

STEPHANIE WATKINS

Objective: To obtain a position where my passion and expertise can be used to its fullest extent. A self-starter with multi-task skills, a team player and a positive professional attitude looking to be a part of your organization.

EXPERIENCE

AUGUST 2014 – JULY 2020

FACUTLY INSTRUCTOR, BETHEL UNIVERSITY ATHLETIC TRAINING PROGRAM

Facilitate the learning of concepts for the following courses:

HSC 212 Nutrition for Healthcare Providers (3cr/hr)

HSC 381 Introduction to Research and Evidence-Based Practice (3cr/hr)

HSC 410 Organization and Administration in Athletic Training (3cr/hr)

HSC 422 Sport Nutrition (2cr/hr)

AUGUST 2012 – JULY 2020

ACADEMIC COORDINATOR, BETHEL UNIVERSITY ATHLETIC TRAINING PROGRAM

General administrative and academic duties such as: Answering telephones, taking messages, dictate meetings, develop purchase requisition and purchase orders, maintain yearly budget, typing, scanning, and faxing correspondence. Maintain program students didactic course progression, crease documentation to fulfill external accreditation progression standards, assist with the development of policies and procedures to align with compliance of external accreditation, develop various reporting processes as well as maintain annual report and self-study documentation.

AUGUST 2018 – JULY 2020

CLINICAL EDUCATION COORDINATOR, BETHEL UNIVERSITY ATHLETIC TRAINING PROGRAM

In this position I procured affiliation agreements between preceptors and the University. The position explained to the preceptors the responsibility to the student and facilitated training to all preceptors providing instruction to the students. The requirement to coordinate the Athletic Training Student's clinical field experience, assignments, and coordinate with faculty and preceptors issues related to student conduct. Maintaining documentation records for all field experience, clinical hours performed and other related documentation for accreditation was required.

JUNE 2010 – AUGUST 2012

DIDACTIC COORDINATOR, BETHEL UNIVERSITY PHYSICIAN ASSISTANT PROGRAM

General administrative and academic duties. Academic duties to include maintain student's progression by analyzing and evaluating transcripts, develop grade progression reports, utilize multiple learning management systems (Sakai, Canvas, Exam Master, etc.). Initiate probationary or expulsion protocols, align procedures with accreditation standards, attend monthly meetings and transcribe minutes, daily assist Program Director, prepare supplementary proof of academic progression of cohorts for both didactic and clinical courses for external accreditors, facilitate auditors in locating documents to align with policies and procedures for continuing accreditation.

EDUCATION

OCTOBER 2020

DOCTORATE OF HEALTH SCIENCES, RADFORD UNIVERSITY

Emphasis: Community and Public Health

DECEMBER 2012

MASTER OF ARTS IN EDUCATION, BETHEL UNIVERSITY

MAY 2010

BACHELOR OF ARTS, UNIVERSITY OF TENNESSEE AT MARTIN

SKILLS

- Knowledgeable in multiple LMS
- Program development
- Office management
- Academic advising
- Leadership and passion

ACTIVITIES

I have organized events such as mock disaster drills, awards banquets, senior banquet, and poster presentations for each graduating class for the past eight years. I have graciously served on multiple committees where my input and perspective have been valued. I have been a valuable member of the Institutional Effectiveness Committee and the Ad Hoc Committee for Accreditation and Compliance. I have drafted professional correspondence for each department that I have been a part of and for each program director I have worked directly under.