

## **Karen M. Lingrell**

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678.378.3912

### **SUMMARY**

- Skilled in development of programs, large-scale events, and public presentations
- Easily maintain vibrant relationships with key stakeholders across campus, state, region
- Exceptional oral and written communication skills leading to outstanding customer service
- Value collaboration and connecting with others
- Articulate directions and expectations with ease
- Significant drive, motivation, enthusiasm and stamina for tasks
- Strategize, plan, and problem solve
- Appropriately budget and use resources to accomplish goals

### **CORE STRENGTHS**

#### **Management /Supervisory**

- Supervise Senior Enrollment Manager and one graduate student; oversee enrollment team activities for collaborative program
- Communicate and collaborate across institutions and with vital functional areas to provide services for two major University System of Georgia collaborative statewide online programs
- Coordinate orientation of new fulltime eCampus employees
- Co-created, developed, implemented new career development program on campus
- Directed others and coordinated functions to achieve successful large events such as campus and state wide job fairs and professional conferences
- Co-chair responsible for coordinating and delegating tasks for over 50 volunteers at statewide event

#### **Organization/ Coordination/Logistics**

- Team lead in conversations for development, troubleshooting, strategic planning, and coordination of major statewide collaborative programs
- Schedule and facilitate affiliate stakeholder meetings
- Responsible for solidifying sponsorships/exhibitors for annual conferences
- Coordinate and facilitate daily/weekly meetings and conference calls; create agendas
- Arrange major logistics utilizing phone calls, email, and face to face to communicate effectively
- Directed logistics for large campus events to include venue, food, technology, facilities, and partnerships
- Co-chair of networking events for multiple professional state wide conferences
- Develop, market, and present classroom-based programs and campus wide seminars on multiple topics
- Join forces with multiple constituents to accomplish specific tasks and functions
- Facilitated collaboration between high school instructors and post secondary faculty for visits and development of articulation agreements

#### **Student Service/Communications**

- Monitor platforms to include GoViewBrightSpace, WebEx, Numara Ticketing, Podio/Prospective Students and SEADS (Student Engagement and Advancement Data system) and serve hundreds of students as member of eCampus Student Success team providing intrusive pre-emptive and semester-based support and assistance focusing on best practices of online learning
- Created eMajor webinar series to serve adult learners
- Present research and reports in a clear and professional manner

**EDUCATION****Career & Academic Advisor Program Certification**

Council for Adult and Experiential Learning

Feb 2015

Carrollton GA

**Master of Education in Professional Counseling: Concentration in College Student Affairs**

University of West Georgia

July 2012

Carrollton GA

**Certificate of Public Administration**

University of West Georgia

December 2009

Carrollton GA

**Bachelor of Arts in Communication**

Bowling Green State University

August 1988

Bowling Green OH

**WORK HISTORY****USG eCore/ eMajor (eCampus) Collaborative Programs**

Associate Director of Collaborative Programs (Assist Dir until 2015)

Carrollton GA

August 2012- present

**Department of Career Services, University of West Georgia**

Assistant Director/Program Specialist

Carrollton GA

July 2006-July 2012

**Alumni and Advancement, University of West Georgia**

Assistant

Carrollton GA

Fall 2005

**West Central Ohio Consortium**

Tech Prep Transitions Coordinator

Lima OH

August 2003-May 2005

**Knowledge Works Foundation at Rhodes State College**

Grant Coordinator

Lima OH

August 2002-May 2005

**PROFESSIONAL PRESENTATIONS****Advance Ed Conference**, Atlanta GA, November 2016*Online Dual Enrollment USG***GACRAO Annual Conference**, Athens, GA, November 2015*Enrollment Opportunities via Collaborative Solutions***Distance Learning Administrators Conference**, Jekyll Island, June 2015*Facilitating Veterans' Success in Online Learning***Adult Learning Consortium Summer Institute**, Stone Mountain GA, June 2014*eCore Student Support/ Creating New Opportunities for Adult Learners: The USG eMajor Initiative***Online/Lifeline Instructional Technology & eLearning** Valdosta GA, Feb 2014*USG eMajor Initiative: Limitless Success***CAEL International Conference**, San Diego, CA, Nov 2013*Building the eMajor Program: collaborating for Success***UWG Online Complete Symposium**, Carrollton GA, Aug 2013*Student Engagement in the Online Learning Environment; USG Collaboratives eCore & eMajor*

## LEADERSHIP ACTIVITIES AND AFFILIATIONS

- Carroll County Chamber Professional Women's Executive Board, since 2012
- Live Art! Carrollton Committee member, since 2015
- Adult Learning Consortium/Regional Advisory Council for Adult Learners – State of Georgia, 2012-2016
- Distance Learning Administration Conference, Sponsorship/Exhibitor Coordinator, since 2014
- Advisor for UWG student organization, since 2011
- Engage West Community Engagement Task Force, 2014-2015
- *Board member*, Wesley Foundation UWG Fish House Campus Ministry 2008-2016
- *Sponsorship Co-Chair, College Director, Statewide Conference Committee, Career Fair Committee*  
Georgia Association of Colleges and Employers, GACE, 2006-2012
- *Chair - elect, 2012, Student Ambassador Chair, Secretary: 2009-2011,*  
Georgia Careers Consortium, UWG representative, 2006-2012
- Campus Search and Steering Committees, (9 )Chair (1)
- Leadership Academy Graduate, Carroll County Chamber of Commerce, Spring 2007