**Kaitlin Garrett**

Phone: 321-276-6129

Email: Kaitlin.Garrett@ucf.edu

**EDUCATION**

**University of Central Florida:** 2014 – Present, Orlando, FL

 e-Learning Professional Development Certificate

**University of Central Florida:** 2010 – 2012, Orlando, FL

Educational Leadership MA Higher Education-Student Personnel track, GPA: 3.98

**University of Central Florida:** 2007 – 2010, Orlando, FL

Psychology BS, GPA: 3.95

**East Ridge High School:** 2003 – 2007, Clermont, FL

Diploma, GPA: 4.0

**WORK EXPERIENCE**

**University of Central Florida – College of Medicine**, Lake Nona Health Sciences Campus, FL

*First Year (M1) Coordinator*: 06/2012 - Present

* Assist first-year module directors and faculty teams with the planning, implementation, and evaluation of their curriculum
* Assist with development and organization of instructional content and presentation materials including PowerPoint, Articulate Storyline & Presenter, LabTutor, etc.
* Manage the learning management system (Canvas)
* Participate in the requirement documentation, development, usability, and training for new educational technology programs such as Canvas and KuruCloud
* Develop and deliver training materials for faculty and standardized patients
* Keep current on curriculum design best practices and assist with faculty development training
* Serve as a primary point of contact for first year students and faculty, as well as a liaison to other departments
* Work with Academic Support Services to communicate any student-related matters
* Participates in regular module, department, and committee meetings, as well as conference presentations and research projects
* Coordinates and proctors both in-house and NBME (National Board of Medical Examiners) examinations
* Assists in the collection, tracking, and reporting of all module and faculty evaluation data to assist project owners in making data driven decisions

**University of Central Florida - College of Engineering and Computer Science (Academic Affairs Office)**, Orlando, FL

*Graduate Assistant:* 01/2011 - 05/2012

* Managed the student success series (online training workshops for students on academic probation and alert), which averaged about 700 students per semester
* Assisted undergraduate students with schedule planning
* Calculated and analyzed retention statistics for the student success series, as well as for the College
* Thorough knowledge of degree audits and PeopleSoft
* Coordinated the College's electronic communication with students
* Organized registration for Intro to Engineering dual-enrollment

**Seminole State College - Early College/Dual Enrollment**, Sanford/Lake Mary, FL

*Admissions Specialist – Intern:* 01/2012 - 04/2012

* Participated in recruiting events at Seminole County public high schools for general education, career, and vocational dual-enrollment programs
* Helped manage the 600 students participating in dual-enrollment at Seminole State College
* Coordinated Parent Night event for high school students interested in the career programs
* Prepared for Decision Day event for high school seniors
* Assisted the Baccalaureate Admissions office with acceptance/rejection reports
* Planned and assisted the Student Recruitment and Admissions office with College 101 event for home school, private school, and out-of-county high school students
* Redesigned the Early College program website and updated social media sites to keep students and parents accurately informed

**University of Central Florida - First Year Advising and Exploration**, Orlando, FL

*Summer Orientation Advisor:* 05/2011 - 08/2011

* Extensive knowledge of UCF academic policies, student services, and general education program requirements; presented this information to incoming freshmen
* Involved with UCF summer/fall 2011 orientation - about 6,400 incoming freshmen
* Assisted various majors with schedule planning and navigating myUCF to register for classes
* Assessed individual student's incoming credits through dual-enrollment and/or AP classes

**SKILLS**

* Extensive experience with building and maintaining learning management systems (Canvas/Webcourses and Blackboard)
* Worked as online teaching assistant for multiple semesters and multiple professors
* Strong computer skills including Microsoft Office suite (Word, Excel, PowerPoint)
* Academic advising experience with different student populations (high school; first-year; at-risk)
* Proficient in navigating PeopleSoft Oracle and interpreting degree audits
* Assessment, data collection, and statistical analysis
* Able to prioritize and juggle several tasks at once; excellent time management
* Adaptable, organized, and good attention to detail
* Effective written and oral communication
* Works well with diverse populations of staff and students

**HONORS AND AWARDS**

* MD program award for excellence in M1/M2 program support
* Faculty and Academic Affairs staff award for excellence in professional development
* University of Central Florida College of Medicine Diversity Champion
* University of Central Florida Dean’s List – Multiple terms
* University of Central Florida President's List - Multiple terms

**AFFILIATIONS**

* Member of SGEA (Southern Group on Educational Affairs) – Attended regional 2013 and 2014 conferences
* Member of NASPA (National Association of Student Personnel Administrators) - Attended NASPA FL Drive-In conference (October 2011)
* Member of UCF Student Personnel Association (SPA) - Attended various professional development workshops and volunteer events
* Member of Psi Chi National Honor Society (UCF chapter)
* Member of Golden Key International Honor Society (UCF chapter)

**OTHER WORK EXPERIENCE**

**Universal Studios - 3 Broomsticks restaurant**, Orlando, FL

*Service/Cashier (seasonal):* 06/2010 - 09/2010

* Operated cash register/computer system and maintained balanced levels of money
* Quickly and efficiently filled various food orders in a fast-paced environment
* Exemplified a positive attitude and customer service with customers and co-workers

**Wal-Mart**, Clermont, FL

*Cashier:* 02/2007 - 08/2008

* Quickly and accurately processed transactions while maintaining a balanced drawer
* Exerted positive and friendly attitude with excellent customer service

**T.G. Lee Dairy**, Orlando, FL

*Seasonal Merchandiser:* 11/2003 - 12/2007

* Organized high volume of milk product during busy holiday season
* Maintained record of adequate product stock levels