

Ashley Lewis

EDUCATION

Valdosta State University (VSU), Valdosta, GA
Master in Public Administration, December 2003

Valdosta State University (VSU), Valdosta, GA
Bachelor of Arts, Sociology & Anthropology, May 2002
Study Abroad in Guadalajara, Mexico (Summer 2001)

WORK EXPERIENCE

EXCEL Center Assistant Director – Multicultural Achievement Program Coordinator University of West Georgia **July 2008 - Present**

- Develop and monitor early intervention and retention strategies for minority students
- Monitor and develop academic, resources and supplies for students
- Correspond weekly with academically at risk students
- Conduct presentations for the university on academic success
- Facilitate major and academic success/probation workshops
- Coordinate and develop second year minority student initiative
- Serve as an instructor for Freshman Seminar and Leadership Course
- Coordinate and manage peer mentoring program for first year minority students
- Manage and develop campus inclusion cultural programs
- Collaborate and support campus and community diversity programs
- Serve as a liaison for minority student concerns
- Coordinate and serve as liaison for Atlanta Public Schools Project GRAD Summer Institute
- Serve as an advisor to several student organizations
- Banner, Microsoft Office, MAP Works, Degree Works

EXCEL Center Assistant Director –Tutoring and First Year Mentor Coordinator University of West Georgia **Dec. 2004 – 2008**

- Recruit, maintain, and train tutor and mentor staff on a continual basis
- Facilitated and coordinated residence hall tutoring and academic support programs
- Monitored and develop records, resources, and supplies
- Performed mentor and tutor evaluations
- Coordinated educational programs such as time management, campus resources, and multicultural seminars
- Advised students in undeclared and selected majors in course work
- Developed and organize academic and social programming for first year students
- Served as student organization advisor
- Facilitated major and probation workshops
- Provide academic success strategies and university polices to advise first year students

- Freshman Seminar and XIDS 2002 – What do you know about leadership instructor
- Maintain College Reading and Learning Association Certification
- Banner and Microsoft office in daily duties

Substitute Teacher, Fayette County Board of Education, Aug. 2004- Dec. 2004

- Instructed designated course material
- Monitored student classroom participation and behavior

Freshman Year Experience, Graduate Assistant, Valdosta State University, Aug. 2003- Dec. 2003

- Taught Freshman Seminar Class (VSU 1101)
- Recruited and trained program staff
- Monitored student progress through academic logs and personal contact
- Organized and coordinated cohorts participation in service learning
- Kept statistical data on freshman academic progress
- Hired twenty program support staff members
- Developed training seminars for cohort staff
- Organized student employee compensation
- Provided academic advisement for cohort students
- Experience with BANNER, MS Office, Front Page

CONFERENCE PRESENTATIONS

- “The ABC’s of CRLA Mentor Certification” International Mentoring Association Conference, Atlanta, GA, March 22-24, 2007
- “Keeping Tutor Training Spicy” CRLA Southeast Symposium, Kennesaw State University, Marietta, GA , February 24, 2007
- “Using Facebook as an Academic Advising Tool” Third Annual Academic Advising Best Practices Event, Georgia Tech Academic Advisors Network, Atlanta, GA, June 14, 2006.
- “Opposites Can Attract: Marriage Therapy for Academic and Student Affairs” Freshman Year Experience Conference, Atlanta, GA, February 24-28, 2006
- “Organization Introspection, and Graduation: Survival Skills for the Undergraduate Student” Minority Advising Program and Minority Recruitment Office, Valdosta State University, Valdosta, GA, March 24-25, 2005

PROFESSIONAL ORGANIZATION

- College Reading and Learning Association, Member, 2005- Present
* CRLA International Mentor Certification Reviewer
- National Academic Advising Association, Member, 2005- Present
- National College Learning Center Association, Member, 2005- Present
- Student Affairs Administrators in Higher Education, Member, 2005- 2007