

Katie J. Mosley

Objective

To apply my knowledge and skills I have obtained in higher education to further my career and better serve the University's students.

Education

May 2010-Present
University of West Georgia
Master of Education Degree, College Student Affairs

August 2004-July 2008
University of West Georgia
Bachelor of Science Degree, Sociology

August 2000-May 2004
Monroe Area High School
Honor Graduate
College Prep Diploma

Awards

University of West Georgia
Alpha Kappa Delta
Sociology Honor Society, Spring 2008
University of West Georgia

Dean's List, Fall 2007-Spring 2008

Who's Who Among Students in American Universities of Colleges
2005-2008

Work Experience

August 2011-Present, Coordinator of Second Year and HOPE Scholarship Programs
University of West Georgia
Carrollton, GA

Supervise and coordinate programming for the university's sophomore class, supervise second year program graduate assistant; plan and implement program events in order to reach the needs of second year students and to improve retention and progression toward degree rates of University of West Georgia's sophomore class by offering programs in academic success: declaration of major; student leadership and connection to campus; awareness in interconnection with self, local, national and international communities.

Coordinate, plan and implement program events to help students secure or gain the HOPE scholarship by providing access to resources and information on campus to

improve retention and progression toward degree rates at UWG; supervise graduate assistant and student peer mentors;

March 2009-August 2011, Admissions Counselor
University of West Georgia
Carrollton, GA

Attend all college recruiting fairs, conduct individual high school visits, speak to students and parents who are interested in attending the University of West Georgia, guide students through the general college application process, conduct follow up calls and visits to ensure student's applications are complete, help transition students to the next step in their college career.

January 2008-March 2009, Intern/Case Manager
Haralson and Walton County Department of Family and Children Services
Buchanan/Monroe, GA

As an intern I observed court hearings, home and school visits, forensic interviews, aftercare visits, family team meetings, intakes, and reports; made reference calls; assisted staff with documenting and paperwork. After gaining full time employment as a case manager I did all the above as well as carried a case load of up to 30 cases, conducted home visits and investigated cases of child abuse and neglect, developed case plans and safety plans with parents.

November 2004-May 2006, Student Assistant
University of West Georgia Intramural Department
Carrollton, GA

Assisted office manager and other students with equipment check-outs and registration; answered phones, scheduled appointments, and made intramural sports schedules

Volunteer Experience

Make-A-Wish Foundation
Wish Granter

Carroll County Recreation Department
Girls' Softball Coach

Organization Affiliations

University of West Georgia
Chi Omega Sorority, 2004-2008
Executive Board Member

Computer Skills

Microsoft XP, Microsoft Office, Banner, PeopleSoft, ADP, Internet, and E-mail