
EDUCATION

2021	University of Tennessee, Knoxville MS, College Student Personnel	3.96/4.00
2017	University of Tennessee at Martin BSBA, Marketing (highest honors)	3.98/4.00
2017	University of Tennessee at Martin BFA, Graphic Design (highest honors)	3.98/4.00

EXPERIENCE

May 2019 –
Present

Graduate Teaching Assistant

University of Tennessee, Knoxville
Office of New Student Orientation

- Support transition of NSO summer orientation process to the virtual New V.O.L. Experience in less than two (2) months
- Update and maintain communication methods for NSO (e.g., website, Guidebook event application, and digital/printed materials)
- Assist in creation and upkeep of online pre-orientation platform (Advantage Design Group)
- Planned and implemented 2019 Fall Family Weekend for over 4,500 students and guests
- Instructed the ELPS 350 course to forty (40) students in spring 2020, including a transition to virtual instruction
- Acted as the primary supervisor for thirty to forty (30-40) student leaders between January 2020 through August 2020

Aug. 2017 –
May 2019

Communications Specialist

University of Tennessee, Knoxville
College of Law

- Planned, designed, coordinated, developed, and created communication materials including social media posts, other digital media, and print media to an audience of over 8,000 students, staff, faculty, alumni, and key peers/institutions
- Developed and maintained methods to track efficiency and effectiveness metrics of the communications department for assessment of goals
- Coordinated with all other College of Law departments in the planning, creation, and execution of communications projects

PRACTICUM/INTERNSHIP

July 2020 –
Present

Inaugural Committee Member

University of Tennessee, Knoxville
Diversity, Equity, and Inclusion Committee
College of Education, Health, and Human Sciences

- Develop educational content and programming (e.g., workshops, affinity spaces, educational graphics/publications)
- Create and maintain the DEI resource library
- Organize and manage Microsoft Teams and SharePoint site

July 2020 –
Present

Graduate Researcher

University of Tennessee, Knoxville
Postsecondary Education Research Center
College of Education, Health, and Human Sciences

- Primary Project: Student Engagement Practice and Planning in the COVID-19 Environment Series
- Benchmark higher education institutional practices for student engagement during the Covid-19 pandemic
- Develop and write research briefs to provide time relevant content to student affairs professionals on current practices
- Continue to assist with additional phases of the project including survey data and focus groups

Feb. 2020 –
Present

Practicum Student

University of Tennessee, Knoxville
College Student Personnel Program
College of Education, Health, and Human Sciences

- Develop communications and procedural documents (e.g., student handbook, website content, one-pagers, etc.)
- Plan and implement virtual programming and events (e.g., graduate hooding, orientation, and practicum fair)
- Organize and manage Microsoft Teams and SharePoint site

Nov. 2019 –
Aug. 2020

Practicum Student

University of Tennessee, Knoxville
Educational Leadership and Policy Studies (ELPS)
College of Education, Health, and Human Sciences

- Collected and compiled student data from various sources (e.g., Canvas, Banner, and enrollment records)
- Created an Excel database to maintain student course participation records for the ELPS Leadership minor