

ELLEN M. SILVERMAN
205 East 42nd Street, 8th Floor
New York, NY 10017
E-MAIL: ellen.silverman@cityu.edu
PHONE: 646-664-3571

EXPERIENCE:

Coordinator of International Training and Development 11/2010-Present
City University of New York Welcome Center
New York, NY

- ❖ Develop training programs and workshops for foreign credential evaluations within the CUNY community.
- ❖ Resolve complicated admissions issues, working closely with various offices within the Central Office and the CUNY colleges (i.e. Financial Aid, Admissions, Student Affairs and Legal).
- ❖ Mentor staff.
- ❖ Act as a resource for the Chancellor's Office, the colleges and other CUNY personnel with regard to educational systems around the world.

Director, International Evaluations 9/1990-11/2010
University Application Processing Center of the City University of New York
Brooklyn, N.Y.

- ❖ Oversee the admissions process of all international students for the 17 undergraduate colleges that comprise the City University of New York.
- ❖ Interpret University academic regulations and processes in order to adapt them to international admission and credential evaluation.
- ❖ Develop university-wide guidelines for foreign credential standards.
- ❖ Supervise a staff of 8 Foreign Credentials Evaluators and 2 College Office Assistants.
- ❖ Evaluate educational credentials of potential and newly appointed faculty educated outside the United States.

Credentials Analyst 3/1988-9/1990
World Education Services, Inc., N.Y., N.Y.

- ❖ Evaluated educational credentials from other countries for immigration, professional licensing, employment and educational purposes.

Assistant Director of Admissions 9/1986-3/1988
New York University, N.Y., N.Y.

- ❖ Trained new admissions counselors.
- ❖ Consulted with Deans, Department Chairs and other faculty regarding course and program requirements.
- ❖ Represented the University at various professional conferences and seminars
- ❖ Acted as liaison between the Admissions Office and the Office of Disabled Students.
- ❖ On-Campus coordinator for Music Maestro Please, Inc.
- ❖ Reviewed applications, interviewed potential candidates and evaluated transcripts for transfer credit.
- ❖ Recruited in high schools and community colleges nationwide.

Admissions Counselor 10/1979-9/1986
New York University, N.Y., N.Y.

- ❖ Reviewed applications, interviewed potential candidates and evaluated transcripts for transfer credit.
- ❖ Recruited in high schools and community colleges nationwide.

Administrative Secretary 10/1978-10/1979
New York University, N.Y., N.Y.

- ❖ Processed applications for admission, correspondence and telephone work.