

# Karen W. Severn

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## Education

Master of Public Administration, Texas A&M University, December 1990.

Bachelor of Science, Animal Science, Texas A&M University, December 1986.

## Experience

**Assistant Director.** October 2015 to present.

*Professional School Advising, Career Center, Texas A&M University*

Supervise advising activities of all pre-professional advisors, as well as maintain advising load for prelaw and pre-pharmacy. Develop office policies and procedures. Serve as Chair for the Career Center Employee Awards Committee. Oversee all statistical reporting of admissions statistics.

Current endeavors include creating a pipeline for 3+3 Law School participants, implementing a new summer program for prelaw students, advising students on the necessity for building good credit, and creating a smoother transition from undergraduate student to practicing attorney.

**Coordinator of PreLaw and PrePharmacy Advising.** August 1992 to September 2015.

*Professional School Advising, Honors Programs, Texas A&M University.*

Provide individual advising to prospective, current, and Former Students of Texas A&M who are interested in attending law or pharmacy school. Develop and maintain relationships with administrators and deans of professional schools. Promote student development by encouraging informed decision making for academic and co-curricular choices. Advising sessions can include course and major selection, career exploration, internship and study abroad opportunities, test taking strategies, application timing and procedures, law school selection, and options for financing law school. Serve as nexus for information collection and dissemination for students, law students, law schools, and lawyers. Provide statistical analysis of admissions data to deans and department heads.

- *President's Award for Academic Advising, 2011. One of five university advisors to receive the award.*
- *Sustained Excellence Award for Corps Academic Mentors, Corps of Cadets Association. Received for assisting Squadron 20 as their Academic Mentor, 2008*
- *Traditions of Excellence Award from the Division of Academic Affairs, 2006.*
- *Completed Principles of Supervision & Management Certificate through the TAMU Employee Services Department, June 2008.*
- *President's Meritorious Service Team Award, 1997.*

**Financial Aid Counselor.** June 1989 to August 1992.

*Department of Student Financial Aid, Texas A&M University.*

Assured regulatory compliance and administered federal, state, and institutional aid. Counseled students and parents on an individual basis on aid options and debt management. Served as financial aid advisor to international students.

Karen W. Severn, February 22, 2016

**Computer Clerk/ Secretary.** June 1987 to June 1989.

*Office of Graduate Studies, Texas A&M University.*

Responsible for ensuring compliance for graduate students with degree plans, petitions, time limits, and special requests. Degree Audit for use by graduate students. Interpret rules and regulations regarding graduate degrees and degree completion.

1975 to 1985. Held various jobs since age fifteen, including restaurant worker, horse wrangler, violin instructor, and tailor. Worked throughout high school and college to earn expenses.

**Professional Affiliations**

***Pre-Law Advisors National Council (PLANC), 1996 to 2013***

Planc is a non-profit organization comprised of advising representatives from various regions of the country. This council serves as the voice for all prelaw advisors and facilitates communication between law schools and advisors. Organizes a quadrennial national conference. Meets at least twice annually to discuss concerns and future projects.

- *Nominated for the Dean Gerald Lee Wilson Award for Excellence in Prelaw Advising, a national award given annually to one prelaw advisor, 2016*

2008 & 2012- National Conference Treasurer and Site Selection Coordinator

2003 - 2013. Treasurer. Elected for five, two-year terms. Prepared budgets, arranged reimbursements, maintained financial records, and coordinated tax returns for 501(c)6 organization. Obtained state incorporation and non-profit status for the organization.

1998 - 2000 Member. Attended meetings twice per year. In subsequent years, attended semi-annual meetings on an *ad hoc* basis when designated Swapla representatives had scheduling conflicts.

Served on quadrennial national conference committee for the 2000, 2004, 2008 and 2012 conferences and presented at each conference.

***SouthWest Association of Pre-Law Advisors (SWAPLA), 1993 to Present***

Swapla is a non-profit organization which provides developmental and networking opportunities for prelaw advisors and law school admissions professionals. Swapla organizes and provides an annual conference and law school caravan each fall. Led the organization in the implementation of ten annual conferences, including site selection, program development, speaker confirmations, contracting, catering, fund raising, marketing and advertisements. Chosen presenter at over ten conferences.

2012 - Present Webmaster

2000 - 2007 Treasurer

1999 - 2006 and 2012- present Law School Caravan Chair

Organize law fairs throughout a multi-state region, including travel and lodging arrangements for law school deans, registration services, and correspondence.

1998 - 2000 President

1996 - 2000 Secretary

1993 - Present Member

***Northeast Association of Pre-Law Advisors, 1993 to Present***

Attend annual conferences in the northeast and tour law schools in New England and the mid-South while attending. Network with prelaw advisors and law school deans in the region.

Karen W. Severn, February 22, 2016

***University Advisors and Counselors, 1992 to Present***

Advisor Briefing Days committee member, 2007  
Spring Symposium committee member 1994 and 1995.  
Symposium presenter for eight years.

***National Association of Academic Advisors, 1993 to Present***

Presented at annual conference in San Diego in 1998, regional conference in Dallas in 2002

***Women's Former Student Network, 2008 to 2012***

2009 - 2011 Executive Board Member  
Founding Member

**Outside Interests**

Sustainable Animal Agriculture

- Active member of
  - American Goat Federation
  - American Kiko Goat Association
    - Member AKGA national conference committee, 2016.
  - American Boer Goat Association.
- Building a herd of registered Kiko, Boer and Genemaster™ goats.

Homebuilding

- Husband and I are building our own Barndominium, including framing, wiring, plumbing and all finish work. Finished building will include 2000 square feet of two-story living space, combined with 4000 feet of shop space with guest quarters.

Needlecrafts - crochet, embroidery, knitting, tailoring

- Crochet Guild of America – Pattern tester and currently earning Master of Basic Stitches certification.
- The Knitting Guild of America.
- Aggie Knitters & Crocheters at Ravelry.com

Texas A&M Association of Former Students, Class of '83