

Thomas Blain

HIGHER EDUCATION PROFESSIONAL

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[linkedin.com/in/thomas-blain/](https://www.linkedin.com/in/thomas-blain/)

Dedicated professional with 10+ years of experience in student affairs and program management. Innovative, detail-oriented and adaptable. Ready to make an immediate contribution to your organization.

EMPLOYMENT HISTORY

COORDINATOR, CEJA PROGRAM

Joliet Junior College

Joliet, ILLINOIS

October 2024 - present

- Maintain relationships with employers and community organizations
- Conduct information sessions and administer CASAS testing
- Interview applicants and determine eligibility for assistance according to grant rules
- Assess participants and determine appropriate training and employment needs; reduce barriers; monitor progress through a case management orientation
- Report program outcomes; maintain confidentiality of records

PROGRAM SPECIALIST

Community College of Philadelphia

Philadelphia, PENNSYLVANIA

June 2023 – April 2024

- Worked with the school district, participating high schools, and partner employers to ensure smooth operation of the pre-apprenticeship program
- Recruited and trained new adjunct faculty
- Developed and distributed marketing materials
- Case management for all participating students

CAREER PATHWAYS COORDINATOR

Austin Community College

Austin, TEXAS

February 2022 - April 2023

- Performed all outreach, recruitment and academic advising for the 'Level Up' program
- Paid students' tuition fees; ordered textbooks and equipment
- Scheduled classes and developed curriculum
- Tracked student progress and compiled reports

SUCCESS COACH

Austin Community College

Austin, TEXAS

December 2020 - January 2022

- Provided academic advising and transfer planning for my assigned caseload (approximately 200 students)
- Assisted students with registration holds, appeals and personal issues
- Escalated emergencies to the Dean of Student Affairs

ACADEMIC COACH

Austin Community College

Austin, TEXAS

August 2019 - November 2020

- Assisted students with study skills such as time management, note-taking and test preparation
- Designed hard-copy and digital resources for students
- Developed and hosted webinars
- Filmed and edited instructional videos
- Assisted with class registration

WRITING TUTOR

University of Texas

Austin, TEXAS

January 2019 - July 2019

- Assisted undergraduate students at all stages of the writing process via scheduled or walk-in sessions

FRESHMAN SEMINAR INSTRUCTOR

Texas State University

San Marcos, TEXAS

June 2018 - December 2018

- Developed and implemented curriculum
- Graded assignments and completed other administrative tasks required by the department
- Conducted office hours

ACADEMIC ADVISOR

Texas State University

San Marcos, TEXAS

December 2017 - May 2018

- Provided academic advising for all majors
- Assisted students with registration and transfer planning
- Maintained timely and accurate records
- Assisted with recruiting and retention initiatives

ATHLETIC MENTOR

University of Texas

Austin, TEXAS

January 2016 - November 2017

- Assisted college athletes with study skills such as time management, note-taking and test preparation
- Conducted regular meetings with academic counselors to ensure students were on track

E-LEARNING ADVISOR

Swinburne Online

Melbourne, AUSTRALIA

January 2015 - December 2015

- Developed curriculum and conducted e-lectures

- Graded assignments and completed other administrative tasks required by the department
- Conducted office hours

EDUCATION

ED.D IN HIGHER EDUCATION ADMINISTRATION

In progress

University of Southern Mississippi, **(ONLINE PROGRAM)**

MASTER OF EDUCATION

Dec 2014

University of Melbourne, **Melbourne, AUSTRALIA**

BACHELOR OF EDUCATIONAL STUDIES

Jun 2012

La Trobe University, **Melbourne, AUSTRALIA**

SKILLS

- Program management
- Curriculum development
- Data collection and reporting
- Microsoft Office
- Google Workspace
- Canva (graphic design)
- Coaching
- Case management
- Academic advising
- ERP software such as Colleague
- LMS systems such as Blackboard
- CRM software such as Salesforce
- Teaching
- Mentoring