

Tonjala Eaton

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Education

Michigan State University

Master of Arts in Higher, Adult, and Lifelong Education

Graduate Research: Service Learning, Adult Career Development & Affirmative Action in Higher Education

G.P.A.: 4.0

East Lansing, MI

Expected May 2010

Dillard University

Bachelor of Arts

Major: International Business & Spanish

GPA: 3.80 (major); 3.42 (cumulative)

New Orleans, LA

Received May 2003

ProLiteracy certified English as a Second Language (ESL) tutor.

Professional Experience

Michigan State University

Graduate Assistant in Education Administration

- Created manual for the process of securing external graduate assistantships.
- Provide administrative support by serving as the initial contact for incoming students in Higher, Adult, and Lifelong Education Program.
- Co-coordinated the bi-annual Higher Education Policy Forum focused on creating dialogue about current challenges in higher education.

East Lansing, MI

Present

Michigan State University

Leadership Development Instructor

- Develop and facilitate leadership course curriculum for 27 undergraduate students.
- Assist students in monitoring their personal growth and development throughout the semester.
- Design virtual course sessions and supplemental learning experiences through using ANGEL Learning Management suite, podcasts, and Skype.

East Lansing, MI

Present

Greater Birmingham Ministries

Economic Justice Community Organizer

- Organized community action plan to increase awareness about tax fairness in state policies.
- Increased the level of civic engagement by 56% on the Yes We Can Birmingham Campaign to Improve Public Education.
- Secured land-grant resources for the residents of Rosedale in their effort to save their community from gentrification.

Birmingham, AL

01/08-08/08

National Conference for Community & Justice

Program Specialists, Director of Anytown Alabama

- Developed and facilitated interactive workplace diversity training for organizations.
- Coordinated youth and adult educational programs for communities throughout Alabama.
- Recruited and trained summer staff members in facilitation and coaching skills development.

Birmingham, AL

7/05-12/07

Coro Fellows Program in Public Affairs**St. Louis, MO***Fellow**9/04- 05/05*

The Coro Fellowship is a nationally competitive nine-month, full-time, experience-based leadership program that develops analytical thinking, effective communication, group facilitation and strategic planning through weekly seminars and field assignments. Completed the following on-site work assignments:

- City of Clayton- Audited the City's internal records keeping system for nine divisions.
- The Campaign to Elect Sally Faith and Carl Bearden - Coordinated 35 volunteers.
- Old North St. Louis Restoration Group- Completed social services assessment.
- Great Rivers Greenway District- Wrote proposal to create the Dr. King Greenway, a six mile greenway that highlights historical landmarks in North St. Louis.
- Service Employees International Union Local 50- Organized workers locally for the national Justice for Janitors campaign.
- Associated General Contractors of St. Louis- Assisted in drafting the mission and vision statement for *ACCESS*, an education and workforce development non-profit. Completed incorporation forms including 501c(3) application.

Institute for International Public Policy (IIPP)**Washington, D.C.***Fellow**6/01-Present*

Through a comprehensive program of summer policy institutes, study abroad, language training and internships, IIPP Fellows are prepared for international careers. Completed the following projects:

- Presented research on population policies in Nairobi, Kenya at the University of Maryland.
- Studied abroad in Seville, Spain with the College Consortium of International Studies.

Congressional Youth Leadership Council**Washington, D.C***Operations Team Member**Summer 2004*

- Implemented logistical planning for the Global Young Leaders Conference.
- Addressed student medical concerns according to the organization's medical policy.
- Monitored the safety and well-being for 360 students during 4 conference sessions.

Miles College Division of Communications**Birmingham, AL***Administrative Assistant**7/03-7/04*

- Served as the information manager for the Communications staff and faculty.
- Created a student database in order to track student demographics and retention.
- Prepared divisional financial statements.