

**Nina Smith**

Randolph, MA |  [LinkedIn](#)

## Professional Summary

Academic Advisor with strong commitment to equity, diversity, and inclusion, supported by specialized training in ADA compliance in higher education (CITI certification). Experienced in student success advising and fostering inclusive environments that promote belonging. Skilled in communication, mentorship, and cultural competency, with a passion for advocating for accessibility and empowering diverse communities.

### Skills

Mentoring  
Grading  
Announcements

Coaching  
Microsoft Office  
Leading

Diversity and Inclusion  
ADA Compliance in H.E.  
Student Experience

## Experience

### Adjunct Faculty Instructor Interdisciplinary Studies

Southern New Hampshire University

*May 2025 to Present*

- Teaching courses in cultural awareness, social justice, and social change

### Re-engagement Academic Advisor III

Southern New Hampshire University – Remote

*July 2021 to Present*

- Supporting over 20 students a week in returning to school
- Advocate for students' needs and provide personalized course planning and administrative support.
- Working through barriers such as SAP appeals, to get them ready to register and return to their studies.
- Conduct regular outreach and maintain 70% availability to address student concerns and needs, in which I maintain an average of 74%.
- Collaborate with colleagues to enhance student success strategies and align with university goals.

### Peer Supporter

Flourish Labs – Remote

*October 2022 to August 2025*

- Provide one-on-one support and coaching to peers, fostering personal development and goal achievement.
- Share resources and strategies to assist peers in overcoming challenges and improving outcomes.

- Demonstrate a commitment to inclusive support practices and empathetic communication.

**Breast Pump Coordinator**

Healthy Baby Essentials – Walpole, MA

*February 2019 to May 2019*

- Educated new mothers on the use and maintenance of breast pumps, ensuring a high level of customer support.
- Coordinated with insurance providers and delivered personalized assistance to new moms.

**Store Manager**

Dollar General – Brockton, MA

*May 2014 to July 2015*

- Oversaw store operations, including employee scheduling, inventory management, and customer service.
- Trained and developed new managers and associates, fostering team growth and performance.
- Implemented strategies to improve operational efficiency and achieve business goals.

**Education / Certifications**

**Master of Science in Psychology**

Southern New Hampshire University

*February 2025*

**Bachelor of Arts in Psychology**

Southern New Hampshire University

*May 2021*

**Graduate Certificate in Public Administration**

Southern New Hampshire University

*Anticipated May 2026*

**Foundations of Leadership Certificate**

National Society of Leadership and Success

*May 2021*

**Kiva Center**

Trauma-Informed Peer Supporter

*March 2025*

**Oregon Health Authority**

State-Registered Peer Support Specialist- Adult Mental Health

*December 2024*

**Flourish Labs**

Community Health Worker Certification

*December 2024*

**Volunteer Experience**

**Brookville Baptist Church Volunteer** Assisted in teaching English to Belarusian youth during a two-week mission trip to Minsk, Belarus (2004). Worked closely with teachers to support language learning and cultural exchange.

**Families First: The Ripple Program**  
Parent Leadership Series April-May 2024