

# ANNA M. TABONE

## *EDUCATION*

Master of Arts in Spiritual Formation & Leadership  
*Spring Arbor University*

Awarded Dec. 2010  
*Spring Arbor, Michigan*

Bachelor of Arts in Studio Art  
*Northwestern College*

Awarded May 2006  
*Orange City, Iowa*

## *CERTIFICATIONS*

Certification in Spiritual Direction  
*Sustainable Faith, School of Spiritual Direction*

Awarded May 2016  
*Oldenburg, Indiana*

## *PROFESSIONAL EXPERIENCE*

*Spring Arbor University*

*Spring Arbor, Michigan*

Academic Affairs Quality Specialist

February 2019 – July 2019

- Scheduled adjunct and affiliate faculty for site and online program courses
- Monitored enrollment for the Academic Affairs office to consider adding or cancelling a course section
- Worked with Human Resources to ensure accurate and legal employment for adjunct faculty
- Ordered up to date text books for new adjunct faculty

Career Advisor, Office of Student Success & Calling

October 2016 – January 2019

- Provided career and professional guidance through workshops, events, and individual sessions
- Established quality partnerships with employers and alumni to identify employment opportunities
- Collected and analyzed data from graduate outcomes to present to SAU board, department chairs, and faculty
- Co-taught a class for undeclared students and work as success advisor for undeclared students
- Co-taught a class for upperclassmen students on topics related to career and life beyond college

Assistant Director, Master of Arts in Spiritual Formation & Leadership

August 2012 – October 2016

- Advised masters students within the program with admission, course scheduling, and withdrawal
- Worked alongside director to produce a healthy and vibrant graduate culture for students
- Coordinated details for intensive seminars within the United States and in Guatemala
- Coordinated graduation events and details each May for every finishing student
- Coordinated event details for the Christian Spirituality Lecture Series each semester
- Attended recruiting events to promote the program to prospective students
- Developed website and Social Media content for the program
- Collaborated with other Graduate Coordinators to identify problems and brainstorm solutions to create a consistent graduate experience at Spring Arbor University

Assistant Director of Residence Life

May 2010 – June 2012

- Provided administrative assistance to Assistant Vice President of Student Development & Learning
- Served as a sounding board and consult for the Assist. VP of Student Development & Learning
- Organized and updated materials for the Resident Assistant staff training & hiring process
- Provided assistance and encouragement to first year Resident Directors

Staff Advisor to Spiritual Life Advisor (SLA) Program May 2010 – June 2012

- Met weekly with the SLA Coordinator to mentor and plan monthly meetings for 40 SLAs
- Assisted in training for SLAs in the fall and encouragement throughout the year
- Oversaw brainstorming to improve and organize the program
- Assisted in identifying SLAs in the spring for the following school year

Resident Director, Gainey Hall August 2006 – June 2012

- Supervised and mentor 6 Resident Assistants each year
- Supervised 160-200 female residents and building facilities
- Facilitated social, spiritual, educational and service oriented programming
- Provided assistance in accountability processes using a balance of challenge and continued support
- Provided needed support for emotional issues and emergency crisis
- Assigned housing for students in the spring for next fall, and as needed during the semester

## ***UNIVERSITY COMMITTEE EXPERIENCE***

*Spring Arbor University* *Spring Arbor, Michigan*

Earn Your Way Program July 2018-January 2019

- Developed a corporate work study program between students and local manufacturers
- Supported individual students as they balance work and academic life

Think Tank June 2018-January 2019

- Collaborated with student affairs professionals to address the topic of same sex attraction
- Planned and coordinated events to foster community-wide conversation

Treasurer, Job Pursuit: The Interview Fair June 2018-January 2019

- Kept detailed records of consortium spending, employer invoices, and year end reports

President, Staff and Administrative Professional Association (SAPA) June 2016-May 2018

- Represented staff and administrators in all-campus leadership meetings
- Led the SAPA Executive Team in planning all-campus events and monthly meetings
- Chaired the SAPA Distinguished Service Award Committee

## ***INSTRUCTIONAL EXPERIENCE***

*Spring Arbor University* *Spring Arbor, Michigan*

HON330 – Intro to New Testament (Honors), Co-Instructor Fall 2018

- Discussed cultural, historical, and scriptural elements that make up the New Testament
- Implemented spiritual practices into each session

SDL100 – Intro to Academic Programs, Co-Instructor Fall 2017-2018

- Presented on various topics related to personal growth, strengths, and career interests
- Provided career and professional guidance through individual sessions

SDL120 – Life/Work Planning, Co-Instructor Spring 2017-2018

- Presented on various topics related to career and life after college
- Provided career and professional guidance through individual sessions

SFL060 – Orientation to Online Learning, Instructor Fall 2014-2016

- Instructed masters students through a one-week online orientation of the Blackboard program
- Graded assignments on completion, field questions about SAU and MSFL program

- CORE 300 – Christian Faith: Its Practices, Instructor Interim 2013, Spring 2015
- Taught a 3-credit course introducing students to Christian Spirituality
  - Crafted and led students through spiritual practices inside and outside of class
- CORE 100: Discovery in the Liberal Arts, Instructor Fall 2007, 2011, 2012-2014
- Mentored and offered academic and relational support to 15-18 freshmen students
  - Led a four-day weekend outdoor/colonial experience class trip to Cedar Bend Farm
  - Worked with and supported student teaching assistants, Peer Advisors
- CORE 200 – Christian Faith: Issues & Culture, Instructor Spring 2013
- Facilitated in-class discussion using course texts and articles
  - Led a three-day immersion class trip to Chicago, IL visiting cultural sites and organizations
  - Worked with and supported a student teaching assistant, Peer Advisor
- PSY/SDL 110: Introduction to Leadership, Small Group Leader Spring 2007 – 2012, 2018
- Kept grades and lead small group discussions for 14-17 students
  - Co-led lecture on the topic of Conflict Management
  - Offered academic support and references to students as they apply for leadership positions

## ***LECTURE AND PRESENTATION EXPERIENCE***

- Spring Arbor University* *Spring Arbor, Michigan*
- Focus Series Workshop: “‘Wander Wisely’: Using Chaos Theory to Inform Your Career” October 2018
- Facilitated an interactive and artistic session to explore experience, passion, and interest
- PSY 110: Introduction to Leadership April 2011 & February 2015
- Lectured to 150 students: “A Leader Reaches Out to God Before Reaching Out to Others”
- Spring Arbor University Chapel Speaker April 2012
- Preached the main teaching session of the chapel service on the message of waiting in our faith
- Community of Learners: “Buen Camino: Reflections on Pilgrimage” December 2010
- Presented historical information on the pilgrimage trail, The Way of St. James, in Spain
  - Presented spiritual truths and life lessons learned through personal experience
- Gordon College* *Wenham, Massachusetts*
- ACSD Conference Workshop: “A Breath of Fresh Prayer” June 2016
- Presented practical prayer practices for professionals working in Student Life director positions
  - Facilitated an example practice and discussion
- Taylor University* *Upland, Indiana*
- ACSD Conference Workshop: “Buen Camino: A Pilgrim’s Guide to Student Development” June 2012
- Co-presented on similarities of Residence Life and pilgrimage experience
  - Facilitated discussion of practical ways of “working in a relaxed manner”

## ***VOLUNTEER EXPERIENCE***

- Spring Arbor University* *Spring Arbor, Michigan*
- Mentor Spring Arbor University students August 2006 – July 2019
- Cultivated a mentoring relationship with 5-6 college women each semester
  - Met weekly or bi-weekly with college women to discuss life and faith questions

- Guest Speaker at Spring Arbor University Events September 2006 – July 2019
- Invited to share spiritual truths at Muffitt Wisdom Night, Lowell UniTea, Post-Village Bible Study
  - Facilitate Spiritual Development training sessions for Student Government Association, Residence Life, Spiritual Life Advisor programs

- Spring Arbor Free Methodist Church* *Spring Arbor, Michigan*  
 College Group Leader September 2018 – June 2019
- Co-lead the teaching for college-aged Sunday school class
  - Manage the social media and outreach to new students

- Cell Group Leader October 2012 – June 2014
- Co-lead a group of 6 high school women through their junior and senior year of high school
  - Attended SAFMC's Edge events and Cell Group leader training sessions
  - Attended Edge Youth Retreats in Fall 2012 & Winter 2014 as an adult leader

### **CROSS CULTURAL EXPERIENCE**

- Guatemala* – Guatemala City & Antigua Summer 2013–2015 – 10 days
- Coordinated details for cross cultural study courses and activities with SAU's Spiritual Formation & Leadership Master's students and staff

- India* – Kolkata Summer 2013 – 2 weeks
- Volunteered with Sisters of Charity/Mother Theresa's Kalighat Unit and Sari Bari, a social business employing women leaving the sex trade

- Japan* – Aomori Prefecture & Tokyo Summer 2011 – One month
- Personal visit with some assistance in English language classrooms

- Puerto Rico* – Juana Díaz & Ponce Spring Break week 2008–2011, 2013, 2014
- Co-led a Spring Arbor University ministry trip to Campamento del Caribe

- Spain* – El Camino de Santiago Summer 2010 – One month
- Personal pilgrimage across northern Spain

- Chile* – Viña del Mar & Valparaíso Summer 2009 – One month
- Assisted Karen Wright, Southern Baptist Missionary, with short-term mission teams

- USA* – Navajo Reservation in Farmington, New Mexico Spring Break week 2007
- Co-led a Spring Arbor University ministry trip to Navajo Ministries

- Mexico* – Reynosa, Monterrey & Saltillo Summer 2004 – One week
- Northwestern College TESL class with work projects at a children's foster care facility

- Czech Republic & Austria* Spring Break week 2004
- Northwestern College Choir Tour with orphanage & retirement home ministry

- China* – Qingdao & Beijing Summer 2000 – One month
- Co-taught a 2 week English camp for middle school aged children

- England, France, Poland, Czech Republic, Italy, & Switzerland* Summer 1998 – Two months
- Street outreach ministry with Royal Servants, Reign Ministries