

DR. ROCHELLE HIGGINS-CORBIE

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Education

Northeastern University	Boston, MA
Doctor of Law and Policy	June 2023
Northeastern University	Boston, MA
Master of Science in Global Studies and International Relations	Sept 2020
Concentration: Development and Global Health	
American International College	Springfield, MA
Bachelor of Science in Business Administration and Healthcare Management	May 2013

Certification

Certified Scrum Master	
LearnQuest on Coursera	February 2024

Professional Work Experience

Northeastern University Experiential Network (XN) - Boston, MA	February 2021- Present
Experiential Partnerships Manager (XN)	
<ul style="list-style-type: none">• Agile Project Management• Account creation and management for stakeholders in Salesforce• Manage external and internal partnerships between stakeholders, the sponsors and faculty• Manage several portfolios of a variety of master's programs, including Global Studies and International Relations, Data Analytics, Regulatory Affairs, Bioinformatics, Homeland Security, Accounting, Management, Applied Machine Intelligence, etc.• Serve as a faculty consultant for Northeastern University faculty members as they embed project work directly into their course curricula• Conduct introduction meetings between external sponsors and faculty as they work to narrow the scope and deliverables of the projects• Manage projects with a 30,60,90 day check in model• Recruit and manage relationships with external/ internal sponsors• Work with large amounts of data to streamline processes of project intake	
Northeastern University College of Professional Studies- Boston, MA	
Part Time Lecturer (INT 6200)	January 2024 - March 2024
<ul style="list-style-type: none">• Prepared students for an experiential learning placement• Instructed students in better understanding key components of networks, business professionalism, and effective communication• Gave instruction in resumé writing; defining one's career field; assessing skills and abilities related to developing a career; building cultural agility, knowledge, and skills; and developing a comprehensive, strategic job search plan, along with effective career documents.	
Northeastern University D'Amore McKim School of Business- Boston, MA	September 2018- February 2021
Academic Advisor	
<ul style="list-style-type: none">• Managed and advised a class year of International Business majors on ground and online• Provided academic and organizational support to students; enhance communication between the college, advisors, and faculty to improve student retention• Handled advising students on routine college curricula, policies and procedures and will leverage the class advisor so he/she can spend time with students who have complex issues• Provided academic guidance to International Business students concerning; co-op scheduling, course selection, pre-registration, registration and preparation for graduation and university policies; and, assists in advising on the academic curriculum to develop a correct and coherent academic curriculum guide• Prepared materials and participated in workshops and class information sessions, orientations, Welcome Days; maintain student email contact; and develop publications for the assigned class years	

- Assisted the academic advising with the implementation of year specific student developmental programs
- Produced correspondence, analyzed data, and acted as a back-up resource to the front desk as needed
- Served as a mentor and guide throughout the academic career of the students
- Completed class-specific activities:
 - Freshman year: teach a 1-credit class helping freshmen chart their academic progress and skill development
 - Conduct sophomore planning meetings
 - Sophomore year: conduct country specific meetings, aid in obtaining visas and clearance for abroad experience
 - Junior year: conduct junior clearance to map out the students final year of academics
 - Senior year: conduct a senior interview, which results in a correct and coherent "Graduation Plan" which students use as a contract in their final semester to complete their degree

CATS Academy Boston- Braintree, MA

October 2016 – August 2018

Senior Student Services Manager

- Managed a team to ensure student services duties were performed efficiently
- Maintained registration enrollment and contact information for all students in line with Shackleton (European based data collection system) Report pre-arrival information on expected students
- Managed the data checking process for all students on arrival to ensure the accuracy of all records on data management information systems
- Ensured the timely entering of all amendments to student records on management information systems in conjunction with center-based and central admissions staff
- Notified all relevant staff members of amendments so operational changes can be addressed
- Changed student statuses on finalization of their program
- Coordinated orientation and lead in the enrollment of students at the start of each semester
- Managed data and communications for student arrivals and visa delays
- Collected copies of official documents in accordance with immigration regulations
- Provided an efficient and welcoming orientation, including options for early and late arrivals
- Ensured all student payments were received
- Managed student finances in conjunction with the Center Director and Central Finance Team
- Ensured tuition deadlines and payment methods were clearly and effectively communicated to students

U.S. Peace Corps – Chisinau, Moldova

June 2014 - July 2016

Health Education Project Manager

- Taught Health Education to underprivileged youth
- Taught Social Theater to students with disabilities
- Recruited student leaders and community members to run disease prevention campaigns
- Created and managed projects and needs assessment community based research around health, and substance abuse

EtonKids Montessori Educational Group– Beijing, China

July 2013 - February 2014

Manager of English Specialties

- Taught English to toddlers
- Facilitated activities that promoted self-teaching and independence
- Wrote weekly progress reports for each student
- Created language materials and visual aids

PHIA Group LLC. – Braintree, MA

June 2012 - July 2013

Paralegal Assistant

- Drafted health insurance plans called Summaries of Benefits and Coverage (SBCs)
- Managed a portfolio of active clients
- Crafted spreadsheets for active client lists
- Researched advances in health care technology

Leadership Experience

Northeastern University

Executive Vice President of Global Studies and International Relations Graduate Program

May 2019- September 2020

- Manage events for Masters students in the Global studies and International Relations Graduate Program
- Manage the Budget/ Expenses
- Manage/ Mediate Graduate student complaints with professors and University policies

Greenovate Boston – Boston City Hall Plaza

Ambassador

May 2018-January 2020

- Assisted in programs to increase understanding of the climate impacts in Boston and the actions required to mitigate the impacts
- Volunteered in Urban wild clean ups, street clean ups
- Volunteered in involving Bostonians to be a part of the collective action needed in advancing the citywide initiatives
- Assisted in tabling events that give communities the materials and support they need to lead conversations about climate change and climate action
- Facilitated Racial Equity Roundtable discussions around climate change

Howard Rye Institute Fellow-Greater Boston Area

Union of Minority Neighborhoods INC

Oct 2016 – August 2017

- Attended leadership seminars and workshops led by prominent Boston professionals
- Assisted in advocating for Boston communities through town hall gatherings and community events
- Developed critical thinking, analysis and effective oral and written communication skills to resolve issues impacting Boston communities

Skills

Professional working proficiency in Romanian
Microsoft Office Suite

Knowledge in grant writing
Salesforce