

Application Form

Profile

Corena

First Name

Wiggins

Last Name

corena.deniece@gmail.com

Email Address

3650 Environ Blvd Apt 402

Home Address

Lauderhill

City

FL

State

33319

Postal Code

Mobile: (954) 529-9503

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Young Professional Advisory Board: Submitted

Are you a Lauderdale resident?

☒ Yes ☐ No

How long have you been a Lauderdale resident?

Two and a half years

Are you a registered voter in Broward County?

☒ Yes ☐ No

Do you have a contract or do business with the city?

☐ Yes ☒ No

Interests & Experiences

Have you served on a City board before?

☒ Yes ☐ No

If yes, which board? How many years?

Young Professional Advisory Board

Why are you interested in serving on a board? If you have not attached a resume, please describe any qualifications, skills, and abilities you possess that would directly benefit this board.

I would like to connect with other young professionals in my community to network and build connections with our local elected officials to enhance the City of Lauderhill and gain insight into the operations of city government.

Upload a Resume

Board Specific Questions

Demographics

Ethnicity *

☒ African American

Gender *

☒ Female

09/19/1984
Date of Birth

CORENA D. WIGGINS

Cell: (954) 529-9503 | E-mail: corena.wiggins@gmail.com

PROFILE

College Counselor with demonstrated history of working in the secondary education industry and post-secondary admissions with diverse student populations. Proactive self-starter adept at analysis with organizational, problem-solving, critical thinking and time management skills. Excellent communication both written and verbally. Proven ability to prioritize and multi-task with accuracy. Results oriented in supporting complex, deadline-driven operations, identifying goals and resolving issues in initial stages.

PROFESSIONAL EXPERIENCE

YOUNG PROFESSIONAL ADVISORY BOARD, Lauderdale, FL

Board Member

January 2024 - Present

- Propose and curate events for young professionals to grow leadership skills, gain insight on the operations of city government, provide insight to the elected officials on current trends, and make recommendations to the City Commission

BLACK STAR NETWORK

Media Contributor/Political Analyst

Dec 2022 - April 2024

- Weekly panelist on "The Culture" with Faraji Muhammad airing on Roland Martin's Black Star Network, communicating in depth analysis of current events and politics.

THE SCHOLARSHIP PLUG, Lauderdale, FL

Board Chair/President

April 2023 - Present

- Advises the Chief Visionary Officer in accordance with board policy and serves as primary resource for communication with all board members
- Presides at board meetings and appoints volunteers to key leadership positions and committees
- Represents the organization at various community events and meetings

Freelance Remote Consultant

June 2021 - April 2023

- Design and facilitate virtual interactive training on college admissions, financial aid, and planning
- Develop and update operating procedures and training materials as needed

NOVA SOUTHEASTERN UNIVERSITY, Davie, FL

Graduate Academic Advisor

July 2022 - Present

- Consult with Doctor of Education candidates regularly to review degree progress and assist with registration
- Explains academic policies, procedures, and guidelines to students to meet their educational goals
- Guides students through college and university level administrative processes
- Assists in managing operations to ensure continuous improvement of student services that increase engagement and retention

DEMOCRACY PREP PUBLIC SCHOOLS, New York, NY
College Counselor/Teacher

July 2016 - June 2019

- Maximized early decision applications resulting in 50% of senior class admitted to highly selective colleges and universities
- Matched 80% of students to summer internships and opportunity programs
- Developed curriculum and lesson plans for rigorous college readiness course
- Analyzed, collected and shared data with respective stakeholders
- Compiled and managed submission of required documentation for reporting needs of department
- Collaborated as part of a multidisciplinary team on various projects
- Ensured that 100% of students' 9th - 12th participated in meaningful college trips, summer programs, and volunteer experiences
- Communicated with families regarding students' strategic options, financial aid analysis, and final decision making on their student's college of choice
- Cultivated strong relationships and maintain communication with Directors of Summer Programs at non-profits and educational institutions
- SAT & ACT Test Center Supervisor - trained and managed team of fifteen to execute test administrations and special accommodations requests

EC LANGUAGE CENTER NEW YORK, New York, NY

June 2014 - June 2016

Interim Student Services Manager/Designated School Official

- Generated & issued initial I20's for new students, monitored F-1 student files for compliance in SEVIS
- Processed course changes & extensions, cancellations, session breaks, accommodation requests
- Recruited and managed cohort of 40 host families, allocated students into homestays weekly or upon request

Student Services Coordinator

- Streamlined intake process for students during orientation, reduced time needed to collect documents
- Exceeded goal of adding 20 new homestay beds in 2015 to 30 beds total
- Drafted and reviewed content for over 100 operational standards of practice for staff at all 20 EC Centers

BROWARD COUNTY PUBLIC SCHOOLS, Fort Lauderdale, FL

Aug 2008 - June 2014

College Advisor

- "College Summit 13-14 School of the Year" \$1000 Award for cultivating a college-going culture
- Delivered professional development trainings to staff and large audiences of 300+
- Produced two annual Fall & Spring College Fairs with over 75 representatives in attendance
- Coordinated special events and all aspects of the planning process
- Counseled students on admissions requirements and navigating the college search
- Organized a database of scholarships, and tracked the application process
- Facilitated registration and preparatory measures for postsecondary testing
- Devised, implemented, and planned college advising events for students and families
- Maintained awareness of issues and trends in college admission, higher education, financial aid and testing, keeping up to date about specific college admission requirements
- Informed school community of best practices around college matching, admissions, college success training, and professional development for educators to cultivate a college-going culture

CITY OF WEST PARK, West Park, FL
Parks & Recreation Assistant

June 2012 - June 2014

- Provided administrative management of after school program and summer camp
- Maintained information databases for program activities, events, staff, and students
- Collected fees and required documentation for all program participants
- Prepared all necessary materials for events and programs
- Collaborated with director in the coordination of various activities, projects, and programs

FLORIDA STATE UNIVERSITY, Tallahassee, FL
Admissions Officer

July 2007 - May 2008

- Played a significant role in management, recruitment and communication with prospective students, parents and educators to encourage and facilitate enrollment in the university
- Initiated development of external contacts and liaison between Admissions Office and internal departments
- Assisted with evaluation and review of over 30,000 freshmen applicants for admission
- Traveled extensively to over 60 events (private high school visits, school programs, and college fairs) recruiting potential students and representing the University

SPECTRUM PROGRAMS, INC., Fort Lauderdale, FL
Administrative Secretary

Oct 2006 - July 2007

- Managed daily office operations and scheduled appointments for outpatient mental health substance abuse
- Constructed patient medical charts and maintained confidentiality of medical records in accordance with HIPPA
- Verified Medicaid eligibility, ordered office and drug test supplies, provided assessment paperwork reviewing for accuracy and completion
- Input, retrieved, and discharged patient history in the KIS database
- Collected payment for services and prepared bookkeeping reports in Excel

EDUCATION

Florida State University; Tallahassee, FL
Bachelor of Science Degree in Psychology 2006

SKILLS

Technical - Microsoft Word, Excel, Outlook, PowerPoint, Access, Google Suite, Zoom