

Jillian A. Richmond

Chapel Hill, NC 27516 | jillianrichmond0202@gmail.com |  | [linkedin.com/in/jillian-richmond](https://www.linkedin.com/in/jillian-richmond)

EDUCATION

*In progress**

University of North Carolina at Chapel Hill

August 2026*

Masters of Arts in Educational Innovation, Technology, and Entrepreneurship (MEITE)

Related Coursework: Development and Learning, Personalized and Adaptive Learning, Statistics I & II, Learning Analytics, Emerging Learning Technologies

University of North Carolina at Chapel Hill

May 2025

Human and Organizational Leadership Development, Bachelor in Arts in Education

Related Coursework: Practical Ethics, Interpersonal and Organizational Communication, Systems Improvement and Implementation, Foundations of Leadership, Organizational and Community Development, Leadership in Educational/Nonprofit Settings, Equity and Leadership, Data Applications

Honors: Summa Cum Laude, Dean's List (all semesters), Kappa Delta Pi Member (Education Honors Society)

WORK EXPERIENCE

Immersion Planning Co-lead, UNC Chapel Hill, School of Education

October 2025- Present

- Promoted for 2nd annual OLL Immersion Experience (see "Special Events Manager" below), with an expected 350 attendees.
- Created team-wide "to do" planning document and am filling in new team members on procedures and norms.
- Created a VR interactive campus tour for OLL students with disabilities who cannot navigate campus or who are unable to attend the event in person.

Innovation Hub Student Ambassador Program Intern, Innovate Carolina

August 2025- Present

- Revamping the existing internship program for Innovate Carolina to become a more packaged and standardized program across supervisors.
- Conducted, documented, cleaned and analyzed 28 interviews (and counting) with interns, supervisors, and best practice partners to establish a benchmark for current state of the internship.
- Will present findings to team and interns for feedback and implement proposed next iterative steps based on interview findings and collaborative problem solving.

Social Media Strategist, UNC Chapel Hill, School of Education

August 2025- Present

- Strategizing branding-aligned posts and videos for UNC School of Education's MEITE program, posting 3 times a week to Instagram (1086 followers), LinkedIn (356 followers), and Facebook (289 followers).
- Increased LinkedIn interaction metrics in impressions (152.2%), reactions (111.1%), comments (150%), and reposts (116.7%) in a 6-month period.
- Sets weekly agenda for meetings with supervisor, conducts weekly research on relevant events and information to share, and established and maintains routine content series.

Special Events Manager, UNC Chapel Hill, School of Education

January 2025- May 2025

- Managed the inaugural Immersion Experience for the Organizational Leadership and Learning (OLL) EdD program with 125+ total attendees.
- Managed stakeholders (organizing over 20 volunteers, 2 catering vendors, marketing/advertisement and merchandise with a \$10,000+ budget, event guests and services, student-facing content) and coordinated

amongst vendors and students in order to host typically-online EdD students for an in-person weekend networking event.

- Designed 6 Qualtrics surveys, including “pre-intervention” and “post-intervention” surveys to collect student needs, suggestions, and feedback as well as pertinent demographic data for planning purposes

Human Resources Intern, *Pinehurst Resort & Country Club*, Pinehurst, NC

June 2024 – February 2025

- Replicated Gratitude Campaign (see “Leadership Experience”) for employee appreciation party with 300 employees on short notice. Orchestrated gathering and ordering supplies, coordinating with appropriate leaders, setup, execution, and clean up.
- Maintained confidential employee information and was an active team member in confidential meetings.
- Navigated various forms of employee interactions, including answering general organizational questions, employee outreach, employee registration and orientation, and employee welcoming and appreciation event

CERTIFICATIONS

Adult Mental Health First Aid, National Council for Mental Wellbeing, expires November 2028

Heartsaver CPR & AED, American Heart Association, expires October 2027

SKILLS

Diligent and driven. Proficient in: Microsoft/Google Suite, Adobe Express, Canva, Qualtrics, and Canvas. Some familiarity with: Figma, GitHub, and R.

RELEVANT COURSE-RELATED PROJECTS

AI Scorecard Development Project, Mark Cuban Foundation, Fall 2025-Spring 2026

OLL Post Event Master Document, Online EdD in Organizational Learning and Leadership, Spring 2025

OLL Capstone Presentation, Online EdD in Organizational Learning and Leadership, Spring 2025

Organizational Equity Audit on United Therapeutics, Fall 2023

Cultural Autoethnography, Fall 2023

ACTIVITIES

UNC School of Education Undergraduate Advisory Council, Member, Fall 2024- Spring 2025

UNC 2023-2024 School of Education Graduation Marshal, nominated April 2024, completed May 2024

UNC Newman Center, Attendee, Volunteer, and Beneficiary Concert Performer, May 2022-Present

UNC Intramurals, Member, Fall 2022- Present

UNC PIT Journal Conference, Presenter and published author on topic of education, March 2022