

Justin Graves

justin.graves@vt.edu | HESONWHEELS.com



EDUCATION

M.A. Ed., Educational Leadership & Policy Studies (Higher Education Administration) ('14)

- Certificate: Collaborative Community Leadership

B.S., Sociology (Social Inequality) (Magna cum Laude) ('12)

- Minors: Leadership & Social Change, Business Leadership, Public & Urban Affairs, Political Science
- All degrees earned in Virginia Tech's College of Liberal Arts & Human Sciences in Blacksburg, Virginia

COMPREHENSIVE PROFESSIONAL EXPERIENCE

- PLEASE NOTE THAT NUMEROUS EXPERIENCES OVERLAP SEASONALLY

- SORTED BY DATE OF LAST EMPLOYMENT

• Founder & Owner, HESONWHEELS | January 2011 – Present

- Constructed a personal brand that encourages others to engage by adopting their own goal of connecting with one new person everyday, & helping one new person everyday ("Life is all about what you have done for other people."*)
- Travelled monthly to lead motivating & inspiring speaking engagements re: the need for leadership & engagement in our everyday interactions. Gained international recognition from FLOTUS Michelle Obama for my brand's motto*.
- Led the day-to-day operations of the web domain with the creation of a blog, written, & social/multi-media content
- Established a positive online presence that is well known across communities to represent commitment to service, person-to-person engagement, authentic connections, customer service, consistency, & reliability

• Staff Member & Keynote Speaker, V.A. Board for People with Disabilities | June 2013 – Present

- As a facilitator, I assisted with the development of the curriculum while producing a positive educational environment for 40+ student delegates at an annual conference for youth with physical & intellectual disabilities
- Demonstrated exceptional public speaking skills as a keynote speaker for YLF in 2013 & 2014
- Liaised effectively & efficiently between 40+ delegates' with their families & the forum's planning staff

• Substitute Teacher, Stafford County Public Schools | June 2011 – Present

- Curated learning-conducive classroom environment for various age groups of 30+ students
- Reported to changing locations to fill responsibilities of full-time teacher for a full day. Upheld all school procedures & regulations. Applied instructional methods with all grades K-12, & higher education.
- Assured accurate attendance, behavioral expectations, timely completion of prescribed work assignments, administered tests, emergency procedures, & provided disciplinary measures if necessary
- Provided full-time teacher with a detailed recapture of what happened throughout the day, along with any follow-up necessary for individual students. Filled in for other duties as necessary (lunchroom & hallway monitoring, etc.)

• Special Assistant, Virginia Tech Office of Undergraduate Admissions | January 2011 – July 2014

- Demonstrated engaging & inspiring communication skills to deliver informational sessions & college fair support to prospective undergraduate students & their families, including audiences as large as 2,000+ & as intimate as 4
- Practiced inclusive excellence through the intentional recruitment of students from diverse backgrounds
- Developed & advanced relationships with 12 local high schools & community-based organizations to identify potential prospective students as a member of the Yates Project. Served as a special 1:1 consultant to 50+ students & their families as a mentor & advocate throughout the admissions & transition process
- Served as President of the 150+ member tour guide organization (Hokie Ambassadors), routinely providing timely tour facts, updated information, & tracking of tour guide requirements toward completion
- Supported complex team-based procedures along with Assistant Directors, Director, & Advisors to accomplish the review of 20,000+ freshman student applications. Provided campus tours to guests & friends of VT

• Assistant for Event Planning, Virginia Tech | May 2010 – July 2014

- Advised student groups & university clients in the plan, coordination, & execution of large meetings & events
- Provided administrative support including schedule management, travel, & phone calls for 3 FT & 8 student employees. This included word processing, busy phone line transfers, data entry, & other administrative tasks
- Developed, delivered, & then oversaw the implementation of the Event Planning 101 workshop over the course of 2 years that touched 500+ undergraduate students & university employees

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- Coordinated & rolled out mass communication efforts for program advertising, touching 10,000+ students & staff
- Engaged as a first point of contact with all clients who entered our welcoming office environment as a resource
- **Assessment Consultant, Division of Student Affairs at Virginia Tech | August 2012 – May 2014**
 - Developed the instruments used in an assessments of more 150+ undergraduate students in areas from New Student & Family Programs to Student Media to Services for Students with Disabilities
 - Conducted numerous surveys, focus groups & analyzed data to assess their experience & meaning-making process as university students. Provided a detailed oral & written report to executive level-leadership
- **Program Analyst & Project Manager, U.S. Department/Homeland Security | June 2007 – March 2014**
 - Gained progressively responsible positions as a year-to-year full-time intern beginning in 2007. Was asked back every year, & received a work-based promotion for each term of work due to quality, detail, & learning efficiency
 - Assisted with the budgeting of >\$2 billion, including project management, human resources, & customer service
 - Advised information technology (IT) & section 508 accessibility compliance in the Office of Accessible Systems & Technology (OAST) through the coordination, advisement, & deployment of several IT projects between a customer & DHS IT, for the acquisition & delivery of computer peripherals, telecom devices, printers, etc.
 - Generated independent government costs estimates (IGCE), statement of work (SOW) formulation, & vendor contact to identify best costs for IT purchases. Provided SES-level administrative support for executive leadership
 - Learned best business & project management practices, such as contract negotiation, rough order of magnitudes (ROM), purchase requests & interagency agreements (IAA). Proved team working ability
- **Assistant, Virginia Tech University Academic Advising Center | May 2013 – January 2014**
 - Provided triage-like advising support to 800+ undergraduate students during summer orientation program
 - Developed lesson plans & taught a first-year college success strategies course to 30+ students in fall 2013
 - Mentored 30 students as a teaching assistant for another section of the above mentioned course in Fall 2013 while also facilitating small group seminars & workshops catered toward their individual exploratory needs
- **Sales & Student Engagement Associate, Aspetto Men's Wear | June 2011 – January 2014**
 - Assisted start-up level company whose mission is to craft high-quality bespoke men's formal wear
 - Initiated a Campus Ambassador program to drive student engagement with our brand
 - Worked toward the establishment of accessible, custom designs for those with disabilities
- **Public Speaking Coach, The CommLab (Communications Lab) | August 2011 – January 2014**
 - Taught clients how to choose a topic, develop talking points, & create a confident public speech
 - Helped students revise their speeches, videotape them, & rehearse them for live delivery
 - Provided friendly 1:1 customer service in a collaborative space used to intake & guide clients
 - Empowered students with resources to independently accomplish the same desired result without coach services
- **Educational Media Company at Virginia Tech | June 2009 – August 2013**
 - Progressed through various leadership positions – from staff writer to news reporter to Public Editor
 - **Public Editor:** Interacted with the community as the on-the-record ombudsman & face of the Collegiate Times. Worked collaboratively with staff to schedule opportunities for readership to interact with the newspaper's leadership. Controlled the timely recognition of corrections & editorial missteps
 - **Writer & Reporter:** Work in a fast-paced newsroom environment to create timely, factually correct, & visually interesting stories for a four-times-per-week production. Interviewed 200+ sources for 40+ separate pieces over the course of 3 years
- **Assistant, McNair Scholars (TRiO) Program at Virginia Tech | May 2012 – May 2013**
 - Advised & mentored 15+ underrepresented & diverse undergraduate scholars in preparation for matriculation into graduate school through this pipeline program for underrepresented & disadvantaged prospective graduates
 - Demonstrated exceptional problem solving & conflict management skills with students & other staff members
 - Established interpersonal connections through supervising, providing academic & tutoring support in seminars & 1:1 mentoring with advisees

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- **Assistant, VT Grad School Office of Recruitment & Diversity Initiatives | May 2012 – May 2013**
 - Assisted with the development & implementation of HOBSONS Connect recruitment tool to help identify, recruit, & establish a diverse population of prospective graduate students & incoming graduate students
 - Provided support as the Graduate School worked toward programmatic & operational effectiveness while offering changes related to efficiency in recruitment, application review, & improvement
 - Worked on other projects & other duties as assigned as the direction of the office director
- **Get Connected Team Member, Virginia Tech Computing Services | June 2012 – August 2012**
 - Utilized strong interpersonal skills to communicate trouble-shooting advice & information in easily understandable terms to first-year students & their families during university move-in
 - Proactively sought opportunities to teach students how to solve their own computer issues with connectivity, peripheral connection, & software
- **Assistive Tech. Specialist, Southwest Virginia Assistive Tech. System | June 2009 – August 2012**
 - Awarded the Undergraduate Diversity Research Grant (co-author: Dr. Susan Asselin) & utilized the funds to complete an undergraduate research project in using iPads as assistive technology in higher education
 - Presented research at multiple conferences, including Virginia's Transition Forum, College Bound, & STEMAbility
 - Curated a positive living environment for high school students with disabilities as they transitioned into college during a summer camp program

SELECT VOLUNTEERISM & SERVICE ENGAGEMENT

- **Mentor, Montgomery County Public Schools in southwest Virginia | August 2008 – Present**
 - From 2008 – 2014, served 350+ 1st grade students at Harding Avenue Elementary school on a weekly basis as a volunteer classroom aide, providing classroom, academic, & monitoring support
 - Delivered presentations about the importance of not bullying & supporting classmates in 8 different schools. Utilized large format alongside small break-out sessions with 200 3rd – 5th graders at Prices Fork Elem. School
 - Due to established relationships in the county, was invited to deliver the graduation speeches at the Harding Avenue Elementary school 2012 graduation & the Blacksburg High School 2014 commencement
- **Ambassador, Actively Caring for People (AC4P) | January 2009 - Present**
 - *Actively Caring is a social movement that aims to create more acts of caring & compassion internationally*
 - Engaged nationally to educate students ages 5 – 35 on the positive psychology tenants of the movement
 - Travelled locally to public schools on a monthly basis to teach local students about Actively Caring through an empirically researched school-based curriculum & intervention process
 - Generated buzz for AC4P through public speaking engagements & daily social interactions
- **Committee Chair, Virginia Tech Multicultural Alumni Advisory Board | January 2012 – Present**
 - Led the New Student Recruitment committee in many of its initiatives & provided reports to the whole board
 - Liaised between the Office of Diversity & Inclusion & the Alumni Affairs entity of the university to create opportunities to recruit & engage highly successful multicultural students to the university
 - Canvassed multicultural alumni a/b their feelings toward their past VT experience & current university happenings
- **Board of Directors Member, YMCA at Virginia Tech | January 2013 – Present**
 - Engaged directly with 100+ student leaders & assisted with the organization of a dozen different service programs in the community, ranging from assisted living home volunteerism to a K-12 classroom aide program
 - Assisted with re-defining vision & mission of the organization in a time of reorganization & crisis
 - Lead the search for new student leaders as former leaders graduated by developing an application process, screening applications, & interviewing prospective student leaders
- **Speaker & Steering Committee Member, TEDxVirginiaTech | November 2012 – Present**
 - Spoke at the inaugural TEDxVirginiaTech forum, sharing an “idea worth spreading” through my talk “Caring Unexpectedly: Actively Serving Others”

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- Was invited to serve on the steering committee for the next year's event. Assisted the inaugural steering committee with the speaker review as chairperson in 2012.
- Scaled the first year's event in years 2 & 3 by improving & expanding original format in relevant areas
- **Search Committee Member, Virginia Tech 16th Presidential Search | May 2013 – December 2014**
 - Only graduate student appointed by Charles W. Steger (15th university President) to the search committee due to my commitment to the university, my understanding of the higher education enterprise, & my ability to maintain confidentiality

COMMUNITY ENGAGEMENT, CONT.

- **Actively Caring for People (AC4P): A Movement to Change the World with Caring & Compassion**
- Graduate-Undergraduate Mentorship Program (GUMP)
- Virginia Tech Commission on Equal Opportunity & Diversity, Appointed Member
- Member, Graduate Student Assembly
- NASPA Region 3 2013 Conference Planning Committee
- NASPA NUFP (NASPA Undergraduate Fellows Program)
- LGBTQA Virginia Tech Safe Zone Certified
- Office of Diversity & Inclusion: The Path Forward Quarterly Magazine Editorial Board
- Virginia Tech's Higher Education Association (HEA)

SELECT AWARDS & HONORS

- The Kairos Society, Entrepreneur & Fellow
- ASPIRE! Award Recipient: "Ut Prosim (That I May Serve) as a Way of Life"
- Virginia Tech Excellence in Access & Inclusion Award
- New River Valley Leading Light Award Recipient

TECHNOLOGY STATEMENT

- I have performed work for personal, university, & federal government use in assistive technology, information technology, troubleshooting network connectivity, peripheral connection, & other common computer issues across many platforms. I have tested at an 88 wpm, highly accurate type speed. I encompass a fully functional understanding & trouble shooting capabilities of the following software:
 - **Productivity Suites:** Google Apps (all), Microsoft Office
 - **Operating Systems:** Windows XP – Present, Microsoft Office, Apple OS X 10 – Present, Apple iOS 4.0 – Present,
 - **Higher Education:** Ellucian BANNER, HOBSONS Connect
 - **Accessibility:** IEPs, Section 508 Compliance, IDEA, ADA
 - **Federal Government:** CRMaaS, FFMS, PRISM
 - **Volunteer Recruitment:** Volgistics, VolunteerHub
- Other accomplishments such as the following can be furnished upon request; please just e-mail me at justin.graves@vt.edu.
 - Further examples of community service & engagement
 - Examples of past speaking engagements (including public schools, entrepreneurship conferences)
 - Other affiliated organizations
 - Character references

Thank you for your interest!

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