

KATHERINE M. STONE

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EDUCATION:

Doctorate in Human Resources Development

The University of Texas at Tyler, Tyler, TX

Anticipated Graduation Summer 2022

Master of Education in College Student Personnel

Bowling Green State University (BGSU), Bowling Green, OH

May 2013

Bachelor of Arts in Communication

College of St. Benedict, St Joseph, MN

Minors: Management and French

May 2011

Education Abroad

Collège International de Cannes, Cannes, France

Fall 2009

RELATED EXPERIENCE:

Quality Enhancement Plan (QEP) Director

September 2021 - Present

The University of Texas at Tyler, Tyler, TX

- Provides leadership for a successful QEP in support of the UT Tyler Mission and Strategic Plan.
- Facilitate and support the College QEP Leadership Teams through regular team meetings and providing timely resources.
- Collaborate with the appropriate university staff to maintain and update the QEP website and calendar to disseminate QEP information for the campus community at large.
- Prepare and communicate regular progress reports and a QEP Annual Report.
- Chair the QEP Steering Committee and maintain committee documentation for internal planning and external reaffirmation reporting requirements.
- Coordinate and support faculty professional development activities related to the QEP.
- Collaborate with the Library for continuing development of online resources for the QEP.
- Develop QEP student outreach and marketing strategies in collaboration with student organizations and the Student Government Association.
- Coordinate with Student Success offices and in the identification and planning of QEP co-curricular activities.
- Manage the QEP budget and reporting requirements in compliance with UT Tyler policies and procedures.
- Collaborate with the Office of Institutional Analysis for QEP student achievement data analytics and reporting.
- Conduct assessment with the College Assessment Coordinators and the Office of Assessment and Institutional Effectiveness to include assessment data collection and reports shared with faculty for analysis to identify continuous improvement planning for student success.
- Applied for and received a \$200,000 THECB grant to turn unpaid internships into paid internships.

Honors Coordinator

July 2016 – August 2021

The University of Texas at Tyler, Tyler, TX

- Recruit for and oversee 4 separate, simultaneous recruitment processes each fall and spring for incoming first-years, transfers, and Honors in the Major (Nursing & Psychology) students.

- Manage the day-to-day operations of the office, including the supervision of 6 student employees, focusing on excellent customer service.
- Create new and maintain assessment processes for the Honors program, aligning with the UT Tyler strategic plan.
- Advise approximately 120 students.
- Arrange 8 yearly colloquium events for Honors students and the UT Tyler community, including the contracting and negotiating of professional lecturers, with public attendance up to 325 people.
- Coordinate the annual Lyceum Research Showcase for all undergraduate and graduate students, previous years showcasing over 100 separate research projects.
- Advise the Honors student group, LOGOS, increasing the number of community events by 200%.
- Design and co-teach 10 classes for 160 students, developmentally focused on specific issues students face each year in higher education.
- Oversee 20-40 Honors research projects each year and educate students on the research cycle process.
- Certified as a Strengths Coach and lead 5 group sessions a year for Honors students and the general UT Tyler community as well as numerous 1-1 coaching sessions.
- Successfully incorporate new technology in Honors events to improve check in, communication, and other processes (ex: Qualtrics, Guidebook, Social Tables, Campus Labs, Menti etc.).

Work Achievements:

- Successfully scaled incoming freshman cohort sizes from 24 to 40, while also adding 4 new Honors courses to the curriculum.
- Led three faculty study abroad programs– Mediterranean tour (summer 17), Vietnam (summer 17), and Italy/Greece (summer 19). On track for another program in summer 2021.
- Implemented a first year retreat during opening weekend to increase retention and build community.
- Created a mentoring program for incoming first-year Honors students that included the training of mentors, tracking of hours, and programming events to increase engagement opportunities.

Hibbs Institute Graduate Fellow

September 2020 - August 2021

The University of Texas at Tyler, Tyler, TX

- Designed and implemented research study related to employee engagement. Completed IRB compliance procedures; adapted new procedures, methods or instrumentation relative to research procedures.
- Collected, prepared, and analyzed research data.
- Built relationships with external stakeholders to drive successful data collection strategies.
- Presented findings of employee engagement study to various stakeholders.
- Developed compelling and engaging results report, tabulated and displayed data for presentation and used graphics and statistical software to analyze and present data.

Residence Director and Honors Academic Assistant

July 2013- June 2016

Ithaca College, Ithaca, NY

- Oversaw a programming budget of over \$16,000.
- Coordinated a comprehensive 8 day professional training for over 140 student staff and professionals.
- Advised first-year and upper-years students one-on-one regarding academic and personal issues.
- Primary academic adviser for 400 Honors students, holding individual and group meetings to help students create academic plans, develop academic success strategies, and meet academic goals.
- Coordinated outreach with students of concern for academics, psychological health or other reasons and refer to on and off campus resources as necessary.
- Worked closely with 10 faculty and staff associates to plan academic events in the halls each semester.
- Recruited, supervised, trained, and conducted performance evaluations of 13 Resident Assistants, 1 Senior Residence Assistant, and 1 office assistant.
- Oversaw two Residential Learning Communities (RLCs): Honors (120 students) and Housing Offering a Multicultural Experience (55 students) including the recruitment, events, and academic initiatives.

- Participated in an on-campus duty schedule of up to 4,500 students and respond to emergency situations.
- Adjudicated conduct cases and create educational sanctions to promote student growth and development.

Auxiliary Opportunities:

Academic Advising (September 2015 – December 2015)

- Shadowed academic advisors to learn different advising strategies and approaches.
- Helped students explore and develop plans of study appropriate for their professional and personal goals.
- Advised students on general course registration and college graduation requirements.

Summer Orientation Residence Director (Summers 2014 & 2015)

- Collaborated with faculty to develop Core Curriculum theme activities for incoming first-year students.
- Advised students and answered questions during course registration.
- Worked closely with the NODA intern to house 1,500 incoming orientation students over 7 sessions.
- Represented Ithaca College to welcome and educate incoming first-year students and family members.
- Supervise, train, and advise 20 Orientation Leaders (OLs).

Women Leaders Series Coordinator (September 2014 – March 2015)

- Planned and implemented 15 events and workshops surrounding women's issues, including a wellness fair, talent showcase, natural beauty day, and open mic night.
- Served as Program Chair for the New York Leadership Educators Conference (NYLEC), June 2015.
- Researched and wrote grant for a campus action project to develop women leaders.

Graduate Leadership Coordinator, Residence Life

July 2011-June 2013

BGSU, Bowling Green, OH

Leadership

- Coordinated and assessed *Leaders in Residence* class for more than 300 students, recruited and trained 40 facilitators consisting of professional staff and graduate students.
- Oversaw three budgets, totaling \$65,000.
- Taught *Advanced Leaders in Residence*, a 1 credit hour class, to provide opportunities for 25 students to explore different leadership models and create individual leadership philosophies.
- Advised Resident Student Association (RSA) and National Residence Hall Honorary (NRHH) organizations.

Residential Life

- Supervised, trained, and conducted performance evaluations of 30 student staff members for successful 24-hour operation of the two residence hall front desks.
- Implemented and developed protocol for key management, exemplary customer service, residential safety and security, desk inventory, mail and packages, and other desk operations.

RA Selection Team, Office of Residence Life

September 2012-May 2013

- Collaborated with a team to implement and market the selection process for Resident Advisors (RA), Student Administrative Assistants, and Administrative Resident Advisors.
- Developed and managed the group and individual selection process for approximately 500 candidates.

University Instructor, Office of Multicultural Affairs

Fall 2012

- Taught a 2 credit course developing academic success strategies and cultural competencies for 9 students.
- Developed weekly class outlines to foster academic success strategies.
- Created and implemented activities and programs for cultivating cultural awareness, knowledge, and skills.

English Instructor

August 2009-December 2009

Ferme Giaume, Cannes- La Bocca, France

- Taught English to school-aged children of diverse backgrounds in a weekly after-school program.

- Communicated in both English and French.
- Worked with other community programs and organizations to increase publicity of the English program.

CERTIFICATIONS:

Certified Strengths Coach; Certified May 2018

Myers-Briggs Type Indicator Facilitator, Certified February 2015

PRESENTATIONS & COMMITTEE WORK:

Stone, K., "Managerial Coaching Efficacy, Work-Related Attitudes, and Performance: Public vs. Private Employees" Academy of Human Resource Development Conference, February 2021.

Stone, K., Streufert, P., Dennin, C., & Bryan, V. "From Plato to Harry Potter: How Experiential Learning Can Disrupt Honors Education" National Collegiate Honors Conference, November 2019.

Hellmann, K., & Shapiro, J. "Diversity Education in Honors," National Collegiate Honors Conference, November 2017.

Hellmann, K., & Robilotta, J. "Finding Your Third Place: The Illusive Work/Life Balance," American College Personnel Association Conference, March 2016.

Hellmann, K. "Using the F-word: Feminism," Student Leadership Institute, Ithaca College, February 2015

Hellmann, K., & Logsdon, S. "Begging for Change," Student Leadership Institute, Ithaca College, April 2015

Hellmann, K., & Walters, J. "Minute-to-Win-it: Leadership Style," Great Lakes Association of Colleges and University Housing Officers Regional Conference, November 2012

New Student Convocation (2017-2018), RA Recruitment and Selection Committee (2015-2016), RA Training (2014-2015), Residence Director Search Committee (2014), Diversity and Social Justice Committee (2014-2016)

AWARDS, RECOGNITION, & MEMBERSHIPS:

Faculty/Staff/Advisor Of The Month (OTM) Winner (September 2013, November 2014 & January 2015)

Top Ten Programming Award: Great Lakes Association of Colleges and University Housing Officers Regional Conference, Fall 2012

Intellectual and Spiritual Growth Award, BGSU Office of Residence Life (2011-2012)

PhD Student of the Year, 2020-2021

VOLUNTEER ACTIVITIES:

PATH Mentor in Tyler, TX (Fall 2016- December 2018)

Treasurer, St. Baldrick's Foundation: raised over \$23,000 for children's cancer research (Fall 2012)

Co-Coordinator, spring break exchange program with Florida International University (2011-2012)

