

# Katrina Watkins

---

## OBJECTIVE

To promote the success of first-time students by addressing their individual needs.

## WORK EXPERIENCE

### **Texas A&M University – Commerce (2004 – Present)**

P.O. Box 3011 Commerce, TX 75428 (903) 886-5628

#### *\_ Advising Coordinator – University College (2015 – present)*

Responsible for the supervision and training of the five Success Coaches who work with all incoming freshman students. . Responsible for advising, registration and retention of first-time/full-time student athletes to the university and select existing athletes with a case load of approximately 150-200 students.

#### *- Adjunct Instructor – University College (2010-2016)*

Taught UNCO 111, freshman success seminar, in the fall and spring semesters. This course was required for all incoming freshman and focused on study skills and assisting with the adjustment from high school to college. This course focused on all aspects of being a college student, which included assessing their mental, physical and financial well-being.

#### *- Success Coach – University College (2009 – 2015)*

Involved in innovation and implementation of the Success Coach (SC) team as a part of University College. Change campus culture to foster student self-sufficiency and success while maintaining academic integrity and instilling life-long learning skills. Collect and report data regarding students progress in order to improve SC effectiveness and plan strategically. Communicate electronically and face-to-face with existing and prospective students, educators, parents and University personnel. Responsible for advising, registration and retention of first-time/full-time students to the university and select existing and transfer students with a case load of approximately 300-450 students.

#### *- Academic Advisor – College of Arts & Sciences (1/2008 – 6/2009)*

Responsible for advising students in developing valid educational plans that are compatible with their life goals, as well as maintaining current records in paper and electronic formats. Able to sustain a working relationship with multiple campus departments and faculty advisors within the College of Arts and Sciences. Performs a variety of tasks.

#### *- Graduate Assistant – Liberal Studies Program (1/2007 – 12/2007)*

Graduate Assistant position under the Program Director of the Liberal Studies Program. General office duties, answering phones, filing, advising students, outreach and advertising. Completed other duties as needed.

#### *- Student Worker – Radio-Television Program (10/2004 – 12/2006)*

Student worker position under the Division Director of the Radio-Television Program. General office duties, answering phones, filing, and grading assignments. Completed other duties as needed.

## **EDUCATION**

### **Texas A&M University – Commerce, Commerce, TX (2004 – 2007)**

Graduated Magna Cum Laude with Bachelor of Social Work (BSW) degree in December 2006.

Graduated with Master of Social Work (MSW) degree in December 2007.

### **Rich Mountain Community College, Mena, AR (2001 – 2004)**

Graduated with Associates of Arts Degree in May 2004

### **Ryan High School, Denton, TX (1990 – 1992)**

Graduated with high school diploma in May 1992

## **EXTRACURRICULAR ACTIVITIES**

### **Phi Theta Kappa (2004 – 2007)**

Was an active member of National Honor Society, Phi Theta Kappa. Received academic transfer scholarship in fall 2004. Assisted members of Service Committee in creating and coordinating community service projects.