

Resume

Violeta Hughes-Davis

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Experience

- HR specialist and website editor, Bayani Consulting Network, Manila** **2003-2006**
- Business manager and partner, Okara Graphics, Ltd., Columbus, OH, USA** **1994-2002**
Oversaw budget and financial decisions.
- International Education Specialist and Website Editor** **2000-2001**
www.insidecampus.com, Columbus, Ohio, USA
- Principal consultant on the process and requirements for admission to North American colleges and universities, on immigration rules and regulations for various types of American visas, and for sources of scholarships, fellowships, assistantships and other forms of funding.
 - Content editor and principal writer for the website.
- Free-lance editor, De La Salle University Press, Taft Avenue, Manila** **2000-2001**
- Proofread and edited publications on a part-time basis.
- International Student Adviser** **1983-2000**
Office of International Education, The Ohio State University, Columbus, OH
- Advised approximately 3000 international students, visiting scholars, and their spouses holding F-1/F-2, J-1/J-2, H-1/H-4, B-1/B-2 regarding the regulations covering their respective non-immigrant visas.
 - Designated School Officer for the F-1 student program (1986-1990).
 - Alternate Responsible Officer for the J-1 Exchange Visitor Program (1990-2000).
 - Helped international professionals apply for and obtain the H-1 visa (1997-2000).
 - Conducted orientation programs for above population to help them adapt to American culture.
 - Advocated for and worked as liaison between the local community, the international community of students, scholars and their families and the university faculty, administrator and other staff.
 - Served as University adviser for three Asian student organizations (1985-89).
 - Wrote for, edited and managed circulation of the newsletter targeted towards international students and scholars, their families and the university community (1986-1998).
 - Edited two other office publications geared towards incoming and new international students and scholars (1986-1998).

- Conducted cross-cultural awareness programs for the staff of various university offices.
- Coordinated cross-cultural and job internship programs with liaisons in the community.
- Assisted faculty members initiate group study and reciprocal exchange programs (1995-2000).
- Managed group and reciprocal exchange programs with 20 universities in Asia, Africa, Europe and the Americas (1995-2000).
- Communicated with coordinators of exchange programs abroad and conducted site visits to the schools with whom Ohio State has exchange programs in Japan, Korea, Spain, France, Germany.
- Recruited American and international students to participate in study abroad programs and conducted cultural orientation to prepare them to live and study abroad.
- Co-chaired committee to select students to participate in the reciprocal exchange programs.
- Helped students who were going to study abroad to gain admission and to apply for student visas.
- Co-managed with faculty the supervision and budget of programs in India and Czech Republic.
- Co-chaired recruitment and selection committee of the Student Fulbright Scholarship Program at Ohio State (1998-2000).

Admissions Counselor

1981-83

School of Architecture, The Ohio State University, Columbus, OH

- Explained admissions procedures to applicants.
- Advised prospective students and their parents about the architecture programs at OSU.
- Assisted in recruitment by making presentations to visitors and conducting tours.
- Advised currently enrolled students about academic program requirements and procedures.
- Managed students' records.
- Served as assistant editor of School of Architecture alumni newsletter.

Clerical Specialist

1979-81

Office of International Students and Scholars, The Ohio State University, Columbus, OH

- Managed reception desk for office serving approximately 2500 international students, visiting scholars and their families.
- Answered or routed questions from clientele to appropriate staff member.
- Served as liaison with community volunteers who provided services for international students, scholars and their families.
- Organized and maintained international student files.

- Evaluated statistical data and wrote reports.

International Education Intern

1978-79

Office of International Students and Scholars, The Ohio State University, Columbus, OH

- Performed assorted duties in the office as assigned by the Director.
- Advised international students in finding housing after their arrival.
- Assisted members of community volunteer organizations that provided services to international students and scholars.

Research Assistant, Yale University, New Haven, CT

Summer 1966

- Worked with director of project to search for and annotate pertinent publications.
- Summarized literature.

Research Assistant, Institute of Philippine Culture, Ateneo de Manila University

1969-70

- Conducted surveys in the field and interviewed respondents.
- Wrote reports.

Elementary school teacher, Guatemala City, Guatemala and Siuna, Nicaragua, CA

1965-66

- Taught third grade in Guatemala and Nicaragua.
- Assisted in medical missions to remote rural areas.

Education

Accepted to the PhD program in Dept of Social Studies Education

Summer 1991

The Ohio State University, Columbus, OH (Doctoral credits earned: 25)

M. A. Higher Education Administration

June 1979

The Ohio State University, Columbus, OH, USA.

Completed coursework for master's degree in anthropology

July 1967 - March 1969

Department of Sociology and Anthropology, Ateneo de Manila University

Bachelor of Arts (Major, English literature; Minor, Journalism and Spanish)

June 1956-March 1959

Maryknoll College, Quezon City, Philippines

Additional studies and workshops

Creative Writing Workshops (3 sessions)

Oct – Dec 2000

Fiction and narrative non-fiction, Ayala Museum, Makati, Manila

Interpersonal Communication and Counseling Skills

July 10-11, 1990

School of Public Policy and Management, The Ohio State University

NAFSA: Association of International Educators

March 15-16, 1990

Field Service National Workshop “Strengthening the Partnership: Leadership on the Campus and in the Community”.

University of Houston, Houston, TX, USA

**NAFSA: Association of International Educators
In-Service Training on Community Volunteers**

Michigan State University, East Lansing, MI, USA

April 14-19, 1989

Workshop on Arabic Culture

Department of Judaic and Near Eastern Languages and Literatures
The Ohio State University, Columbus, OH

July-Aug 1987

OneWeek Archeology Field School, San Pablo City

Department of Sociology and Anthropology, Ateneo de Manila University

Summer 1968

Training in Missiology

Maryknoll Sisters Headquarters, Ossining, New York, USA

1960-64

Spanish Language Study

Instituto Guatemalteco-Americano, Guatemala City, Guatemala, CA

July-Sept 1964

Publications

“The Ins and Outs of Studying Abroad”,
Sunday Inquirer Magazine, Vol. 12, no. 8, April 28, 1996.

“Been There . . . Done That, Once Again”,
Exchange, The Ohio State University International Magazine, 1996-97.

“Needs of Asian Foreign Students”
Phi Beta Delta Review, International Review, (Spring 1995), co-edited with J.S. Yoon and
J. W. Altschuld, Journal of the Honor Society for International Scholars.

Book Review, “Getting What You Came For” by Robert L. Peters,
in NAFSA Region VI Newsletter, Autumn 1993.

“4000 Buddhas and One Golden Triangle”, Philippine Daily Inquirer, May 13, 2001.

“How to trip and stumble into Paradise”, Manila Bulletin, 2001

“A 20-Year Career That Travels Well”, Philippine Daily Inquirer, June 7, 2002.

“Preparing to Fly After 9/11”, Philippine Daily Inquirer, January 15, 2003.

One Foot in Front of the Other. The Best Exercise. Published by Relt International Co., April 2003.

“The Street Where I Live”, Philippine Daily Inquirer, July 4, 2003.

“Evacuation Days”, Philippine Daily Inquirer, November 19, 2003.

“Camiguin from Within”, Philippine Daily Inquirer, January 25, 2004.

“Tele-sabong: A Techno-Revolt in Cavite”, BIZ NEWS (Makati), May, 2004

“Palau, rock islands of surprises”, Sunday Philippine Inquirer, February 13, 2005

"The Cellophane Challenge", *Asean Biztimes*, Nov, 26- Dec 9, 2007, vol. 1, no. 11.

'Pasalubong' of books, in Lifestyle Arts & Books, Philippine Daily Inquirer, Dec 22, 2009

Publication Editing Jobs

Doctoral Dissertations

"Predictors of self-satisfaction of middle aged single Filipina women" (Eala, 2002)

"The Effect of Forgiveness Intervention on Substance Dependence" (Saragih, 2003)

"Job satisfaction of female Indonesian faculty members" (Hastuti, 2002)

"Factors affecting retention or early drop-out from substance abuse treatment programs" (Devassery, 2003)

"Predictors of job satisfaction among Indonesian middle managers" (Halim, 2003)

"Factors affecting suicide among adolescents in Kerala" (Devassery, 2003)

"Effective Counselor From the Perspective of Filipino Practitioners and Clients" (Guarino, March 2005)

"Group Counseling for Distressed Parents of Children with Mental Retardation in Vietnam" (Hong Van, 2008)

Masteral Theses

A Study of Social Anxiety Among Japanese Working Adults (Kobayashi, 2004)

Psychological Need Satisfaction and Psychological Well-being of Filipino Male and Female Adolescents (Bandelaria, April 2005)

Books

"Liaison"
autobiography of Joaquin Gonzales Chung, Jr., WWII veteran (2004)

"Corregidor in Peace and War" (2005) (Collis H. Davis & Charles M. Hubbard)

Conference proceedings, Asian Association of Social Psychology (2005)

"Man of Music"
autobiography of Angel Matias Peña, composer/arranger (2005)

"Mabuhay Jazz" by Richie C. Quirino (2008)

Grants

**Travel grant from US Dept of Education/FIPSE and The Ohio State
Dept of History for site visit to France (the Sorbonne in Paris,
Institut Politiques de Rennes, and Universite de Franche-Comte in Besancon)**

September 1999

Fulbright Enrichment Regional Center, Ohio University, Athens, OH, USA

May 1994

\$1,640 to take Ohio State and Ohio University Fulbright grantees on a field trip to Lake Erie, OH.

Fulbright Enrichment Regional Center, Ohio University, Athens, OH, USA **July 1992**
\$2,920 grant to conduct workshop "Minds Without Borders" to train teachers and international students to participate in a school visit program.

Travel grant from the German Fulbright Kommission **April 7-May 5, 1990**
Attended seminar for international education administrators in Germany.

Grant of \$4,862 from the Biden-Pell Committee of the National Association Of Returned Peace Corps Volunteers, Geneva Hills, OH. **Mar 30-Apr 1, 1990**
Conducted retreat for returned Peace Corps volunteers to prepare them to share their foreign experiences with elementary school pupils.

Field Service Grant from NAFSA to attend National Workshop Leadership on the Campus and in the Community. **March 15-16, 1990**
University of Houston, Houston, TX, USA

In Service Training Grant for Community Volunteers **April 14-19, 1989**
Michigan State University, East Lansing, MI, USA

Travel Grant from the Coordination Council for North American Affairs **July 27-Aug. 3, 1988**
For academic and cultural familiarization tour of Taiwan.

National Council for International Visitors, Washington, DC **Nov. 1-4, 1987**
Travel grant to visit international programming agencies in Washington, DC.

Office of Minority Affairs, The Ohio State University **Autumn 1979**
Mini-grant of \$100 to invite Benigno Aquino to the campus.

Presentations

"Counseling the Chinese Student" **Spring 1988**
NAFSA Regional Conference, Columbus, OH, USA

"Historical and Socio-Cultural Backgrounds of Students from the Republic of China and the People's Republic of China" **April 21, 1988**
Ohio University, Athens, OH, USA

"Use of Audio-Visual Materials in Programming for International Students" **Spring 1987**
NAFSA Regional Conference, Indiana University, Indianapolis, Indiana

"Health Insurance for Foreign Students" **Spring 1985**
NAFSA Regional Conference, Ohio University, Athens, OH, USA

Chair, Panel Presentation on Student Organizations **Spring 1985**
NAFSA Regional Conference, Ohio University, Athens, OH, USA.

Video Film Projects

Co-editor: "Fulbrighters Ashore" (15 minutes) **May 1995**
Film about Fulbright-sponsored students from different countries on a tour of Lake Erie in Ohio.

"Estudiemus en Espana" (15 minutes) **March 1994**

Film showing American students studying in Spain, made to encourage American students to study abroad.

Executive Producer: "Minds Without Borders" (12 minutes)

July 1992

Film showing American and international students visiting various public schools in Columbus, OH, made to encourage these students to share their culture with American schoolchildren and to teach them about their countries.

Honors and Awards

Nominee, Council for Graduate Students Service Awards

1991

The Ohio State University, Columbus, OH, USA

Award for Academic Excellence

June 1979

Office of Minority Affairs, The Ohio State University.

Full tuition scholarship, Waldo Perfecto Scholarship Award

June 1967-March 1969

Dept. of Sociology and Anthropology, Ateneo de Manila University

Full tuition Scholarship

June 1956-March 1959

Maryknoll College, Quezon City

Volunteer Activities

Edited manual on how to set up a world jamboree.

March 2001

World Scout Bureau, Asia-Pacific Region, Legaspi Village, Makati City

Philippine-American Educational Foundation (PAEF), Makati, Manila 1995-96, 2000-01, 2004

Advises students and professionals who are interested in studying and working abroad. Explains American immigration rules and regulations, admission requirements and cultural and academic adjustment issues.

Writer and co-editor, Manual of Operations

1995-96

Institute of Formation and Religious Studies, Rosario St., New Manila

Helped the director update and edit the manual of operations for the use of the institute's administrators, faculty members and students.

University liaison with the American Association of University Women

1987-1999

Arranged lecturers from The Ohio State University.

References available upon request.