

# Edmund T. Cabellon

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## EDUCATION

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### **CENTRAL CONNECTICUT STATE UNIVERSITY - *New Britain, Connecticut***

#### ***Masters of Science in Educational Leadership, May 2000***

Concentration: College Student Development and Higher Education Administration

### **STONEHILL COLLEGE - *North Easton, Massachusetts***

#### ***Bachelor of Arts in Communication, May 1997***

## PROFESSIONAL EXPERIENCE

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### **BRIDGEWATER STATE UNIVERSITY- *Bridgewater, Massachusetts***

#### **Rondileau Campus Center**

##### ***Director; May 2008 – present***

- Supervise the professional staff, including the Assistant Director, Auditorium Technical Director, Commuter Services Coordinator, Office Manager, and four graduate assistants
- Develop and manage the annual operating budget of \$185,000
- Develop capital requests for furniture, technology and other building upgrade
- Develop, manage and assess the Campus Center's online communities, via Facebook, Twitter, Video, Design, and Blog.
- Support programs held in the building with setups and other logistical needs unique to the center
- Ensuring facility usage is appropriate to the buildings function as a campus center
- Support the needs of student organizations housed in the building
- Ensure the campus center's technical staff provides necessary technical assistance
- Responsible for coordinating routine upkeep and advocating for necessary renovations within the building with the staff of the facilities management and planning department

##### ***Associate Director; January 2006 – April 2008***

- Supervised the Commuter Services Coordinator, in charge of the Commuter Services Office and a Campus Center Graduate Assistant, in charge of Game Room and Information Center operations
- Managed the daily operation of the 165,000 square foot Rondileau Campus Center, its administrative and student organization office spaces; meeting spaces, including three ballrooms; services including the Information Center, Game Room, Print Shop, Computer Lab, and Commuter Cafeteria; and the 1,400 seat Auditorium
- Administered operational procedures of the Campus Center, including manuals, work order logs, and inventories
- Developed office technology, including the "OnDuty" database system, web pages, and computer maintenance
- Hired, trained, supervised, and oversee all 60 Campus Center student employees, including the day and evening Center Managers, Information Center and Game Room attendants, and Office Assistants
- Provided program/event support to the Conference and Event Services Staff through facility setups, sound needs, special services, and Campus Center equipment loans for campus wide programs
- Served as the Director of the Rondileau Campus Center in his absence

#### **University Committees**

*Chair*, Student Affairs Social Media Committee, Fall 2011 – present

*Member*, Mentorship Advisory Committee, Fall 2011 - present

*Chair*, Electronic Workflow, Spring 2011 – present

*Member*, Convocation, Fall 2006 - present

*Member*, Commuter Services Advisory Board, Spring 2006 -present

*Member*, Leadership Development Committee, Spring 2011

*Mentor*, Portfolios of Excellence Program (Grant Funded), Fall 2009 – Spring 2011

*Member*, NEASC Writing Team, Fall 2010 – Fall 2011

*Member*, Student Affairs Professional Development Committee, Fall 2006 - Spring 2008

*Chair*, CMA Program Coordinator Search Committee – May 2008 – September 2008

*Chair*, GLBTA Coordinator Search Committee – August 2006 – September 2006

*Chair*, Clerk IV Search Committee– Commuter Services Office and GLBT Center, August 2006

*Chair*, Conference and Event Coordinator Search Committee, May 2006 – June 2006

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## PROFESSIONAL EXPERIENCE (continued)

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### LTE CONSULTING – Brockton, Massachusetts

#### **Chief Visionary Officer; January 2006 - present**

- Provide quality technology and leadership development programs and consulting for colleges and universities
- Develop educational technology solutions for colleges, universities and small businesses.
- Manage one professional staff Consultant and one professional database developer
- Grow client base to over 40 schools and multiple professional associations across the United States

### STONEHILL COLLEGE – North Easton, Massachusetts

#### **Men's Golf Team Coach; September 2004 - present**

- Serve as both Advisor and Coach to the Stonehill Golf Club and Men's Golf Team
- Coordinate year round recruitment efforts
- Develop and maintain yearly budget and fundraise over \$2,000 each year
- Develop match strategies and opponent scouting
- Understand and work within all NCAA, NE-10, and ECAC Conference Rules and Regulations
- Supervise Assistant Coach

### TUFTS UNIVERSITY - Medford, Massachusetts

#### **Office of Student Activities – Mayer Campus Center**

##### **Associate Director; June 2005 – December 2005**

- Managed the daily operations of the 65,000 square foot Mayer Campus Center, its offices and meeting spaces, including the Information Booth, games and recreation lounge, and Hotung Cafe
- Hired, trained and supervised all 50 Campus Center student employees, including the Campus Center and Event Staff Managers, Information Booth attendants, Office Assistants, and Event Staff
- Supervised one Graduate Intern in charge of Campus Center Operational duties
- Provided program/event support through Event Staff in designated areas such as Dewick/MacPhie Hall, Hotung Cafe, and on occasion for special events, President's Lawn and Gantcher Convocation Center
- Developed office technology, including database systems, web pages, and computer maintenance
- Coordinated the office vendor program, including scheduling and policy adherence
- Developed and manage two departmental budgets, totaling over \$100,000
- Oversaw the allocation and maintenance of student organization space on campus
- Served as the Director of Student Activities/Mayer Campus Center in the absence of the Director

### TUFTS UNIVERSITY - Medford, Massachusetts

#### **Office of Student Activities – Mayer Campus Center**

##### **Assistant Director; June 2000 – June 2005**

- Advised the ten Programming Board organizations with a \$250,000 combined budget
- Supervised two graduate interns, three undergraduate interns, and four Senior Week coordinators
- Managed on-site for large scale campus activities such as Senior Week, Spring Fling, and Homecoming to oversee policy adherence, physical arrangements, and conflict resolution
- Developed, implemented, and evaluated a comprehensive leadership program, including the "Emerging Leaders" conference, "Skill Building" workshop series, and a campus-wide awards ceremony
- Planned and facilitated training workshops and retreats
- Negotiated and prepared event, performance, and service contracts
- Served as Greek Advisor, supporting the Inter-Greek, Inter-Fraternity and Panhellenic Councils

#### **University Courses**

*Instructor*, "Exploring Leadership", One-Credit, Fall 2004 Semester – Experimental College

#### **University Committees**

*Member*, Event Registration, Fall 2005

*Chair*, Assistant Director of Student Activities Search, Spring 2005

*Chair*, Committee on Fraternities and Sororities, 2001-2003

*Member*, First-Year Orientation, 2000-2005

*Member*, Commencement, 2000-2005

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## PROFESSIONAL EXPERIENCE (continued)

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### **CENTRAL CONNECTICUT STATE UNIVERSITY - *New Britain, Connecticut***

#### **Operations and Event Services Department – Student Center**

##### ***Operations Manager; June 1999 – May 2000***

- Hired, trained, supervised, and evaluated a student staff of twenty
- Responsible for cash management, budget analysis and development, equipment maintenance, student payroll, and scheduling reconciliation
- Conducted student employee training and leadership development based on the “STAR” model
- Oversaw Information Center and Box Office operations
- Provided production assistance and audience management in an 1,800 seat auditorium
- Served as weekend on-call staff, responding to Student Center emergencies and concerns

### **CENTRAL CONNECTICUT STATE UNIVERSITY - *New Britain, Connecticut***

#### **Student Activities / Leadership Development Department – Student Center**

##### ***Program Advisor; August 1998 – June 1999***

- Advised the Program Council and four cultural Greek Organizations
- Facilitated 1-credit university “Emerging Leaders” course
- Negotiated contracts and made recommendations regarding budgets and allocation of student activity fees
- Provided empowering leadership development for clubs and organizations through workshops and meetings
- Managed and edited “Sidetracks”, an eight-page, monthly campus-wide activities publication, circulation 3,000
- Developed, monitored, and updated two activities hotlines and two web pages

### **UNIVERSITY OF NEW HAMPSHIRE - *Durham, New Hampshire***

#### **Office of the Memorial Union Building**

##### ***Student Activities Coordinator; August 1997 – May 1998***

- Supervised two undergraduate Student Activities Interns
- Served as program advisor to 150 student organizations
- Presented leadership development programs and coordinated campus-wide social programs
- Published, edited, and distributed a student organization bi-monthly newsletter, “The Stepping Stone”, circulation 500

### **UNIVERSITY OF NEW HAMPSHIRE - *Durham, New Hampshire***

#### **Residential Life Office**

##### ***Assistant Hall Director; August 1997 – May 1998***

- Hired, trained, supervised, evaluated, and developed sixteen Resident Assistants
- Administered operations for a co-educational residence hall housing 440 students, including damage billing, judicial hearings and accountability assessment
- Advised and provided leadership development for a twenty person Hall Council with a \$6,000 budget
- Presented educational programs and enrichment opportunities for students and staff

## VOLUNTEER EXPERIENCE

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### **HUGH O'BRIAN YOUTH LEADERSHIP – STATE OF RHODE ISLAND CHAPTER**

#### **Corporate President and Leadership Seminar Chairperson; December 2003-September 2006**

- Managed the local 501©3 chapter of this national, “leadership through service”, organization
- Coordinated annual Leadership Seminar for 40 outstanding high school sophomores each June
- Raised over \$5,000 annually through corporate and personal donations, gifts-in-kind, and public grants
- Advised the local Alumni Association of over 500 members in their community service efforts

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## PRESENTATIONS, HONORS and PROFESSIONAL MEMBERSHIPS

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### ASSOCIATION OF COLLEGE UNIONS INTERNATIONAL (ACUI), July 1999 – Present

- **Host Director**, Conference Planning Team, 92<sup>nd</sup> Annual Conference – Boston, MA – Fall 2010 - present
- **Leader**, Social Media Community of Practice, Fall 2010 – Spring 2011
- **Chair**, Region One 60<sup>th</sup> Anniversary Regional Conference, November 2008 – November 2009
- **Recipient**, Significant Volunteer Award, November 2007
- **Technology Coordinator**, Region One Leadership Team, June 2005 – January 2010
- **Member**, Conference Planning Team, 85<sup>th</sup> Annual Conference – Reno, NV – Fall 2003 – March 2005

### COLLEGE STUDENT EDUCATORS INTERNATIONAL (ACPA), March 2009 – Present

- **Technology Chair**, National Convention, Las Vegas, NV, September 2011 - present

### NATIONAL ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS (NASPA), March 1997 – Present

- **Presenter**, Building Your Student Affairs Social Media Plan, NASPA Technology Conference, October 2011
- **Recipient**, Richard F. Stevens Outstanding New Professional Award, November 2001

### NATIONAL ASSOCIATION FOR CAMPUS ACTIVITIES (NACA), September 1997 – May 2011

- **Recipient**, Honorary Board of Trustee, January 2006
- **Recipient**, David A. Ross New Professional Award, November 2001
- **Webmaster**, Northeast Regional Leadership Team, September 2001 – November 2003
- **Educational Programs Chair**, Northeast Regional Conference Committee, September 2001 – November 2003

### COLLEGIATE CLUB GOLF ASSOCIATION, APRIL 2009 – Present

- **Member**, Board of Directors, October 2009 - Present

## TECHNOLOGY SKILLS

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<b>Operating Systems:</b>	Microsoft Windows 7, MAC OS X Lion
<b>Web Page Construction:</b>	Adobe Dreamweaver CS5
<b>Graphic Design and Layout:</b>	Adobe: InDesign CS5, Photoshop CS5, Illustrator CS5
<b>Tablet/Mobile Computing:</b>	iOS (iPad 2), Gingerbread (Android)
<b>Cloud Applications:</b>	DropBox (2011), Evernote (2011),
<b>Blogging Platforms/Themes:</b>	WordPress 3.2.1, Thesis Theme 1.7
<b>Learning Management Systems:</b>	Blackboard 9.1, Moodle 2.0.1
<b>Databases and Systems:</b>	File Maker Pro 10.0 Advanced; FileMaker Pro Server 10.0
<b>Multi-Media Presentations:</b>	Prezi (2011), Slide Rocket (2011), Microsoft PowerPoint 2010
<b>E-Mail Management:</b>	Microsoft Outlook 2010, Gmail (2011)
<b>Word Processing and Spreadsheets:</b>	Microsoft Word 2010 & Excel 2010, Google Docs & Spreadsheets
<b>Event Management Software:</b>	Resource 25, EMS Professional
<b>Financial Management:</b>	Banner 8, Mint (2011)
<b>Facebook Fan Pages Managed:</b>	Rondileau Campus Center; ACUI Region 1; LTE Consulting
<b>Twitter Pages Managed:</b>	Rondileau Campus Center; ACUI Region 1; LTE Consulting
<b>Professional Blog:</b>	<a href="http://edcabellon.com">http://edcabellon.com</a>

## PUBLICATIONS

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### “INSPIRATION FOR STUDENT PROGRAMMERS”, THE COLLEGIATE EMPOWERMENT PRESS, FEBRUARY 2008

- Member of the seven-person Co-Author Team, responsible for collection, selection, and editing
- Author, “A Dime with Nickels” (page 88)
- Author, “2 + 2 = 30” (page 110)

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## REFERENCES

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### **JEAN ALICANDRO**

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### **ERIC SWINDLE**

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