

Melisia Bieber, CEOE, Certified Educational Office Employee

National Association of Educational Office Professionals

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Professional Summary

Accomplished administrative professional with over 17 years of experience supporting faculty, staff, and students at the University of Nebraska–Lincoln. Expertise in office operations, academic scheduling, compliance, and program leadership. Demonstrated success in leading recruitment initiatives, fostering cross-department collaborations, and providing strategic leadership through multiple TMFD committees.

Core Competencies

- Administrative Support & Office Management
 - Recruitment & Student Engagement
 - Cross-Department Collaboration & Leadership
 - Academic Scheduling & Event Coordination
 - Budgeting, P-Card Purchasing & Expense Tracking
 - Technical Systems: MS Office (Word, Excel), Outlook, CLSS (CourseLeaf), CIM, ADMIT, CAT, ExpansIS (IDEA), Mailman, My.RED, Canvas (Staff Access), E-Shop
 - Insurance & Authorization Compliance: Reviewed procedures, referrals, and prescriptions to ensure compliance and maximize reimbursement; coordinated authorizations, retro-authorizations, and peer-to-peer reviews between payers and providers.
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Awards & Recognition

- UNOPA Office Professional Association – Floyd S. Oldt Outstanding Staff, 2025 (April)
- Professional Standards Program Certificate – NAEOP, 2025 (February)
- IANR Outstanding Employee Award, 2023 (November)

- CEHS Star Staff Award, 2022 (January)
 - CEHS Star Staff Award, 2012 (October)
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Professional Experience

University of Nebraska–Lincoln | Lincoln, NE

Office Associate – Textiles, Merchandising & Fashion Design | July 2018 – Present

- Provide comprehensive administrative support to faculty, staff, and students across the department
- Coordinate graduate application processing, assign reviewers, and manage admissions decisions
- Manage academic scheduling, committee documentation, and department events
- Lead recruitment initiatives: organize high school expos, fashion shows, campus tours, and workshops
- Collaborate with TMFD faculty on multiple committees for program development, strategic planning, and leadership initiatives
- Facilitate partnerships with faculty, industry professionals, and other departments to enhance student learning experiences
- Maintain departmental records, track budgets, manage purchasing, and optimize workflow processes
- Support outreach initiatives including workshops, tours, and program demonstrations
- Serve as liaison for students, faculty, and administration on program-related projects

University of Nebraska–Lincoln | Lincoln, NE

Reading Center Associate & Coordinator – Kit & Dick Schmoker Reading Center | August 2008 – July 2018

- Managed daily operations, scheduling, and logistics for the Reading Center
 - Provided program support to faculty and students, ensuring efficient program delivery and resource management
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Committees & Leadership

- UNOPA (University of Nebraska Office Professionals Association) Planning Committee Chair, 2024–2026
 - UNOPA Planning Committee Member, 2022–Present
 - TMFD Undergraduate Curriculum Committee, 2018–Present
 - TMFD Graduate Curriculum Committee, 2018–Present
 - TMFD Recruitment & Retention Committee, 2019–Present
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Education

- **Doane University – Lincoln Campus | Lincoln, NE:** Bachelor of Arts – Human Relations (May 1996)
- **Southeast Community College | Lincoln, NE:** Human Services Program (1992–1996)