNIVERSITY**, Montclair, NJ2006 **Post-Baccalaureate Paralegal Studies Certificate**, American Bar Association (ABA Approved Program), GPA: 3.72005 **Master of Arts**, Legal Studies, Concentration: Dispute Resolution, GPA: 3.72002 **Bachelor of Arts**, cum laude, Justice Studies, Minors: Pre-Law and Sociology, Overall GPA: 3.5 – Dean's List**PUBLICATIONS**

Article, "Handling Student Grievance", The Paralegal Educator, Volume 28 No. 1, page 26.

Article, "10 Ways to Motivate and Revitalize Your Instructors", The Paralegal Educator, Volume 29 No.1, page 23.

Article, "Retaining Students: Past, Present and Future", The Paralegal Educator, Volume 30 No.2, page 9.

PRESENTATIONS

Moderator, American Association for Paralegal Education, "Tips and Tools for Tracking Graduates", AAFPE National Conference, San Antonio, TX - 2016

Presenter, American Association for Paralegal Education, "Using Movies to Teach Legal Concepts", AAFPE National Conference, Milwaukee, WI - 2015

Presenter, American Association for Paralegal Education, "Ten Ways to Retain Studies", AAFPE National Conference, Summerlin, NV - 2014

Presenter, American Association for Paralegal Education, "Motivating and Revitalizing Teachers", AAFPE National Conference, Phoenix, AZ - 2013

Presenter, "Intervention Strategies for At Risk Students", First Annual Advising Summit, Montclair State University - 2013

Presenter, American Association for Paralegal Education, "Handling Student Grievances", AAFPE National Conference, Savannah, GA - 2012

AWARDS

2015 Dean's Recognition Award, College of Humanities and Social Sciences - Montclair State University

2015 Distinguished Community Service Award – New Jersey Area 3 Special Olympics Committee

2014 Professing Excellence Award, Dedication to Students – MSU Center for Leadership Development

2014 Certificate of Merit for New Outstanding Academic Advisor – National Academic Advising Association (NACADA)

2014 National Conference Committee Member, American Association for Paralegal Education

2013 New Outstanding Academic Advisor - Montclair State University

2013 Honorary Member of Alpha Lambda Delta, National Academic Honor Society for Freshman

2004 MSU Alumni Association Graduate Student Citation Award - Montclair State University

SERVICE

Faculty Advisor, Justice Studies Club, 2014 - present

Faculty Advisor, The Society for Collegiate Leadership and Achievement, 2015 - present

Faculty Advisor, Swing Phi Swing Fellowship Incorporated, 2015 - present

Chair, Search Committee for Advising and Engagement Coordinator in CHSS Office of the Dean - 2014

Participant, Residence Life - House Calls, Office of Student Development and Campus Life - 2013, 2014, 2015

Chair, Search Committee for Assistant Director of the Gifted and Talented Program in Summer Sessions - 2013

Member, Search Committee for Academic Advisor in the Center for Academic Advising and Student Transitions - 2013

Participant, Office of Information Technology Summer Institute - 2013, 2014, 2016

MEMBERSHIPS

Member, Paralegal Association of New Jersey (PANJ)
Member, American Association for Paralegal Education (AAfPE)
Member, New Jersey Special Olympics Area 3 Committee
Member, Advising Collaborative - Montclair State University
Member, Lambda Epsilon Chi (LEX) Paralegal Honor Society

VOLUNTEER EXPERIENCE

SPECIAL OLYMPICS YOUNG ATHLETES PROGRAM (YAP), Dover, NJ **2014 – present**

Coach/Organizer

Prepare activities and weekly sessions for athletes ages 2-7. Activities prepare athletes for Special Olympics and help them develop motor skills and hand-eye coordination.

SPECIAL OLYMPICS, Dover, NJ **1994 – present**

Volunteer/Organizer/Area 3 Committee Member

Volunteer at various athletic events on a yearly basis. Organize and manage younger high school volunteers. Organized and managed a Special Olympics Track and Field meet in 1998. Raised \$1,000 for a specialized bicycle for cerebral palsy Olympian in 1999. Coached Special Olympians in gymnastics from 1994-2000.

HABITAT FOR HUMANITY, Morristown, NJ **2010**

Volunteer

Performed manual labor on a home construction project for this national non-profit organization.

PEER MEDIATION AND CONFLICT RESOLUTION CONSORTIUM, Montclair, NJ **2003**

Volunteer/Facilitator

One day workshop funded by the New Jersey State Bar Association to offer training in diversity, self-esteem, conflict resolution and bullying to middle school and high school students in Passaic, Essex and Hudson counties.