

WILLIAM D. ETHEREDGE III

OBJECTIVE

To acquire a position in higher education working directly with college students that utilizes my experience and education.

EDUCATION

1992 - 1999 State University of West Georgia Carrollton, Georgia
BA Psychology

WORK EXPERIENCE

March 2007- Present University of West Georgia, EXCEL Center
Carrollton, Georgia
Academic Advisor

- Providing Academic Advising to Undeclared and Pre-Arts & Sciences majors
- Serving as an Academic Coach to at risk students on academic warning/probation and Presidential Exception athletes
- Serving as department liaison to departments within the College of Science & Mathematics
- Planning and presenting at Orientation sessions for new freshmen
- Classroom presentations regarding advising and other EXCEL services
- Planning and participating in pre-major workshops for specific Arts & Sciences pre-majors
- Presenting at student success seminars and peer tutor trainings
- Assisting students with career and major exploration

December 2002 – March 2007 Doulgas County Retardation Association
Douglasville, Georgia
Residential Coordinator

- Supervision and management of a residential program for mentally retarded adults including four group homes and approximately 20 staff.
- Ensuring that homes comply with all applicable standards including CARF accreditations, State Department of Human Resources, HUD and Medicaid waiver.
- Responsible for maintaining consumer finances, official records and staff payroll.

October 2000 – April 2002 Pathways Center Community Service Board
Carrollton, Georgia

Social Services Day Coordinator

- Program Supervisor for an after school program for children and adolescents with severe emotional and behavioral problems
- Supervise a staff of five full-time employees
- Supervise and coordinate all daily operations of the program including monthly lesson plans, weekly schedules and all purchases and contracts
- Attend regular meetings with parents, school officials and community advocates regarding the clients and their participation and status in the program
- Attend juvenile court and community program meetings on the clients' behalf when needed

May 1999 – October 2000 Pathways Center Community Service Board
Carrollton, Georgia

Residential Services Coordinator

- Supervised a three county residential program for adults with mental retardation
- Responsible for 23 full-time residents and the overall supervision of 30-35 full and part-time staff
- Maintained budget for the residential program, including supervision of all purchases and incoming revenue
- Prepared monthly and quarterly reports for the regional office
- Wrote individual service plans for all residents

REFERENCES

Ashley Lewis, Assistant Director, EXCEL Center, University of West Georgia, 678-839-6280

Elaine Heath-Ward, Academic Advisor, College of Education, University of West Georgia, 678-839-6055

Christy Rabern, Academic Advisor, Richard's College of Business, University of West Georgia, 678-839-5045