

# CECELIA TATRO

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CliftonStrengths: Relator, Achiever, Empathy, Learner, & Maximizer

<https://www.linkedin.com/in/cecilia-tatro/>

## EDUCATION

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University of Tennessee (Knoxville, TN)

*Anticipated May 2024*

**Master of Science, College Student Personnel** | GPA: 4.0

University of South Carolina (Columbia, SC)

*May 2022*

**Bachelor of Science, Business Administration** | Honor: Summa Cum Laude

**Major:** Management (Human Resources) & Marketing | **Minor:** Leadership Studies

## HIGHER EDUCATION EXPERIENCE

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University of Tennessee (Knoxville, TN)

**Graduate Assistant for Student Staff Development and Outreach**

*July 2022 - Present*

*RecSports Department, Division of Student Life*

### **Student Staff Development**

- Provide a student staff population of over 400 with a consistent staff experience with professional development initiatives and appreciation events
- Integrate career readiness competencies into the student employee experience through annual trainings, new student employee orientations, and a student evaluation process
- Coordinate appreciation events and an employee of the month program while managing a zero-based budget
- Assist in the planning and implementation of 2 annual departmental student staff trainings dedicated to professional development, student leadership, and career readiness
- Compose a monthly e-newsletter to highlight departmental programs
- Co-Chair a departmental committee charged with planning an end of year celebration with 200+ attendees, awards and gifts, community sponsorships, and a \$10,000 budget
- Serve as the primary advisor to a student employee council of 8-12 members
- Established a new student employee council, crafting by-laws and the selection process
- Chaired a departmental committee charged with planning an end of the semester celebration with 100 attendees and a \$1,500 budget
- Developed a departmental evaluation tool to create a standardized career readiness review for all departmental program areas

### **Outreach**

- Supervise, hire, train, and evaluate a team of 4 outreach student staff
- Manage digital and print promotional efforts, including departmental social media accounts, TV displays, photography, bulletin boards, flyers, A-Frames, and a plotter printer
- Oversee the departmental Instagram account with over 7,000 followers, increasing engagements in 2 years from 115 to 401 average likes and gaining over 2,800 new followers
- Coordinate outreach events, including presentations, tours, and tabling fairs
- Host the Campus Life Showcase for *Vol Summer Visit*, a tabling event during the summer orientation program, that sees over 1000 students
- Responsible for ordering promotional material and giveaways from licensed vendors
- Assist in budget forecasting including student staff wage projections
- Develop and advertise an annual departmental outreach initiative, *T-FLEX*, to encourage new campus community engagement with a budget of \$3,000 and over 550 participants
- Created a training on accessibility in graphics and social media to enhance cultural competencies of student employees and diversify departmental reach

**First-Generation Initiatives Intern**

*August 2023 - Present*

*UT LEAD Program, Academic Success Center*

- Craft program requirements designed to support the academic success of first-generation students

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- Approve and track scholarship requirement submissions for a cohort of 120 students
- Meet 1:1 with students to foster a sense of belonging and to monitor students' academic standing and well-being and refer to campus resources where needed
- Synthesize program assessments by creating program summary reports
- Planned and facilitated an interactive wellness workshop with 18 attendees to encourage holistic practices based on eight-dimensions of wellness

## **Summer Orientation Academic Adviser**

*May 2023 – July 2023*

### *College of Arts and Sciences*

- Advised more than 20 students individually to discuss their personal and professional goals and their incoming academic credit in order to help them create their fall academic plan
- Submitted academic plan reports through Navigate (EAB platform)
- Delivered an orientation advising presentation to articulate the role of an academic advisor, detail the undergraduate student catalog, and explain the college's curriculum plan

## **CliftonStrengths Programming Intern**

*January 2023 – May 2023*

### *Jones Center for Leadership and Service*

- Created and facilitated curriculum for 3 *Leading with CliftonStrengths* workshops that served 10 students and a class of 20 to discuss the applications of Gallup's CliftonStrengths assessment
- Assisted in the development of a CliftonStrengths facilitation program to support the university's strategic plan to be a strengths-based campus
- Trained as a *CliftonStrengths Champion* under a Gallup representative

## **University of South Carolina** (Columbia, SC)

### **Leadership Programming Intern**

*January 2021 – May 2022*

#### *Capstone Scholars Community*

- Planned and executed a new Leadership Retreat with 45 participants and 10 peer leads meant for first and second year students to reflect on their leadership style and qualities of effective leadership
- Started and advised a new peer leader team of 8 students dedicated to community engagement
- Facilitated training of course content and weekly meetings for 5 peer leaders of the Capstone Leadership course

### **Office of Parent and Family Programs Intern**

*May 2020 – May 2022*

#### *Department of Student Life*

- Composed monthly e-newsletters for subscribers utilizing Constant Contact software
- Curated an app with over 7,000 downloads to better support students' families with blogs, helpful links, and a parent and family weekend guide

### **Resident Assistant**

*August 2019 – May 2022*

#### *University Housing*

- Served on an on-call rotation to respond to emergency situations (i.e., facilities, mental health) for a building community of over 600 students in university housing
- Fostered a sense of belonging through 1-1 interactions and curricular programming for a floor community of 40 residents each semester

### **Judicial Council Member**

*September 2018 – May 2022*

#### *Office of Student Conduct and Academic Integrity*

- Adjudicated more than 15 official university conduct and academic integrity hearings to determine student responsibility and educational sanctions

## **Pierce Community College – Fort Steilacoom** (Lakewood, WA)

### **ACUHO-I Student & Community Development Intern**

*May 2021 - July 2021*

#### *University Housing & Homestay Program*

- Served as on-call emergency support for a community of 40 domestic and international residents
- Assembled a Canvas page [learning management system (LMS)] of resident orientation materials
- Planned Resident Advisor training and revamped the Resident Advisor handbook

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## Student Conduct Intern

May 2021 – July 2021

### Student Conduct Office

- Created an educational video on academic integrity for faculty members to disseminate
- Recommended and prepared an academic integrity workshop as an educational sanction in cases of honor code violations

## PROFESSIONAL SERVICE

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### University of Tennessee (Knoxville, TN)

Search Committee for RecSports Coordinator position, <i>Member</i>	<i>Present</i>
College Student Personnel Association, <i>VP of Undergraduate Relations</i>	<i>Spring 2023 - Present</i>
Division of Student Life's Vols in Student Affairs Program, <i>Co-Advisor</i>	<i>Spring 2023 - Present</i>
RecSports Departmental Committees	
• End of Year Appreciation and Award Banquet committee, <i>Co-chair</i>	<i>Spring 2023 &amp; 2024</i>
• Winter Student Appreciation Event committee, <i>Chair</i>	<i>Fall 2023</i>
• Leadership Workshop committee, <i>Co-chair</i>	<i>Fall 2023</i>
• All-staff training, <i>Co-chair</i>	<i>Summer 2023</i>
• Graduate Assistant training committee, <i>Member</i>	<i>Spring &amp; Summer 2023</i>
Division of Student Life's Annual NASPA Conference Reception, <i>Planner</i>	<i>Spring 2023</i>

## TEACHING EXPERIENCE

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### Co-Instructor

*Fall 2023*

#### First-Year Studies Programs

- Co-instructed a weekly First-Year Studies course for a class of 21 first-year students in a first-generation scholarship program to facilitate course content related to CliftonStrengths, well-being, career readiness, and academic success
- Managed a Canvas page [learning management system (LMS)] of course materials
- Graded course assignments based on assignment guidelines and rubrics

### Peer Instructor

*Fall 2020 & Fall 2021*

#### University 101 Programs

- Co-instructed the first-year experience course, serving 19 first-year students per semester with an undecided major
- Managed a Blackboard page [learning management system (LMS)] of course materials
- Built a course syllabus and created assignments based on student needs and learning outcomes

### Peer Instructor, Capstone Leadership Program

*Spring 2020*

#### Capstone Scholars Community

- Facilitated curriculum based on the *Student Leadership Challenge* by James Kouzes and Barry Posner for a class of 16 first and second-year students

## PRESENTATIONS

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- Basso, S., Harrell, E., & Tatro, C. (2024). *Creative programming for wellness exploration: The T-FLEX initiative. Presentation at the TIRSA Annual Conference, Memphis, Tennessee.*
- Lynd, L. & Tatro, C. (2023). *How to Communicate with Every Vol: The Importance of Accessibility. Presentation for Student Life Communication's professional development workshop series, Knoxville, Tennessee.*
- Janis, J. & Tatro, C. (2023). *The Student Employee Experience. Presentation at the TIRSA Annual Conference, Johnson City, Tennessee.*
- Chambers, A., Hall, M., & Tatro, C. (2022). *Centering Supervisory Practices in Vulnerability. Presentation at the NASPA Annual Conference, Baltimore, Maryland.*