**ASHLEY ELAINE HODGES**

**342 Mill Pond Crossing, Unit A2**

**Carrollton, GA 30116**

ahodges@westga.edu

**334-863-0020**

**EDUCATION**

**University of West Georgia,** Carrollton, Georgia

* **Master of Education with a Major in Professional Counseling: College Student Affairs**
* Will be completed by summer 2015

**University of West Georgia**, Carrollton, Georgia

* **Bachelor of Science in Education: Early Childhood Education**
* **GACE Certified**
* Overall GPA 3.5
* Kappa Delta Pi- Education Honorary
* Orientation Leader/ Ambassador

**Southern Union State Community College,** Wadley, Alabama

* Associates Degree, December 2009
* Phi Theta Kappa
* Show Choir Scholarship

**Handley High School**, Roanoke, Alabama

* Advanced Diploma, May 2008
* National Honor Society, Key Club, Anchor Club, Girls State Representative

 Cheerleader, Drama Club, Dance line

**Computer Skills**

Microsoft Office SMARTBoard/ Promethean Board

Power Point Excel Spreadsheet

Google Calendar

**Work Experience**

 **University of West Georgia**, Advising Center (January 2013- Present)

Academic Advisor- advise students with their school schedules and serve as an academic coach.

**Sand Hill Elementary School**, Kindergarten Paraprofessional (August 2012-December 2012)

Assisted a kindergarten teacher to help the class obtain knowledge and grow.

**University of West Georgia**, EXCEL Center (January 2010-April 20, 2012)

Student Assistant- Scheduled appointments for advisors and tutorial services, assisted students with daily questions on college life.

**University of West Georgia**, Orientation Leader (March 2011-August 2011)

Worked with the Admissions Office in organizing Summer Orientation.

**University of West Georgia**, Carrollton, Georgia- **Read Across America** (January 2010-May 2010)

 Tutored kindergarten students in all areas but mainly reading and language.

**First United Methodist Church**, Roanoke, Alabama (August 2008-December 2009)

Taught Bible School to first and second grade children

**Switchboard Operator**, Southern Union State Community College (May 2008-December 2009)

Took calls for all main offices, did mail and faxing duties for the faculty and college, and served as a help desk for students and parents.

**Sandy Holliday Attorney at Law**, Roanoke, Alabama (August 2007-June2008)

Handled customers, answered phone, filing, faxing, and typing court documents.

**Bedazzled Salon and Spa**, Roanoke, Alabama (May 2006-July 2007)

Receptionists, filing, making of appointments, and customer service.

**Related Experience**

* Co taught UWG 1101 as my practicum during my graduate studies (August 2013-December 2013)
	+ Taught freshman students at the University of West Georgia important skills to be successful in college.
	+ Helped create assignments and teach them to the students.
	+ Participated in the grading of the assignments given.
	+ Communicated with the students via meetings, emails, and phone calls about the course.
* Co supervisor of D.I.Y. (Do It Yourself) mentoring (January 2013-July 2013)
	+ Supervised and ran weekly meetings
	+ Supervised mentors and their duties
	+ Recorded data in Excel worksheets for assessments
	+ Monthly observations of the mentors
	+ Helped with on campus event for DIY
* Created workshops for pre psychology freshmen
	+ This workshop incorporated information that was useful for registration and class selection for freshman pre psychology majors.
* Vice President of Assessments in PAAA (Professional Academic Advising Association)
	+ Attended PAAA meetings and events
	+ Keep up with attendance at each meeting and event
	+ Currently working on having levels for advisors after completing certain task
* Advisor of student organization: F.L.Y. (Forever Living Young)
	+ Attend meetings
	+ Help the president and vice president make decisions for their organization
	+ Give approval when needed for certain decisions

**Volunteer Activities**

* Autism Speaks Walk in Atlanta
* Relay for Life (Randolph County and Carroll County)
* **Sharps Creek Elementary**- After School Program Volunteer

**AWARDS, HONORS, AND CERTIFICATES**

* Phi Theta Kappa- SUSCC 2008
* Dean’s list- all semesters at UWG
* UWG Ambassador- 2009-2010
* UWG Orientation Leader- 2011
* Kappa Delta Pi- 2010
* UWG Homecoming Candidate- 2011
* Nominated for Student Employee of the Year
* Alpha Xi Delta- Social Sorority 2010

**REFERENCES**

* Danny Gourley

Associate Director of Advising

dgourley@westga.edu

678-839-5342

* Arlene Pace

 Senior Secretary of UWG EXCEL Center

 apace@westga.edu

 770-356-5640