

# Gerry L. Cofield

gerrylcofield@gmail.com

256-589-4501

## SUMMARY

Experienced in teaching and training adults and children in multiple environments. Highly organized, flexible, and dependable.

## EDUCATION

**Master of Education** Clinical Mental Health Counseling, Albany State University, GA In Progress

**Master of Art** in Psychology, University of West Georgia, Carrollton, GA May 2018

**Bachelor of Science**, Cum Laude, Family and Child Development, Auburn University, Auburn, AL, June 1995

- Assistant Academic Counselor, Auburn University Athletic Department- 1995-1996; assisted student athletes with scheduling classes to meet university, NCAA, and SEC guidelines; monitored study halls; tutored athletes individually and in groups.
- Practicum/Experiential Learning - Lee County AL Court System

## PROFESSIONAL EXPERIENCE

ECAMPUS, University System of Georgia January 2020- Present  
**Psychology Instructor- Online**

WEST GEORGIA TECHNICAL COLLGE, Carrollton GA August 2022- Present  
**Psychology Instructor- Online and In-person**

UNIVERSITY OF WEST GEORGIA, Carrollton Ga February 2022- Present  
**Assistant Registrar**

- All duties of evaluation coordinator (below)
- Serve on Campus Partners committee
- Provide guidance and support as team lead of transfer department
- Report to Registrar on progress of transfer team

UNIVERSITY OF WEST GEORGIA, Carrollton Ga June 2019- February 2022  
**Transfer Evaluation Coordinator**

- Evaluate educational transcripts to determine transferability of credits
- Utilize Ellucian Banner and Degree Works software, Application Xtender, Argos, and TES software as well as Microsoft Office Suite and Google Workspace
- Work to ensure students meet maximum possible core curriculum requirements and strive to find ways to remove obstacles to student success
- Follow and enforce policies of University of West Georgia and the University System of Georgia
- Assist in training and supervision of student assistants and staff
- Present at student orientations and preview days and assist students and families with transfer information and on-campus resources
- Communicate with students and advisors, testing center, admissions, and enrollment services, as well as other on-campus partners
- Track Georgia Legislative requirements for all students
- Strive to find ways to remove obstacles to student success
- Assist with commencement ceremonies

PHOENIX RESOURCE CENTER, Carrollton, GA 2018- 2019

### **Therapist**

- As part of a 501(c)3 nonprofit agency, provide therapeutic intervention to children and families
- Counsel individual children and adults using Person- Centered Approach, Mindfulness Based Cognitive Behavioral Therapy, Trauma Focused Cognitive Behavioral Therapy, Solution Focused Therapy, and Narrative Therapy methods
- Provide resource information and referrals, and provide parent education
- Maintain timely, thorough, and accurate records and reports required by the agency and the referring entities

- Interface with other staff, support individuals, and referring agencies to work as a team for optimal success of clients

ECAMPUS, UNIVERSITY SYSTEM OF GEORGIA (USG), Carrollton, GA

2016- 2018

**Student Assistant/Graduate Assistant**

- Supported responsibilities of Partnerships and Enrollment staff by managing inquiries and engaging potential students; worked to support overall mission, goals, and strategic initiatives of the eCampus team
- Encouraged and supported collaborative partnerships across various USG programs (Go Back Move Ahead, dual enrollment, High Demand Career Initiative, etc.) and 21 partner institutions
- Contributed to unprecedented eCore enrollment growth of 39 percent over the last two years through timely management of information requests and exemplary customer service and follow through
- Increased partnership outreach by 25 percent by researching target audiences (school administrators, businesses, civic organizations, etc.) for program enrollment initiatives
- Made pre-emptive and testing-related calls as Student Engagement and Support success team member to increase student retention and success
- Provided support to existing students using customer-centered service and experience as a nontraditional student and as an online learner
- Supported and tracked enrollment of potential eMajor degree students to determine patterns for increasing retention and success
- Worked within CourseDen, FootPrints, GoView, Podio, and related systems to maintain accurate records and increase follow through with students and faculty/staff

AMERICAN STEEPLES AND BAPTISTRIES, INC., Wedowee, AL

2004- 2016

**President and General Manager**

- Managed all plant operations, human resources/staff oversight and training for 20 employees and over a dozen sales representatives
- Developed and administered marketing program and provided direct customer service daily to a diverse customer base
- Maintained involvement in community endeavors as a member Randolph County Chamber of Commerce and the Randolph County Economic Development Authority.

DRUID HILLS CHILD DEVELOPMENT CENTER, Atlanta, GA

1998-2004

**Director**

- Directed and managed all operations of a fulltime nonprofit child development center with capacity of 130 children ages six weeks to 12 years and a staff of 28 (programs included a state-funded Pre-K program and an elementary aftercare/summer camp program)
- Encouraged and increased parental involvement in center activities, increasing sense of community, customer satisfaction, and reducing administrative expenses
- Reduced past due accounts receivable and led fundraising that resulted in donations and grants totaling \$78,000 for new equipment and tuition-free staff development training
- Hired, mentored, coached, trained, evaluated and terminated staff in a high turnover profession. Developed innovative, low cost benefit plans, incentives and employee awards programs and increased employee retention

DOVER AIR FORCE BASE, Dover, DE

1996-1998

**Child Development Specialist, Youth Programs**

MLZ TREATMENT CENTER, Roanoke, AL

1995-1996

**Intern/Substance Abuse Counselor**

SAFEHOUSE, Opelika, AL

1994-1996

**Counselor/Children's Advocate**

**OTHER**

- RYT200- yoga teacher. Presenter 2017 and 2018 at Carrollton Yoga and Healing Arts Festival. Completed over 300 hours therapeutic integrative yoga training
- Board Member and volunteer, 2006-2016, Randolph County Animal Shelter. Handbook and staff job descriptions, responsible for education program
- Board Member and volunteer- CACHE Foundation- working with a diverse group in a nonprofit peace-building organization