

Lisa A. Holben

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EDUCATION

University of Mississippi, Oxford, Mississippi

Fall, 2025—Present

Currently enrolled, Master of Arts in Higher Education

Ohio University, Athens, Ohio

Attended Fall, 1997—Fall, 1998

Coursework towards Master of Arts Degree in Counselor Education

Youngstown State University, Youngstown, Ohio

Attended Fall, 1996—Spring, 1997

Coursework towards Master of Arts Degree in Counselor Education

University of Michigan, Ann Arbor, Michigan

Graduated: May, 1992

Bachelor of Arts in Communications

WORK EXPERIENCE

Coordinator of Testing, Division of Outreach and Continuing Education, The University of Mississippi, Oxford, Mississippi

October, 2021—Present

- Coordinates all details for nationally-standardized tests (National ACT, Digital SAT, On-Campus ACT) including reservation of space and the recruiting, training and compensation of staff.
- Site Administrator for computer-based assessments, such as CLEP and Accuplacer.
- Serves as point-of-contact and coordinator for all Classroom-based proctoring requests by faculty and instructors.
- Initiated and brought to fruition a Make-Up Testing Service for university faculty/students.
- Proficient in utilization of scheduling software to create schedules and collect revenue for fee-based proctoring services.
- Coordinates marketing efforts to promote revenue-generating testing events on campus.
- Maintains annual certifications for numerous testing vendors (Prometric, PearsonVue, ETS, Meazure Learning, CLEP, Accuplacer).

Program Coordinator, Division of Outreach and Continuing Education, The University of Mississippi, Oxford, Mississippi

January, 2016—October, 2021

- Maintains a compliant and secure testing environment for computer-based exams.
- Coordinates dates, locations and resources for administration of paper-based exams (ACT), ensuring security of materials, and training and coordination of testing staff.
- Communicates via email, phone, and face-to-face with students, parents, and university departments about testing protocols and procedures.
- Researches and strategizes obtainment of new sources of testing revenue.
- Trains student workers in daily tasks and responsibilities.

Freelance Writer/Editor/Teacher, Athens, Ohio

January, 1996—June, 2015

- Wrote bounceback and direct appeal letters for national ministry organization.
- Edited theses for graduate students.

- Taught history, science, writing and public speaking to homeschooled students (K-9) through cooperative classes.
- Researched curricula, created syllabi, generated daily assignment schedules, maintained educational portfolios and met state standards for home education.

Copy Editor, The Athens Messenger, Athens, Ohio

August, 1998—June, 2000

- Edited local and Associated Press wire stories.
- Paginated newspaper pages using QuarkXpress.
- Made decisions on late-breaking stories to meet print deadlines.
- Created award-winning headlines (Ohio Associated Press Award, 2000).
- Compiled and edited 100-page Athens Visitors' Guide.

Administrative Assistant, Mideast Baptist Conference, Poland, Ohio (Now called - Converge, Orlando, FL)

June, 1996—June, 1997

- Supplied content and coordination for district office publications, including newsletters and brochures.
- Organized all aspects of district-wide events, including advertising, registration, and financial records.
- Served as point of contact, and coordinator of venue, refreshments, and agenda for planning meetings and fundraising event.
- Coordinated and led multi-day bus tour to Washington, D.C. for senior adults.

Public Relations Technician, Great Commission Ministries, Columbus, Ohio (Now called - Reliant, Orlando, Florida)

July, 1992—August, 1994

- Raised financial support for personal salary from individual donors and maintained for two years.
- Wrote, edited, and produced quarterly newsletter (Production Manager).
- Coordinated with Graphics Arts staff and print production company to produce communication pieces.
- Produced ongoing organizational correspondence, including letters to donors, direct mail appeals, and event brochures.

VOLUNTEER AND OTHER EXPERIENCE

Certifications

NCTA Proctor Certification, 2025—present

Certified Program Planner (C.P.P.), 2024

Mental Health First Aid Instructor, 2022—present

National Presentations

National College Testing Association Annual Conference, 2023 (2 presentations)

National College Testing Association Annual Conference (Virtual), 2021

Committees

National College Testing Association, Continue Education Committee, 2026—present

National College Testing Association, Website Committee: 2022-present

University of Mississippi, Search Committee: 2022, 2024, 2025

Community Service

Board of Directors, Oxford Civic Chorus, Oxford, Mississippi, July 2018—June 2020