

# KATE THEOBALD

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*Creative, innovative, and motivated leader and life-long learner with a passion for working with faculty, staff, and students as they determine and achieve their goals. Seeking opportunities to continue growing and serving as part of an effective team. Dedicated, hard-working professional with excellent written and verbal communication skills and strong work ethic. Effective in collaborative and individual settings. Organized, confident, and detail-oriented.*

## Education:

- University of West Georgia, Carrollton, GA: Ed.D. Higher Education Administration, *in progress*
- Georgia Southern University, Statesboro, GA: M.Ed. Higher Education Administration, 2016
  - 4.0 GPA
- University of West Georgia, Carrollton, GA: B.A. English with Secondary Education, 2009
  - Graduated Cum Laude
- Middle Georgia College (now Middle Georgia State University), Cochran, GA: A.A. Secondary Education, 2006
  - Graduated with Honors
  - GAMES Student/Graduate (Georgia Academy of Mathematics, Engineering, and Science)

## University Administrative Experience:

- July 2017 – present: Manager of the Office of Undergraduate Research *and* National Scholarships and Fellowships Advisor, Honors College, University of West Georgia
  - Create and oversee UWG's national fellowships application process; advise applicants, provide application and essay feedback, create and administer information sessions, and promote national scholarships and fellowships for UWG students, including Truman, Goldwater, Fulbright, Madison, Schwarzman, Gilman, Peace Corps, JET, NSFGRFP, and REUs; oversee all aspects of Student Research Assistant Program (SRAP), including to organize and serve on SRAP Faculty/Staff Committee, and to coordinate budget; manage the Student Travel Award Application process; organize and serve on UWG Undergraduate Research Committee to plan and oversee Scholars' Day Undergraduate Research Conference; manage UWG participation in Georgia Undergraduate Research Conference (GURC), National Collegiate Undergraduate Research conference (NCUR), and World Conference on Undergraduate Research (World CUR); President of Georgia Undergraduate Research Collective; member of National Association of Fellowships Advisors (NAFA); assist in general Honors College operations and activities; serve on First-Year Seminar Advisory Committee
- October 2016 – June 2017: Associate Director, Advanced Academy of Georgia, University of West Georgia
  - February 2017 – June 2017: also, Interim Director
    - Oversee all aspects of Advanced Academy program; assist university administration with program closing.
  - Continue job duties from Program Specialist/Academic Advisor position with promoted title and additional responsibility; oversee Academy organizations in partnership with Academy Graduate Assistant, including Gunn Gazette literary magazine, Senior Committee, Yearbook, and Decathlon Committee; assist in supervision of Academy Graduate Assistant; member of NACADA Global Community for Academic Advisors
- October 2012 – October 2016: Program Specialist/Academic Advisor, Advanced Academy of Georgia, University of West Georgia, Carrollton, GA
  - Oversee admissions process for prospective Advanced Academy students; oversee and conduct academic advising for all Advanced Academy students to ensure timely completion of high school graduation requirements and progress of UWG Core Curriculum; design and conduct Academy workshop series covering successful transition to college and SAT/ACT preparation; register students for classes and perform other duties using Banner; serve as liaison between UWG and high school administrators; collaborate with USG and DOE colleagues to coordinate dual enrollment experience, K12 testing, etc. for Academy students; serve as System Test Coordinator, facilitate and administer mandatory high school standardized testing; manage MOWR applications, etc. for Academy students; manages course submission for MOWR alignment in GATRACS for all UWG Dual Enrollment programs; developed and administer Academic Success Program for students on Academy Academic Probation; work with UWG faculty and staff to facilitate academic progress and successful student experience; assist with college advising and application process; assist in recruitment activities; serve as staff advisor for Academy Ambassador program; serve as staff advisor for Academy Judicial Board (2012-2016); maintain website; maintain social media; plan annual Recognition Ceremony (graduation); conduct academic data collection, student surveys, and other administrative tasks; serve in rotating on-call schedule; maintain membership in Georgia Association of Gifted Children; served on

hiring committees for several UWG staff positions; member of UWG Barrier's Subcommittee for Bookstore; member of UWG Benevolence Committee

- October 2010 – October 2012: Program Specialist/Recruiter, Advanced Academy of Georgia, University of West Georgia, Carrollton, GA
  - Recruited prospective students to Advanced Academy of Georgia residential dual enrollment program; travelled to Georgia high schools and middle schools to present to students, parents, and K12 faculty and administrators; organized and conducted Academy's participation in recruiting events such as PROBE college fairs, UWG Preview Day events, and educational organization conferences; lead project collaborating with UWG Graphic Design program to develop logo and recruiting materials; served as staff advisor for Academy Ambassador program; oversaw application process for prospective students; updated and maintained website; maintained Academy social media; served in rotating on-call schedule
- December 2006 – May 2009: Student Assistant, University of West Georgia Bookstore

### Teaching Experience:

- Fall 2018, Fall 2019: Instructor, XIDS 2002 Freshman Seminar – University of West Georgia, Carrollton, GA
  - Planned and taught first-year seminar course to general population of UWG freshmen, with a focus on understanding the system of higher education; incorporated research, writing, and organizational methods to create a successful undergraduate experience
- Fall 2017, Fall 2016: Instructor, UWG 1101 – University of West Georgia, Carrollton, GA
  - Planned and taught First-Year University Experience course to general population of UWG freshmen that is academic in nature with a focus on writing and discussion; incorporated planners and organization into successful freshman experience
- July 2009 – October 2010: Classroom Teacher, English – Mt. Zion High School, Mt. Zion, GA
  - Planned and taught all areas of class for American Literature, World Literature, and 11<sup>th</sup> Grade Literature/Composition; worked collaboratively with special education teacher to plan and instruct collaborative classes; coached High School Academic Team; sponsored High School French Club; prepared students for End of Course Tests, Georgia High School Writing Test, and Georgia High School Graduation Test in English; member of 2010-2011 School Council; helped supervise events such as Prom and football games; tutored small groups and individual students; assessed and modified instruction based on student performance and feedback; member of GAE and NEA (Georgia Association of Educators and National Educators Association)
- January 2009 – May 2009: Student Teacher, English – Mt. Zion High School, Mt. Zion, GA
- September 2008 – December 2008: Part-Time Student Teacher, English – Temple High School, Temple, GA
- February 2008 – May 2008: Part-Time Student Teacher, Language Arts – Central Middle School, Carrollton, GA
- August 2005 – May 2006: Field Experience, English and French, 100 hours – Pike County High School, Zebulon, GA

### Related Experience:

- January 2020 – December 2021: President, Georgia Undergraduate Research Collective
  - Organize and host 2020 and 2021 Georgia Undergraduate Research Conference; assist in planning 2020 and 2021 Posters at the Georgia Capitol; oversee administration of Collective; serve on Board
- January 2020 – April 2020: Practicum Site Supervisor
  - Supervise practicum experience for graduate student in UWG's MEd in College Student Affairs program
- August 2018 – December 2019: President-elect, Georgia Undergraduate Research Collective
  - Assist president in hosting Georgia Undergraduate Research Conference (GURC); serve on Board
- December 31, 2019-January 2, 2020; January 1-3, 2018: Door-holder (volunteer) for Passion conference
  - Serve on Resources Team at on-site conference location for 13,000+ college students in 2018 and 65,000+ college students in 2020; purposefully welcome and serve students to enhance their experience; assist conference attendees in selecting and purchasing conference resources to further students' learning
- Fall 2019 semester: Member, A Day Planning Committee
  - Work with University Advancement to promote Annual Fund giving, serve as liaison to College of Arts and Humanities A Day Department Captains, assist with A Day events
- August 2015 – July 2017: volunteer Co-chair of Alumni Campus Employees (ACE) organization, University of West Georgia, Carrollton, GA
  - Work with UWG Alumni Relations to plan and organize events for UWG ACE members; assist in outreach to ACE members; assist in maintaining social media
- January 2007 – January 2009: Volunteer Mentor, icouldbe.org
  - Assist students with and give feedback on pre-made lessons concerning transitioning to high school and making post-secondary decisions

- August 2005 – May 2006: English and French Tutor, Middle Georgia College, Academic Student Center
  - Individually tutored college freshmen and sophomores in English Composition I and II, and Introductory French

#### **Certifications:**

- Georgia Teaching Certificate, Type SRT, Level 4, English Grades 6-12, expires June 2024

#### **Conference Presentations and Participation:**

- June 2020 (upcoming): National Association of Fellowships Advisors (NAFA) Summer Virtual Workshop, Co-presenter
  - Creating a New Fellowships Office or Program
- March 2020: Southern Women Leadership Institute, Georgia Southern University, speaker
  - Seeking Balance: Fitting the Professional and Personal into One Life
- October 2019: Leadercast Women 2019 Conference, Atlanta, GA, attended
- October 2019: Lessons from Abroad Georgia Conference, presenter
  - Using Fulbright (and Other Fellowships) to Support Your Goals, presented 2 times
- July 2019: National Association of Fellowships Advisors (NAFA) Conference
  - New Advisor Intensive, Co-presenter - Starting the Fellowship Program/Office on Your Campus, presented 3 times
  - New Advisor Intensive, Foundation Representative Host, Schwarzman Scholars
  - Poster Session, Presenter - Creating a New Fellowships Office: Lessons From the First Two Years
- May 2019: Innovations in Pedagogy Conference Presentation, University of West Georgia, presenter
  - Supporting High Potential Students Beyond the Classroom: National Fellowships at UWG
- October 2018: Leadercast Women 2018 Conference, Carrollton simulcast location, attended
- October 2018: Lessons from Abroad Georgia Conference, co-presenter
  - Fulbright and Other Long-term Experiences Abroad, presented 2 times
- May 2018: Innovations in Pedagogy Conference Presentation, University of West Georgia, co-presenter
  - It's Okay to Bring the Cheese Puffs: Fitting the Professional and the Personal into One Life
- July 2017: National Association of Fellowships Advisors (NAFA) Conference, attended
- May 2017, April 2015: Innovations in Pedagogy Conference, University of West Georgia, attended
- October 2016: NACADA Global Community for Academic Advising Conference, attended
- May 2016: Innovations in Pedagogy Conference Presentation, University of West Georgia, presenter and panel facilitator
  - When High School and College Merge: Supporting the Growing Population of Young, High-Achieving Students in the University Classroom, panel leader
- March 2016: Georgia Association of Gifted Children (GAGC) Conference Presentation, co-presenter
  - Innovative Acceleration
- October 2015, March 2016, September 2016, October 2017, March 2018, October 2019: Engage West Staff Edition, University of West Georgia, attended
- March 2015: GAGC Conference Presentation, proposal accepted
  - Creative Acceleration
- March 2012: GAGC Conference Presentation, co-presenter
  - Early Entrance to College

#### **Awards and Distinctions:**

- University of West Georgia
  - Best of the West nomination, Cross Divisional Recognition, March 2016
  - Best of the West nomination, Values Recognition, March 2016
  - Most Outstanding English Education Major Award, April 2009
- Middle Georgia College
  - Secondary Education Award, May 2006
  - Ambassador for GAMES program

#### **Educational Technology Skills:**

- Knowledge of various programs related to university administration or educational instruction, including Banner, EAB Navigate, CourseDen (D2L), Folio (D2L), GATRACS, Infinite Campus, etc.