

## **Kaitlin Garrett**

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### **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