

Contact

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Top Skills

Microsoft Office

Microsoft Word

PowerPoint

Languages

English (Native or Bilingual)

Spanish (Limited Working)

Mattie Gullatt

Student Success Manager at Trilogy Education
Los Angeles Metropolitan Area

Experience

Trilogy Education

Student Success Manager

July 2019 - Present (1 year 11 months)

Greater Los Angeles Area

Brentwood School

Registrar

January 2019 - July 2019 (7 months)

Greater Los Angeles Area

Manage the student registration process from pre-registration procedures and policies through course placement.

Track student enrollment status, academic records, and the completion of graduation requirements.

Work closely with the master scheduling team to create an Upper School schedule that best suits the needs of the students and faculty.

Resolve scheduling issues, process drop/add requests, while ensure classes are balanced in both size and gender.

Manage transcript requests for current students and alumni.

Provide administrative support to the Upper School Office, including helping prepare for various Upper School events throughout the year, such as Back to School Night, the Upper School Awards Assembly, or Commencement

UCLA Athletics

5 years 8 months

Football Academic Coordinator

September 2017 - January 2019 (1 year 5 months)

Greater Los Angeles Area

- Responsible for the development, administration and evaluation of year-round academic and student services supporting football student-athletes
- Foster student-athlete engagement and accountability, and ongoing evaluation and enhancement of support plans and services
- Designs student-athletes' quarterly academic support plans, including AS2 learning specialist assignments, academic mentor assignments and peer learning (tutoring) requests
- Assist student-athletes with program planning to promote timely graduation, including creation of 4 year degree plans and quarterly course selection
- Monitors NCAA continuing academic eligibility for all football student-athletes, including crosschecking initial and final schedule audits, completing progress-toward-degree evaluations, and monitoring the teams' NCAA Academic Progress Rate (APR) and NCAA Graduation Success Rate (GSR)
- Serves as the liaison between the academic and football staff in the recruitment of prospective football student-athletes and contributing to unit-wide traditional programming including Bruin Bridge (summer bridge) programming, class rank meetings and orientation sessions, Scholar-Athlete Banquet, and Student-Athlete Graduation Celebration

Learning Specialist

June 2015 - September 2017 (2 years 4 months)

Greater Los Angeles Area

- Conduct weekly one-on-one academic support sessions with assigned student-athletes from Men's Football, Men's & Women's Track & Field, Men's & Women's Golf, Women's Gymnastics, and Women's Rowing to provide intensive academic skill building and review academic progress
- Complete weekly and quarterly evaluations of student's academic progress, session engagement, and preparation to be reviewed with designated coaches and AS2 staff members
- Build curriculum, maintain resources and provide instruction in learning skills, such as time management, critical thinking, reading, revision process, note taking and test taking strategies
- Provide early identification of academic concerns using assessment tools
- Coordinate all intake interviews, learning disability testing, diagnostic testing reviews, and implementation and monitoring of accommodations and services for assigned teams

- Provide disability-related counseling, advocacy and referral services
- Develop and maintain a network of campus and community resource organizations for student-athletes with learning, concentration, and/or emotional concerns
- Attend and contribute to quarterly case management and eligibility meetings for both Football and assigned Olympic Sports
- Serve as the Director of the Campus Relationship Program, which hosted quarterly events aimed to connect UCLA faculty and staff with AS2
- Serve on the Intern Management Committee, which oversees hiring, training, and supervision of 15+ Academic Mentors
- Serve on the AS2 Assessment Committee, which conducted a comprehensive assessment of the effectiveness of our academic intervention programming
- Serve on Wooden Academic Student Development Committee, which focuses on the development and implementation of specific student-athlete development programming as well as the creation of the Champions Program
- Serve as co-adviser to the Bruin Athletic Council

Assistant Learning Specialist

August 2014 - May 2015 (10 months)

- Worked to create a focused learning environment in which student-athletes develop an awareness of individual learning styles and strength to foster independent and meaningful learning
- Educated student-athletes and academic mentors on strategies to improve university-level organization, time management, reading comprehension, test taking, critical thinking, and problem solving skills
- Conducted regular mentor trainings to facilitate the development of targeted learning strategies based on student-athletes' specific needs
- Helped coordinate and participated in peer learning facilitator trainings
- Provided productive structured learning support for student-athletes
- In coordination with Academic Coordinator and Academic Counselors worked to develop individualized academic support plans for student-athletes
- Served as the point person for the Campus Relation Program, which host the Annual Football Etiquette Dinner, Staff Appreciation Night and other event to engage and recognize campus partners
- Assisted with the development and curriculum for the Bruin Bridge Summer Program which serves as a transition program for incoming student-athletes

Academic Mentor

June 2013 - July 2014 (1 year 2 months)

- Collaborated with Learning Specialist to develop academic support plans to foster student-athlete success

- Managed a caseload of diverse football student-athletes
- Provided program planning (course planning) assistance to various athletic teams
- Created weekly and quarterly reports documenting
- Maintained documents pertaining to class checks, final exam, class schedules, and grade reports

Malibu Methodist

Office Administrator

May 2011 - June 2013 (2 years 2 months)

- Provided administrative support to staff of both church and nursery school, including managing school enrollment and registration
- Developed and maintained weekly newsletters, brochures and online marketing materials with attention to professional communication with a variety of stakeholders
- Set large-scale attainable goals for fundraising campaigns which were supported in the execution of smaller targeted events including annual fundraisers, marketing and outreach campaigns
- Played a key role in communicating and coordinating with all staff and committee members
- Created all creative marketing material, as well as maintained website

Education

University of Southern California

Masters of Education, Postsecondary Administration and Student Affairs · (2013 - 2015)

Pepperdine University

Bachelor of Arts (B.A.), Marketing Communications · (2007 - 2011)