

AMANDA H. THOMAS

PROFILE Personable professional with demonstrated experience in facilitating collaboration for continuous improvement and forward progress. Highly-motivated and results-oriented leader with excellent communication and managerial skills.

SKILLS & ABILITIES Proficient in MS Office product suite, including Microsoft Excel. Planned and implemented assessment activities at all levels of the institution. Self-starter with strong interpersonal skills. Comfortable, versatile, and effective with diverse audiences. Able to work independently while overseeing multiple projects at a time.

EXPERIENCE

DIRECTOR OF ASSESSMENT, UNIVERSITY OF WEST GEORGIA

June 2018 – Present

Provide expertise and assistance to faculty, staff, and administrators in the development and implementation of effective outcomes-based assessment processes that foster continuous improvement within academic and non-academic units. Develop and deliver effective workshops on assessment techniques for academic and support departments. Consult and provide expertise and assistance to all institutional units in the development of 1. Relevant program/unit goals and outcomes; 2. Developing appropriate direct and indirect measures; 3. Collecting and analyzing assessment data; and 4. Drawing conclusions from data that facilitate data-informed improvements. Work collaboratively with various offices across campus to facilitate open forms of communication and continuous improvement. Design, implement, and evaluate efficient processes for conducting assessment planning, reporting, and review, including databases, workflow, and documentation. Manage and oversee the coordination and collection of all annual university assessment reports. Analyze and disseminate results of assessment data to internal and external constituents, including reports on progress towards achieving assessment goals to the Associate Vice President for Institutional Effectiveness and Assessment, Associate Vice President for Academic Affairs, and Provost. Oversee the duties of the Assessment Coordinator. Serve as the Chair for the University Assessment Committee, Academic Program Peer Review, and General Education Assessment Committee, as well as represent assessment and the office of Institutional Effectiveness and Assessment on other committees including, but not limited to, the Engage West Survey Committee, the Teaching, Learning, and Assessment sub-committee of Faculty Senate, and the Carnegie Foundation Self-Study Team.

INTERIM DIRECTOR OF ASSESSMENT, UNIVERSITY OF WEST GEORGIA

October 2017 – May 2018

Oversaw and directed the plan for academic assessment and advised all assessment activities including selection of criteria and development/selection of appropriate measures. Partnered with

associate deans, faculty, and administrators to assist in the development and implementation of sound assessment plans and reports for all university units. Consulted on assessment processes and procedures for faculty and staff by maintaining a library of assessment methodology, best practices, and materials. Planned, organized, and coordinated assessment activities such as workshops, training, and projects to support planning, research, and decision-making across campus. Analyzed and disseminated results of assessment data to internal and external constituents. Fostered collaborative relationships for continuous improvement.

ASSESSMENT COORDINATOR, UNIVERSITY OF WEST GEORGIA

November 2015 – October 2017

Coordinated and managed the development and implementation of a comprehensive assessment process for institutional improvements in accordance with accreditation requirements. Collaborated with administrators, faculty, and staff to develop effective strategies for academic and administrative assessment. Assisted in the analysis and communications of assessment results to internal and external stakeholders. Developed and lead training sessions for faculty and staff. Increased faculty engagement and knowledge of assessment by launching an annual peer review of academic program assessment to assist in the continued improvement of student learning.

LEGAL ASSISTANT, HUNNICUTT, TAYLOR, & CARSWELL, P.C.

August 2013 – November 2015

Communicated with courts and social services staff for the proper case management of cases. Established, updated, and maintained organized systems of case files and databases. Accurately prepared petitions, motions, and court orders by designated court deadlines. Evaluated and assessed case files to preemptively prepare necessary records requests and summons. Attended all court proceedings and reported to the Judge as needed.

SOCIAL SERVICES PROTECT & PLACEMENT SPECIALIST, COWETA COUNTY DEPARTMENT OF FAMILY & CHILDREN SERVICES

September 2012 – August 2013

Assessed levels of risk to children by conducting face-to-face interviews with the alleged victims and their caretakers. Collaborated with law enforcement and other resources to thoroughly investigate cases and develop treatment plans. Prepared timely and accurate reports to administration. Provided essential and operative case management supervision of fifteen or more cases at a time. Maintained organized case files, notes, family resources library, and other applicable materials. Communicated to all appropriate stakeholders, the investigative findings, and recommendations to the court.

SOCIAL WORKER TECHNICIAN / TEACHER'S ASSISTANT, BURWELL PROGRAM AT NORTHGATE HIGH SCHOOL

November 2010 – September 2012

Completed social history intakes by conducting face-to-face interviews with caretakers and students within the program. Supervised students in the classroom and provided daily assessments of student's behaviors. Provided educational and therapeutic support to students. Offered effective crisis intervention assistance to students as needed.

EDUCATION **MASTER OF ARTS, CRIMINOLOGY – APRIL 2015 – UNIVERSITY OF WEST GEORGIA**
Relevant coursework included: Planning and Evaluation (CRIM 6275), Social Research (CRIM 6013), Statistics for Social Sciences (SOCI 5003)

Graduate Research Assistant, Department Criminology, 09/2009 – 05/2010: Activities of note include assisting in Wave 1 of the University of West Georgia Branding Survey through the Survey Research Center. Analyzed and interpreted data. Synthesized data into written format and graphs/charts, for presentation and publication.

BACHELOR OF SCIENCE, CRIMINOLOGY – MAY 2009 – UNIVERSITY OF WEST GEORGIA

Relevant coursework included: Survey Research (CRIM 4280), Statistics for Social Sciences, (CRIM 4003), Research Methodology (CRIM 4000)

AFFILIATIONS Association for the Assessment of Learning in Higher Education
 General member / Member of the 2018 & 2019 Conference Planning Committee
 Georgia Odyssey of the Mind
 Board of Directors / State Problem Captain

REFERENCES **AVAILABLE UPON REQUEST**