

NICOLE A. FACKINA

<https://www.linkedin.com/in/nicoleafackina/>

fackinan@montclair.edu

nicoleannafackina@gmail.com

Office: 973.655.7759

Cell: 973.723.1989

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:

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

EXPERIENCE

MONTCLAIR STATE UNIVERSITY, Montclair, NJ

2001 – Present

Academic Advisor for Special Programs and Transfers, CHSS

2024 – present

Located in the College of Humanities and Social Sciences (CHSS) Student Success Center, providing advisement on course scheduling, registration, and general career advice. Dedicated to higher education, academic advising and serving the student population at Montclair. Point person in CHSS for Montclair Unbound students in the new online BA in Psychology. Helping students foster their intellectual curiosity and personal development to achieve academic success and lifelong learning.

Director, Paralegal Studies Program

2012 – 2024

Prepare ABA reports for compliance. Academic leadership for program development. Advisor to 200 students enrolled in the Paralegal Studies Program. Monitor at risk students. Evaluate transfer credits. Conduct recruitment and retention initiatives. Responsible for scheduling academic course offerings. Hire faculty and conduct faculty meetings and Advisory Board meetings. Responsible for program assessment. Created a Paralegal Studies database. Faculty advisor to the Justice Studies Club and Lambda Epsilon Chi (LEX, the National Paralegal Studies Honor Society).

Adjunct Faculty, Department of Legal Studies and Justice Studies

2004 – Present

All courses taught: Introduction to the Law; Conflict & Its Resolution; Law & Litigation; Negotiation, Mediation & Arbitration; Computer Applications in the Legal Environment; Paralegal Seminar & Internship; Justice, Courts & Legal Systems; Perspectives on Justice Studies; Juries & Justice; Senior Seminar and Internship Experience; New Student Seminar. 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, prepared traffic and buyer reports. Prepared advertising, drafted editorials and newsletters, flyers and direct mail. Promoted to Division Expert for Pulte Homes' lead-bank tool, in-house sales software. 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, NJ

2006 **Post-Baccalaureate Paralegal Studies Certificate**, American Bar Association (ABA Approved Program)

2005 **Master of Arts**, Legal Studies, Concentration: Dispute Resolution

2002 **Bachelor of Arts**, cum laude, Justice Studies, Minors: Pre-Law and Sociology

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, "Creating a Comprehensive Syllabus", AAfPE National Conference, Milwaukee, WI - 2017

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

2021 Advising Excellence Award, Office of the Provost – Montclair State University

2019 Dover High School Hall of Fame – Dover Public Schools

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)

2013 New Outstanding Academic Advisor – Montclair State University

2013 Honorary Member of Alpha Lambda Delta, National Academic Honor Society for Freshman – Montclair State University

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

SERVICE

Recording Secretary, University Senate, 01/2023 - 05/2023
Acting Chair, Student Affairs Council, University Senate, 09/2022 - 12/2022
Member, President's Commission on Affirmative Action & Diversity, 2021 - 2024
CHSS Professional Staff Senator, University Senate, 09/2020 - 05/2023
Member, University Senate, Student Affairs Council, 09/2020 - 05/2023
Member, Justice Studies Departmental Diversity & Inclusion Committee, 2020 - 2024
Member, Justice Studies Social Media Committee, 2020 - 2024
Co-Presenter, EOF Major's Information Session, 2016 & 2017
Faculty Advisor, Justice Studies Club, 2014 - 2023
Faculty Advisor, The Society for Collegiate Leadership and Achievement, 2015 - 2017
Faculty Advisor, Swing Phi Swing Fellowship Incorporated, 2015 - 2017
Chair, Search Committee for Advising and Engagement Coordinator in CHSS Office of the Dean – 2014
Member, National Conference Committee, American Association for Paralegal Education - 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, 2017, 2019, 2020, 2022, 2023
Faculty Advisor, Lambda Epsilon Chi National Paralegal Honor Society, 2012 - 2024

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, Dover, NJ **1994 – present**

Volunteer/Organizer/Area 3 Committee Member

- Volunteer at various athletic events on a yearly basis.
- Organize and manage over 100 high school volunteers.
- Raised \$2,000 for a specialized bicycle for cerebral palsy Olympian in 1999.
- Coached Special Olympians in gymnastics from 1994-2000.

TOWN OF DOVER ZONING BOARD OF ADJUSTMENTS **2021-2023**

Alternate II

- Alternate Member of the Board. Attended town zoning board meetings monthly.
- Reviewed plans and resolutions. Voted on variances to town ordinances.

SPECIAL OLYMPICS YOUNG ATHLETES PROGRAM (YAP), Dover, NJ **2014 – 2020**

Coach/Organizer

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

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 NJ 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.