

# CARO DOUGLAS

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## EDUCATION

**The University of Tennessee, Knoxville, Knoxville, TN - *Masters of Science Candidate***

Program: College Student Personnel

Anticipated Graduation: May 2023

**University of Georgia, Athens, GA — *Bachelor of Arts - Journalism***

Major: Public Relations Minor: Leadership in Student Affairs

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## WORK EXPERIENCE

**Office of Sorority & Fraternity Life | The University of Tennessee, Knoxville | *Knoxville, TN***

*Graduate Assistant, Health and Wellness*

Aug. 2021-Present

- Coach 6 Greek organizations from 4 different councils (Panhellenic, MGC, NPHC, IFC) utilizing the chapter coaching model.
- Plan programming and education for the UTK Greek community focusing on Health and Wellness.
- Coordinate health and safety inspections and fire drills for all 28 on-campus Greek Housing by partnering with UTK Environmental Health and Safety Office.
- Advise Psi Society, a prestigious organization within the office that promotes health, safety, and leadership with the Greek community through peer-to-peer education.
- Develop engaging leadership and health and safety programs for members of Psi Society to present to the Greek community.
- Facilitate training and programming related to harm and risk reduction, leadership development, and conflict management to chapters with up to 200+ members, executive boards, and incoming chapter leadership.
- Initiated a prevention resource guide for the Greek community, working with various campus partners, including Title IX, the Center for Health Education & Wellness, and Bias Education.
- Utilized different platforms such as Campus Labs, Roster Management System, and Microsoft Teams.

*Panhellenic Recruitment Practicum Student*

May 2022- August 2022

- Executed presentations on Campus Director and NPC Recruitment Policies.
- Supervised and executed the largest Panhellenic recruitment (2,100 + PNMs) at UTK.
- Launched a crisis management plan for executive board members, recruitment counselors, and chapter leadership.
- Advised the recruitment team, including the Panhellenic President, Vice President of Recruitment, Vice President of Recruitment Counselors, and the corresponding assistants to the Vice Presidents.

*Co-Instructor Greek Leadership Course*

Spring 2022

- Align curriculum with office and University mission, vision, and values.
- Collaborate with the Director of OSFL to teach leadership theories through programs like Clifton Strengths and The Leadership Challenge.
- Design presentations to empower the student to take action within the community.

**Office of Student Success | The University of Tennessee | *Knoxville, TN***

*Practicum Student*

January - May 2022

- Analyzed current policy practices focused on student success across The University of Tennessee system.
- Proposed policy revisions on withdrawal processes of each campus in the UT system.
- Collaborated with the Office of Communication & Marketing and Office of Government Relations.

**Greek Life Office | University of Georgia | *Athens, GA***

*Student Affairs Intern*

January - May 2021

- Developed the Diversity, Equity, and Inclusion Chapter program and facilitation materials.
- Updated Sophomore Leadership Circle's curriculum and facilitator guide.

- Assisted professional staff members in tasks related to roster management, plan of accountability, and engagement tracking.
- Created the Inaugural Greek Day of Service, advising students from each council.

**Office of Special Events** | University of Georgia | *Athens, GA*

*Student Worker*

March 2019 - March 2020

- Packaged and organized all event materials for Event Directors. The Office of Special Events hosts and plans all events for the Office of the President at the University of Georgia.
- Managed and recorded all RSVPs to events.
- Attended and aided in registration for events.
- Trained other new student workers and completed all other tasks administered by staff members.

**Housing Office** | University of Georgia | *Athens, GA*

*Student Worker*

September 2020 - May 2021

- Served as a point of contact for incoming calls and visitors to the main Housing office.
- Aided and assisted in office productivity and management.
- Completed all other assignments and administrative tasks provided by staff.

**MEMBERSHIP AND HONORARIES**

**National Association of Student Personnel Administration**

Presenter, Member

2022

- Co-presented “Centering Student Civil Rights Activism in the Promotion of Personally and Socially Responsible Leadership”
- Created visual graphics and maps for presentation
- Researched historical documents on Alabama v Dixon and Dr. H. Council Trenholm

**Arch Society** | University of Georgia | *Athens, GA*

*Member, Vice Chair of Assignments, Committee Head for Alumni Relations*

January 2019 - March 2021

- Serve as the official host and Good Will ambassador of the University of Georgia.
- Give tours to visitors of the University of Georgia. The tours often are for educational groups and formal guests of the University of Georgia.
- Act as a student representative for the University of Georgia at formal events, which include events for the Terry College of Business, Office of the President for the University of Georgia, University of Georgia Athletic teams, as well as other organizations within the Athens community
- Serve as the Vice Chair of Assignments. This role manages the influx of assignment requests between event contacts and the members. The Vice Chair of Assignments also sits on the Arch Society Executive Board.
- Head the Alumni Relations Committee, which facilitates all communications with alumni of the Arch Society and builds engagement between the two parties.

**Panhellenic Primary Fall Recruitment** | University of Georgia | *Athens, GA*

*Recruitment Counselor (Gamma Chi)*

- Led a group of 15 potential new members through Panhellenic Recruitment. This included managing contracts and paperwork and counseling potential new members.
- Facilitated and executed the logistics of the recruitment process of 1,685 new members over seven days.

**Order of Omega - Gamma Pi** | University of Georgia | *Athens, GA*

**Alpha Phi International Fraternity - Kappa Epsilon** | University of Georgia | *Athens, GA*

Founding Member, Director of Philanthropy

- Planned, solicited sponsorships, and managed event logistics and finance management for inaugural philanthropy events for my sorority chapter at UGA
- Created the inaugural Classic City Cornhole Tournament, which raised \$6,000 and benefited UGA Miracle and the Alpha Phi Foundation
- Created the inaugural Mac n Phi event, raising over \$3,000 for women's heart health and the Alpha Phi Foundation