

## ACADEMIC PROFILE

---

Doctoral student in Educational Leadership, Policy, and Human Development with experience in college mathematics instruction, academic operations, student data management, curriculum development, and faculty coordination. Background includes higher education instruction, military human resources administration, academic support program development, and data-informed process improvement to support student success and institutional effectiveness.

## EDUCATION

---

|                                                                                       |               |
|---------------------------------------------------------------------------------------|---------------|
| <b>North Carolina State University, Raleigh, NC</b>                                   | Expected 2029 |
| Doctor of Philosophy, Educational Leadership, Policy, Human Development (In Progress) |               |
| <b>Southern New Hampshire University, Manchester, NH</b>                              | 2025          |
| Master of Science, Applied Economics   GPA: 3.694                                     |               |
| <b>Southern New Hampshire University, Manchester, NH</b>                              | 2019          |
| Bachelor of Arts, Mathematics (Applied Mathematics)   GPA: 3.089                      |               |

## GRADUATE COURSEWORK

---

- ED 710 Applied Quantitative Methods in Education — Grade: A
- ED 730 Introduction to Qualitative Research in Education — Grade: B+

## RESEARCH AND TEACHING INTERESTS

---

- Educational leadership, policy, and human development
- Student success, academic persistence, student-athlete pathways and transition support in higher education
- Mathematics education, applied economics education, and data-informed teaching practices
- Academic operations, student support systems, and institutional effectiveness

## ACADEMIC APPOINTMENTS AND TEACHING EXPERIENCE

---

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Instructor of Math   Faculty Review Board, Louisburg College</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Jan. 2025 – Present   |
| <ul style="list-style-type: none"><li>• Design and develop mathematics curricula for quantitative literacy, statistics, and trigonometry, integrating statistical software such as Stata to teach data visualization and data analysis techniques.</li><li>• Manage and deliver multiple concurrent courses while maintaining accurate records of student performance, attendance, and academic progress in alignment with institutional and accreditation standards, including SACSCOC expectations.</li><li>• Analyze student performance data to identify trends and implement instructional and process improvements, increasing course pass rates to approximately 75%.</li><li>• Coordinate with academic leadership and student services to support students with accommodations under Section 504 and maintain compliance with accessibility standards.</li><li>• Standardize course materials, grading processes, and instructional documentation to support consistency, quality, and transparency across sections.</li><li>• Collaborate with faculty and administrators to improve academic policies, including the development and institutional adoption of classroom management standards.</li></ul> |                       |
| <b>Private Math Tutor, North Carolina and Texas</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Jan. 2016 – Oct. 2022 |
| <ul style="list-style-type: none"><li>• Managed individualized learning plans for diverse student populations, tracking progress and adjusting instructional strategies based on performance data.</li><li>• Maintained detailed records of student outcomes, schedules, and curriculum materials to ensure consistency and accountability.</li><li>• Translated complex subject matter into structured, accessible formats, supporting student success across multiple levels of mathematics instruction.</li><li>• Delivered remote and in-person instruction while adapting to different learning platforms, technologies, and student learning needs.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                       |

**High School STEM Instructor (Volunteer), Compass, Lighthouse Learning Community**

Sept. 2022 – Oct. 2024

- Designed and administered assessments, tracking outcomes to evaluate student learning and guide instructional adjustments.
- Maintained accurate records of student performance, attendance, and progress to support transparency and consistent stakeholder communication.
- Communicated regularly with parents and staff, providing structured updates and resolving issues related to student progress.
- Collaborated with educators to support cross-functional initiatives and improve overall program delivery.

**CURRICULUM DEVELOPMENT AND INSTRUCTIONAL DESIGN**

---

- Develop mathematics course materials for quantitative literacy, statistics, and trigonometry, with an emphasis on applied problem-solving, data interpretation, and student-centered learning.
- Use Excel, Google Sheets, LaTeX, and Stata to support instruction in data visualization, statistical reasoning, and quantitative analysis.
- Create structured course documentation, grading workflows, and assessment materials to improve consistency across course sections.
- Developed and implemented the summer IMPACT academic support initiative to improve onboarding and transition processes for incoming students.

**ACADEMIC SERVICE AND INSTITUTIONAL CONTRIBUTIONS**

---

**Faculty Review Board, Louisburg College**

May. 2026 – Present

- Contribute to evaluation processes related to faculty performance, promotion, and institutional policy compliance.
- Participate in academic quality and governance-related conversations supporting faculty expectations and institutional standards.

**Grant Development and Endowment Development, Louisburg College**

May. 2026 – Present

- Serve as Principal Investigator for two institutional STEM grant proposals currently in development with an anticipated submission deadline of March 5, 2027.
- Collaborate with faculty and institutional leadership to develop grant goals, program activities, student support structures, and grant proposals. Support grant planning related to student success, academic pathways, career-connected learning, mentoring, job shadowing, and institutional capacity building.
- Coordinate team input and align proposed grant activities with institutional priorities, student needs, and long-term program development.
- Assist in early-stage planning related to long-term funding and scholarship opportunities for AS Business students.

**Classroom Management Policy Development, Louisburg College**

August 2025 – Present

- Collaborate with faculty and administrators to strengthen academic policy language and classroom management standards.
- Support institutional conversations focused on student success, academic expectations, and consistent course delivery.

**ADMINISTRATIVE AND MILITARY EXPERIENCE**

---

**Human Resources Specialist, U.S. Army**

Dec. 2008 – Feb. 2013

- Processed and maintained records for 600+ personnel in training programs, ensuring accuracy and compliance with administrative, academic, and organizational requirements.
- Managed onboarding and in-processing workflows, verifying documentation, eligibility, and readiness for enrollment in training programs.
- Maintained and updated personnel and training records, ensuring data integrity across systems and timely reporting of status changes.
- Coordinated with leadership, instructors, and administrative departments to support seamless execution of training programs and soldier support services.

- Supervised and trained administrative staff, delegating tasks and ensuring adherence to established procedures and timelines.
- Supported program operations by organizing schedules, tracking participation, and ensuring completion of required training milestones.
- Delivered orientation sessions outlining policies, expectations, and available support resources.
- Managed logistics and execution of large-scale events, ensuring adherence to timelines, budgets, and organizational standards.

## **ACADEMIC, TECHNICAL, AND ADMINISTRATIVE SKILLS**

---

- Academic operations and student records management
- Data analysis and reporting using Excel, Google Sheets, and Stata
- Course development, assessment design, and instructional documentation
- Process improvement, quality control, and workflow management
- Faculty, stakeholder, and cross-functional coordination
- Compliance, policy adherence, accessibility support, and student support processes
- Microsoft Office: Word, Excel, PowerPoint; Google Workspace; Statistical & Math Software: STATA, LaTeX

## **ACADEMIC ASSOCIATIONS**

---

- American Mathematical Association, 2022
- American Educational Research Association, 2025
- North Carolina Council of Economic Education, 2025

## **REFERENCES**

---

Available upon request.