

KATIE ELIZABETH BROCKLESBY

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Professional Summary

Special Projects Coordinator and *graduate student* seeking a position in higher education with student service orientation. Excellent time management, detail-focused, and problem-solving skills honed while balancing work, studies, and co-curricular activities while serving as a Special Projects Coordinator at the University of Arkansas. Highly organized and dependable with the ability to manage multiple projects and consistently meet deadlines, which is demonstrated by my multiple positions at the University of Arkansas and my work at UALR MidSOUTH. Fast learner and self-motivated as evidenced by knowledge of multiple languages (both programming and linguistic), often self-taught.

- Knowledgeable in usage of Microsoft Office programs (Word, Excel, PowerPoint, Project, Access)
- Experienced in usage of student engagement platforms (GivePulse, Blackboard, Hogsync)

Experience

[December 2022 – Present]

Special Projects Coordinator at University of Arkansas, Fayetteville, AR

- Advised a student-led, service-oriented mentoring program with the goal of developing the students personally and professionally.
- Oversaw budget utilization of a service-oriented mentoring program and assisted students in budget management, approximately \$25,000 annually.
- Assisted student-led groups in utilizing student engagement platforms such as GivePulse, Blackboard, and Hogsync.
- Participated in Department of Student Affairs professional development committee to help design programming and create resources for SA staff to grow professionally.
- Designed a plan for community engagement activities centered around wellbeing, basic needs, and civic engagement.
- Piloted and implemented selective student leadership group aimed at promoting civic education among their peers.

[July 2022 – December 2022]

Graduate Assistant at University of Arkansas, Fayetteville, AR

- Advised a student-led, service-oriented mentoring program with the goal of developing the students personally and professionally.
- Oversaw budget utilization of a service-oriented mentoring program and assisted students in budget management, approximately \$25,000 annually.
- Assisted student-led groups in utilizing student engagement platforms such as GivePulse, Blackboard, and Hogsync.

[January 2021 – December 2022]

Prevention Data and Report Specialist at UALR MidSOUTH, Little Rock, AR

- Innovated on existing practices within the organization to improve efficiency of work and efficacy of the services being provided
- Frequently dealt with dynamic environments and circumstances and adapted to meet the changing situation, often with a quick turnaround
- Prevention team was highly collaborative with members stepping in to give assistance or guidance whenever necessary even to those within a different grant program
- Worked as a liaison to establish and foster partnerships with outreach to outside organizations to collaborate on prevention efforts
- Kept up to date on most recent research in the substance abuse prevention field, particular with regard to data sources and best practices to better assist local service providers
- Relevant Projects:

- Worked with Pride Surveys/International Survey Associates to build upon and improve Arkansas Prevention Needs Assessment (APNA) survey. Assisted the local service providers in the utilization of the data gathered from this annual, school-based survey.
- Partnered with UALR Survey Research Center (SRC) to develop and implement the Arkansas Collegiate Substance Use Assessment (ACSUA) survey.

[June 2019-September 2019]

Customer Service Associate at JC Penney's, Searcy, AR

- Operated as a part of a team in completing tasks
- Provided a unique experience tailored to each guest's individual needs
- Identified areas of possible improvement and saw to the issue quickly

[May 2017-August 2017]

Operations Support Summer VISTA at Our House, Little Rock, AR

- Completed a variety of tasks set by my supervisor at a fast pace
- Created and managed an organized technology database
- Helped coordinate events
- Corresponded with local businesses in designing and installing new signage for the Our House campus
- Worked with other employees to continue and improve the day-to-day campus operations

Education

[July 2022 – Present]

Master of Education degree, Higher Education

University of Arkansas, Fayetteville, AR

- Relevant Projects:
 - Research project on the nature of management in higher education institutions.
 - Research project on the role of student government in community college leadership.
 - Research project on how diverse groups enter American higher education.

[September 2019 – January 2021]

Master of Science postgraduate certificate, Big Data Analytics

Sheffield Hallam University, Sheffield, South Yorkshire, UK

[August 2015 - May 2019]

Bachelor of Arts degree, Economics

Concentration: International Economics & Business

Minors: Chinese Language (with business orientation) & Asian Studies

University of Arkansas, Fayetteville, AR, USA

3.8 GPA | Honors College Member (Cum Laude)

Community Leadership

[July 2023 – Present]

Volunteer at Fayetteville Animal Services in Fayetteville, AR

[December 2014 - September 2019]

Volunteer at Conway Human Development Center (CHDC) in Conway, AR

- Wrote grant requests & laid the groundwork for future successful grant requests
- Fundraising event management, including working with approximately 10 other volunteers a day as well as logistics, transportation, and food preparation duties
- File documents and other clerical duties