**Zach Tedrow, M.Ed.**

Roseville, CA | (775) 560-5220 | [zachtedrow@gmail.com](mailto:zachtedrow@gmail.com) | linkedin.com/in/zach-tedrow

**Skills**

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| Budget management | Human resource management |
| Database management & analysis | Policy interpretation & communication |
| Employee engagement | Project management |
| Equity based practices | Team dynamics |
| Event management | Training & facilitation |

**Relevant Experience**

**Office Coordinator, University of California, Davis, Davis, CA Feb 2022-current**

* Manage database software for tracking student organizations, including engagement metrics, event planning and approval workflows, and compliance with state and organization policies and procedures
* Recruit, hire, onboard, train, and assess student employees
* Manage personnel files, performance review, position descriptions, and assessment of student employee positions
* Manage departmental and student organization budgets as well as answer questions and provide training to student organization leaders on financial processes, budget management skills, and accounts payable policies
* Interpret university policies related to student organizations and provide advice and training around policy implications to students, other staff, and community members
* Oversee the office space of the Center for Student Involvement

**Administrative Assistant, Saint Mary’s College of California, Moraga, CA Aug 2019-Feb 2022**

* Manage database software for tracking student organizations, including engagement metrics, event planning and approval workflows, and compliance with organizational policies and procedures
* Recruit, hire, onboard, train, and assess student employees
* Manage personnel files, performance review, position descriptions, and assessment of student employee positions
* Oversee student organization budgets, including allocations, financial processes, contracts, and vendor policies and processes
* Present and train on student engagement and student retention for other departments and the community
* Advise diversity organizations and advance equitable practices within student organizations
* Provide assessment of current programs and processes and advise on changes for inclusive practices to be adopted organization-wide

**Financial Aid Student Assistant, William Jessup University, Rocklin, CA Jan 2018-Apr 2019**

* Manage the financial aid and student accounts databases within the student information system
* Provide assistance on policies, federal and state regulations, and organizational decisions regarding student financial aid
* Process forms and financial aid applications
* Answer questions and manage inquiries within multiple systems and modalities regarding financial aid

**Education**

**Master of Education, Abilene Christian University, Abilene, TX**

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| Major: Higher Education | Graduated: 2021 |

**Bachelor of Arts, William Jessup University, Rocklin, CA**

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| Major: Leadership | Graduated: 2019 |