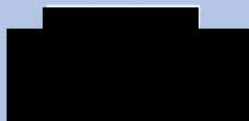


# Barbara do Amaral

she/her/hers



## STRENGTHS AND SKILLS

### **Leadership**

Skilled in guiding individuals and teams to achieve goals, work well with cross-functional departments; remain calm and effective under pressure.

### **Initiative**

Strong in identifying needs and doing whatever it takes to fulfill requirements.

### **Philosophy**

Ethical and with a high level of integrity; passionate about helping students succeed and achieve their educational and learning goals through inclusive best practices.

### **Organization**

Structured, efficient, organized, and attentive to detail; skilled at coordinating and prioritizing.

### **Communication**

Effective and diplomatic communicator; excellent negotiation skills; able to build consensus.

### **Relationships**

Proven skills in building and sustaining productive relationships.

## PROFILE

Dedicated and dynamic higher education professional with extensive experience promoting institutional growth and effectiveness through compassionate administrative oversight, relationship management, and staff support. A proven leader with a passion for enhancing student experience and wellbeing, supporting, and advancing diversity and inclusion through student engagement, and implementing best practices in diversity and inclusion programs.

## MONTANA STATE UNIVERSITY EXPERIENCE

Bozeman, Montana

**DISC Interim Project Manager**

**January 2022 to Present**

Diversity & Inclusion Student Commons

- In the process of creating events that will advance understanding of diversity and inclusion, to support underrepresented and/or marginalized students, and foster a sense of safety and belonging among diverse students.
- Initiating and maintaining conversations with various constituents across campus to create a culture that is welcoming to and inclusive of all identity groups. Currently expanding and strengthening the efforts to a dedicated, visible network of support for and among students through highly collaborative institutional efforts in diversity & inclusion and student success.
- Fostering relationships and collaborative partnerships with other Student Success units, campus partners and members of the Diversity Council to aid in the advancement of diversity initiatives, strategic diversity goals, and improved institutional and student outcomes. Upholding the support for the integration of practices that are inclusive for a diverse student population across Division of Student Success units and other MSU units.
- Managing new relationships with local community partners who are currently working on DEI initiatives. Ensuring MSU representation in the local community.
- Committing to assessment of student Diversity & Inclusion efforts. Establishing best practices for tracking and reporting of student demographics, program impacts, and success rates; tracking financial commitments to support student inclusion.
- Managing the DISC budget by monitoring all expenses, to conduct responsible budget planning and decision-making. Reviewing financial records and devising solutions for discrepancies, initiated funds transfers, and approved spending requests by checking for compliance with budget and projecting expenditures.

**Academic Advisor III**

**2021 to 2022**

**Mechanical & Industrial Engineering Department**

- Managed and coordinated student advising within the Mechanical & Industrial Engineering Department. Provided developmental academic advising, as appropriate, to freshmen, sophomore and in collaboration with faculty advisors.
- Met with students on academic probation/suspension and coach students through academic appeals processes.
- Met with transfer students and international students and assist with their transition to MSU.
- Represented advising focus area to prospective students throughout the academic year and at MSU Fridays, Orientations, and recruiting events.



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## SPECIAL TRAINING

Safe Zone 1, 2, and 3

Sustained Dialogue

CMS 110 & CMS 115 Web  
Development Trained

## MILITARY EXPERIENCE

### Veteran Status

Honorable Discharge  
United States Air Force

## GRADUATE ASSISTANSHIPS AT MSU

### **Graduate Research Assistant**

*Graduate Student Wellness Project*  
The Graduate School

2020 to 2021

- Applied Theory of Change in the creation of new institution-wide graduate student wellness initiative for graduate students.
- Researched graduate student wellbeing and assisted with program gap analysis.
- Team facilitator for the wellness project through collective impact practices.
- Organized and led work groups.
- Developed and administered program measures.
- Spearheaded Graduate Student Champion Program.

### **Graduate Research Assistant**

*Storytelling Project*  
Gianforte School of Computing

2017 to 2019

- Researched and identified culturally relevant stories from American Indians in the Northwest using Indian Education for All (IEFA) resources and database.
- Led and assisted with lesson plan development and testing for middle-school STEM focused lessons.
- Assisted as the web editor for the team's website.
- Presented research at local and regional conferences.

## OTHER RELEVANT EMPLOYMENT

### **Owner and Operator Manager and Project Coordinator**

BDOA Inc., Bozeman, MT

2005 to 2012

- Oversight of all aspects of the business including customer relations, workload, staffing, budgets, payroll, financial transactions, A/P, A/R, marketing, and vendor relationships.

### **Foreign Student Advisor and Visa Officer**

Montana State University, Bozeman, MT

2004 to 2005

&

### **Graduate Student Assistant and Foreign Student Advisor**

Kent State University, Kent, OH

2001 to 2003

- For both of these positions, I advised/assisted international students with adapting to a new culture, conducted intercultural training sessions and new student orientations, liaised with department administrators and staff for student academic placement; facilitated compliance with regulations and procedures; resolved visa issues and interacted with consulate offices and immigration officials on behalf of students; designated as school official for issuance and revision of F-1 and J-1 visa applications in accordance with Department of Homeland Security regulations.

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## AFFILIATIONS

Queer Faculty and Staff  
Association (QFSA)

Jewish Student Association  
(JSA)  
Advisor

Bozeman American Legion  
Post #14

## LANGUAGES

Portuguese  
French  
Spanish

## HOBBIES & PERSONAL INTERESTS

Gardening  
Golfing  
Running

## EDUCATION

Doctor of Education, Adult & HE Administration, Montana State University, Bozeman, MT  
Research focus: Doctoral students' different types of help-seeking behaviors within the  
academic mentoring context. Projected graduation May '22.

Master of Arts in Translation, French to English, Kent State University, Kent, OH

Bachelor of Arts in French Literature, Montana State University, Bozeman, MT

Bachelor of Science in Business Management, University of Maryland, College Park, MD  
Associate in Applied Science: General Studies, Georgia Military College, Milledgeville, GA

## PRESENTATIONS

Western Association of Graduate Schools (WAGS) Conference – Co-Presenter, March 24,  
2021, virtual. Embedding Graduate Well-Being into Department Culture

Diversity Symposium, March 27, 2019 - Co-Presenter. Using storytelling to teach CS in  
middle-school. 2<sup>nd</sup> Annual MSU Diversity Symposium.

Diversity Symposium, March 29, 2018 - Co-presenter. Introducing Computer Science and  
Computational Thinking to Middle School Students Across Montana. 1st Annual MSU  
Diversity Symposium.

Indian Education for All (IEFA)- Office of Public Instruction Conference - Co-Presenter,  
March 2018, Helena, MT

Northern Rocky Mountain Educational Research Association (NRMERA) Conference – Co-  
Presenter, October 2018. The pathway to achieving classroom equity: computational and  
critical thinking through storytelling and 3d models. 60 minutes.

Assisted with pilot of lesson plans- Livingston Middle School, 2018 and Three Forks Middle  
School, 2019.

Outreach Events. Led and assisted with outreach events for visiting middle and high school  
students at MSU and on location, 2017-2019.

## TEACHING EXPERIENCE

EDU 101 Teaching & Learning: Fall 2021  
A Critical Introduction to the Education Profession  
Department of Education  
Montana State University, Bozeman, MT

## WORKS PUBLISHED and IN PROGRESS

do Amaral B., & Windchief, S. (2018). *The pathway to achieving classroom equity:  
computational and critical thinking through storytelling and 3d models*. Educational  
Research: Theory & Practice, Volume 30, Issue 1, ISSN 2637-8965 63 63

do Amaral, B. (2018). *Challenging antisemitism in Montana*. Confronting Antisemitism on  
Campus. *STEAD Series*. 15(28). In press.