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 Exp	erience
Northeastern University Experiential Network (XN) - Boston, MA	February 2021- Present
Experiential Partnerships Manager (XN)	
Agile Project Management	
 Account creation and management for stakeholders in Salesforce 	
 Manage several portfolios of a variety of master's programs, including Global Regulatory Affairs, Bioinformatics, Homeland Security, Accounting, Manager Serve as a faculty consultant for Northeastern University faculty members as Conduct introduction meetings between external sponsors and faculty as the 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 	ment, Applied Machine Intelligence, etc. they embed project work directly into their course curricula
Northeastern University College of Professional Studies- Boston, MA	
Part Time Lecturer (INT 6200)	January 2024 - March 2024
 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	
 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

Northeastern University Executive Vice President of Global Studies and International Relations Graduate Program

May 2019- September 2020

Leadership Experience

Created language materials and visual aids

PHIA Group LLC. - Braintree, MA

Paralegal Assistant

Drafted health insurance plans called Summaries of Benefits and Coverage (SBCs)

Facilitated activities that promoted self-teaching and independence

- Managed a portfolio of active clients
- Crafted spreadsheets for active client lists
- Researched advances in health care technology

• Taught English to toddlers

Manager of English Specialties

Wrote weekly progress reports for each student

- EtonKids Montessori Educational Group- Beijing, China

- Changed student statuses on finalization of their program

Notified all relevant staff members of amendments so operational changes can be addressed

- 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 ٠
- Provided an efficient and welcoming orientation, including options for early and late arrivals

based and central admissions staff

Completed class-specific activities:

CATS Academy Boston- Braintree, MA

Senior Student Services Manager

systems

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-Conduct sophomore planning meetings

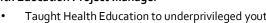
their final semester to complete their degree

Report pre-arrival information on expected students

- 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



- Taught Health Education to underprivileged youth

- 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

• Taught Social Theater to students with disabilities

Health Education Project Manager

October 2016 - August 2018

June 2014 - July 2016

July 2013 - February 2014

June 2012 - July 2013

Assisted the academic advising with the implementation of year specific student developmental programs

Served as a mentor and quide throughout the academic career of the students

Managed a team to ensure student services duties were performed efficiently

-Junior year: conduct junior clearance to map out the students final year of academics

Produced correspondence, analyzed data, and acted as a back-up resource to the front desk as needed

-Freshman year: teach a 1-credit class helping freshmen chart their academic progress and skill development

-Sophomore year: conduct country specific meetings, aid in obtaining visas and clearance for abroad experience

-Senior year: conduct a senior interview, which results in a correct and coherent "Graduation Plan" which students use as a contract in

Maintained registration enrollment and contact information for all students in line with Shackleton (European based data collection system)

Managed the data checking process for all students on arrival to ensure the accuracy of all records on data management information

Ensured the timely entering of all amendments to student records on management information systems in conjunction with center-

- 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

- 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

•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

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May 2018-January 2020

Oct 2016 – August 2017