

# HERBIE WALKER

## ADMINISTRATION & COLLEGE ADMISSIONS

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### PROFILE

K-12 administrator with 18 years of experience providing guidance to students in areas such as career development, academic achievement, social behavior, and mental and physical health. Possesses strong relationships with numerous colleges located primarily in California and Nevada, developed through volunteerism as the President of WACAC (Western Association for College Admission Counseling).

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### SKILLS

College Admission  
Public Speaking  
Program Development  
Community Engagement  
Program Development

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### EDUCATION

#### University of Maryland, College Park

Bachelors of Arts, Public Policy &  
African-American Studies

2003

#### University of Nevada, Las Vegas

Masters of Public Administration

2010

#### University of California, Los Angeles

College Counseling

2015

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### WORK EXPERIENCE

#### Director of School Culture & College Counselor

Faith Lutheran Middle & High School 2021 - Present

- Improved the parent and student experience for families from diverse ethnic backgrounds.
- Cultivated and maintained relationships with colleges and university admission departments.
- Provided consultation on professional development, hiring, admissions, curriculum, human resources, counseling, and discipline to help achieve organizational goals.
- Led various class assemblies and small group presentations with students and parents, offering insights into different college counseling topics.
- Assisted students in creating competitive college applications, including academic advising, essay development, financial aid, and school choice.
- Pioneered the school's inaugural Esports program, resulting in our teams qualifying for regional playoffs and achieving a national 3rd place ranking.

#### President

2020-2022


Western Association of College Admissions Counseling (CA & NV)

- Oversaw the governance of a membership organization with 2854 members, encompassing high schools, colleges, and universities in California and Nevada.
- Successfully navigated the organization through the challenges of the pandemic, adapting to the evolving reopening policies of California and Nevada.
- Managed an annual operating budget of \$850,000 and supervised a board of 32 members working in K-12 and higher education, with expertise in areas such as development, conferences, professional development, diversity, equity, and inclusion, as well as college fairs.
- Provided supervision for the association's daily operations and ensured compliance with federal, state, and regulatory requirements.


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## ADMINISTRATION & COLLEGE ADMISSIONS

### CONTACT

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 herbiew10@gmail.com

 [LinkedIn](#)


 Las Vegas, NV


### EXPERTISE

- Proven ability to establish partnerships with various organizations and work collaboratively with educational institutions, community-based organizations, businesses, and government agencies.
- Highly knowledgeable and skilled administrator with excellent interpersonal and organizational skills. Effectively communicates and advises students on college admissions.
- extensive experience in operations, project management, public speaking, and student coordination within high-profile organizations.
- Proficient in College Board's educational products, including PSAT 8/9, PSAT 10, NMSQT, AP exams, SAT, Big Future, and CSS. Also serves as a member of the Counselor Community Advisory Group.


### REFERENCES


#### Dwight Sanders

 323-449-6724

 principalsanders1977@gmail.com

#### Sandy Tsutahara

 stsutahara@crsvlv.org

 stsutahara@crsvlv.org

### WORK EXPERIENCE

#### Director of Admissions & College Counseling

Cristo Rey St. Viator 2019 - 2021

- Successfully launched a new school in North Las Vegas, overseeing the recruitment and hiring of administrative and instructional staff, student enrollment, curriculum development, and the establishment of a college-oriented culture.
- Developed a summer academic enrichment and job training program.
- Implemented common core-based testing to assess and track progress in the classroom.
- Instructed students in college counseling, financial literacy, and curriculum.

#### College Counselor

Democracy Prep at Agassi Campus 2017 - 2019

- Conduct individual and group counseling sessions addressing personal growth, social issues, classroom guidance, career development, and crisis intervention. Provide consultation to administrators, faculty, and staff.
- Serve as a member of the high school leadership team and chair for the 12th grade level. Organize graduation ceremonies, field trips, college visits, and college fairs.
- Assist students in transitioning to colleges and universities by ensuring completion of enrollment processes for schools interested in recruiting students from Las Vegas.
- Implemented a new college access program for Democracy Prep's three schools in Las Vegas.
- Developed and implemented tracking systems to effectively monitor the academic progress of seniors.

#### Assistant Principal

#### Dean of Students

#### Director of College Counseling

Andre Agassi College Preparatory Academy 2010 - 2017

- Identified students at risk of academic challenges and developed tailored intervention plans to ensure they stay on track for graduation.
- Established new relationships with college admissions deans and directors, providing students with access to valuable information about admissions, curriculum, and campus culture at additional universities. Cultivated existing relationships with over 100 college admissions deans and directors, facilitating the ideal fit for both schools and students.
- Collaborated with the Andre Agassi Foundation in nurturing relationships with donors and prospective donors.
- Oversaw a student body of 380 students and a staff of 20, fostering a culture of positive leadership that led to an 80% reduction in the suspension rate.
- Streamlined school-wide discipline methods and policies, providing training to teachers and administrators for more effective implementation.
- Re-vamped the schools college access program to be more inclusive to students of all academic backgrounds