

## **Education Abroad Experience**

---

Positions within **THE OFFICE OF INTERNATIONAL EDUCATION, UNIVERSITY OF COLORADO**

### ***Assistant Director***

*04/2008 to present*

- Lead the Curriculum Integration efforts on campus by working with departments to integrate study abroad options into curricula and identify needs for developing new programs
- Manage SIT programs plus various study abroad programs in Scandinavia, Germany
- Review applications, make admission decisions and assist students with questions or problems
- Liaise with host universities and program providers
- Manage all study abroad scholarships (internal awards, Gilman, NSEP, Rotary and others)
- Supervise 3 full-time staff members

### ***Program Manager***

*12/2006 to present*

- Manage SIT programs plus various study abroad programs in Oceania and Scandinavia
- Review applications, make admission decisions and assist students with questions or problems
- Liaise with host universities and program providers
- Manage scholarships, coordinate general orientations and liaise with academic departments
- Supervise 3 full-time staff members

### ***Study Abroad Advisor***

*08/2005 to 12/2006*

- Advise prospective, accepted and returned students on study abroad programs and procedures
- Maintain knowledge of over 180 study abroad program options
- Coordinate general orientations, course pre-approval process and advertising/outreach efforts

## **Higher Education Experience**

---

Positions within **THE UNIVERSITY OF DENVER**

### ***Enrollment Manager, University College***

*08/2004 to 08/2005*

- Provide comprehensive academic advising for over 200 students (new and continuing)
- Collaborate with other departments to solve student issues re: immigration, admission, registration, graduation, etc.
- Recruit students by attending trade shows, education fairs, and visiting corporations

### ***Admission Coordinator, University College***

*01/2002 to 08/2004*

- Coordinated departmental admissions process and enforced related academic policies/procedures
- Assisted int'l students with special admission requirements and initial immigration procedures
- Advised all prospective and current students on admission process and related policies and procedures

### ***Graduate Intern, International Study & Scholar Services (University of Denver)***

*01/2004 to 08/2004*

- Assisted with various projects for ISSS staff, including the Annual Reception and development of a new Global Ambassadors program
- 10 hours per week (earned graduate credit towards Master's Degree while maintaining full-time Admissions Coordinator position)

# Cindy Kraft

---

## Other Experience: International Relations

---

**Events Manager of Government and International Relations** 01/2001 to 09/2001  
GREATER DES MOINES PARTNERSHIP (CHAMBER OF COMMERCE)

**International Visitor Program Assistant** 09/2000 to 01/2001  
IOWA COUNCIL FOR INTERNATIONAL UNDERSTANDING (ICIU) – AN NCIV AFFILIATE

## Education

---

**Master of Arts in International & Intercultural Communication:** *University of Denver*, 2005

**Bachelor of Arts in Political Science:** *Denison University*, 2000

**Study Abroad:** *University of Antwerp* (fall 1998), *IES Abroad* - Freiburg, Germany (spring 1999)

## Presentations & Conferences

---

**NAFSA Conference Attendee:** 2005 Regional, 2007 National, 2007 Regional, 2008 Regional

**Co-Presenter:** 2008 NAFSA Regional Conference, *Look Both Ways Before Crossing Cultures: Pro-active Approaches to Student Behavioral Issues Abroad.*

**Co-presenter:** 2008 National Academic Advising Association (NACADA) Colorado/Wyoming annual conference, *Integrating Study Abroad and Academic Advising*

**2006 Maximizing Study Abroad workshop attendee** (week-long workshop at Univ. of Minnesota)

## Volunteer Experience

---

**Thrift store cashier** 01/2008 to present  
HUMANE SOCIETY OF BOULDER COUNTY

**Denison University Alumni Recruiting Team volunteer** 09/2000 to present  
DENISON UNIVERSITY

**Volunteer Refugee English Language Tutor** 12/2002 to 07/2003  
COLORADO DEPARTMENT OF EDUCATION

**Volunteer Refugee Mentor** 07/2000 to 08/2001  
LUTHERAN/CATHOLIC CHARITIES

## Languages

---

**German:** Intermediate-low spoken and written

**Hindi:** Beginning spoken and written