



**Kristin Rokes, M.A.**  
Center Director / Parent Liaison

---

## **CURRICULUM VITAE**

### **EDUCATION**

**M.A., Human Development and Family Studies**, *Concentration in College Student Personnel*,  
University of Rhode Island  
**B.A., Psychology**, Saint Edward's University

### **TRAININGS/CERTIFICATIONS**

Learning Disabilities Association of New Jersey Transitions and Beyond Conference  
Youth Mental Health First Aid USA Certification, National Council for Mental Wellbeing  
EVOLVE Parenting Program with Carrie Contey, PhD  
Lives in the Balance Children's Mental Health Conference  
Hopewell Valley Parenting Conference  
Nurtured Heart Approach Training (12 hours)  
Children with Complex Challenges Conference with Dr. Ross Greene  
Helping Your Child With Aggression Course, Parent Rescue Series, Hand In Hand  
Positive Discipline Association East Coast Conference  
Parenting with Positive Discipline Course (24 hours) & Workshop (8 hours)

### **EXPERIENCE**

**Center Director/Parent Liaison**, AdvocacyNJ, Skillman, NJ, 2019-Present

Oversees the planning and execution of all AdvocacyNJ community programs/services, and plays a key role in creating a supportive, safe atmosphere for all staff and clients. Ensures that AdvocacyNJ's mission is evident throughout the organization's various projects.

**Consultant, Career Services**, College of Business Administration, Loyola Marymount University, Los Angeles, CA, 2015-2019

Coached students and alumni across multiple degree programs related to all aspects of career advisement and development.

**Career Management Specialist / Associate Director**, Graziadio School of Business and Management, Pepperdine University, Malibu, CA, 2006-2015

Provided complete oversight of full-time career department and development programs for graduate business students including programs in Mentorship, Internship, Social Enterprise, Career Services, Diversity, and Orientation. Managed data reporting in compliance with MBACSEA Standards. Implemented two new Career Portal management systems. Voting member of Admissions Committee, advisor to several student organization groups on campus and project manager for Women's Leadership Conference. Supervised, trained and managed staff of five career counselors and one administrative personnel.

**Student Services Specialist, Re-Entry & Women's Center**, Ventura College, Ventura, CA, 2006

Accountable for designing and implementing work plans to meet established goals and objectives including developing outcome measures and success indicators. Planned/coordinated grant applications and special programs. Developed budgets; Assisted students through difficulties with school, work and home life responsibilities. Provided on-campus and community referrals, workshops, support groups and handbook materials. Supervised student staff and volunteers on proper business conduct and practices.

**Graduate Assistant, Women's Center**, University of Rhode Island, Kingston, RI, 2004-2006

Assisted in managing residential facility for Woman in STEM Woman's Center program. Accountable for coordinating resident recruitment, interviewing and assignment process, maintained network online contact and website for alumni, supervised student interns delegating daily duties and created and implemented programs.

**Graduate Intern, Career Center**, Roger Williams University, Bristol, RI, 2005-2006

Promoted Career Center services and programs through presentations and marketing efforts including Expos, Fairs and Open Houses. Counseled freshman on education, career and life decisions.

**Director of Work Based Learning / Industry Field Coordinator**, Rhode Island Hospitality Association Education Foundation, Cranston, RI, 2003-2004

Led K-16 education initiatives through business/school partnerships with the hospitality and tourism industry. Engaged industry representatives in curriculum development, project-based learning scenarios and ongoing career awareness activities. Developed and provided monthly grant activity reports to Rhode Island Department of Education, School-to Career-Office and Human Resource Investment Council.

**Office Coordinator / Major Gifts, Development & Advancement**, Kalamazoo College, Kalamazoo, MI, 2000-2002

Accountable for creating, implementing and maintaining endowment and stewardship program to increase funding to college. Developed and fostered ongoing relationships with current and potential donors. Planned events, including dialog dinners, gift recognitions, homecoming and commencement. Developed training, reference and process and procedure materials for department staff.

**Human Resources Representative**, Chestnut Hill Hospital, Philadelphia, PA, 1999-2000

Facilitated hiring new recruits and temporary staff, screened candidates for in house positions, interpreted human resource policies and practices.

**Reproductive Health Center / Clinical Assistant**, Planned Parenthood, Philadelphia, PA and Austin, TX, 1995-1997, 1998-1999

Provided counseling to men and women on reproductive options, including contraceptives and diseases.

**Office Administrator**, Life Science – M+W GMBH, Stuttgart, Germany, 1997-1998

Translated German and English documents, coordinated travel arrangements for architectural/engineering consulting firm specializing in European biotech and pharmaceutical facilities.

**VOLUNTEER/PROFESSIONAL AFFILIATIONS**

Treasurer (2017-2022) & VP/Treasurer (2022-Present), Friends of the Pennington Library

Advisory Board Member, AdvocacyNJ, 2019-Present

Adopt-A-Plot Volunteer & Member, The Watershed Institute, 2020-Present

Lymphoma Support Network Buddy, Leukemia & Lymphoma Society, 2007-2019

Professional Development Committee, MBA Career Services Counsel (MBACSEA), 2009-2015