

# Sara Adkins

## PROFESSIONAL SUMMARY

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Higher education professional with 10+ years of combined teaching, advising, and program coordination experience. Skilled in online course instruction, faculty development, academic advising, and student success support. Experienced in dual credit program management, instructional quality evaluation, and conflict resolution. Passionate about improving student outcomes and supporting faculty excellence in online and hybrid learning environments. Familiar with USG institutions and the University System of Georgia's mission.

## CORE COMPETENCIES

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Online & Hybrid Course Instruction | Faculty Mentorship & Development | Academic Appeal & Conflict Resolution

Instructional Quality Evaluation | Dual Credit Program Coordination | Student Academic Advising & Outreach

Curriculum & Course Design | LMS Proficiency (D2L, Canvas, Blackboard) | Data Analysis & Continuous Improvement

## PROFESSIONAL EXPERIENCE

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### Psychology Instructor

*July 2024-May 2026*

*West Georgia Technical College | Newnan, GA*

- Teach multiple sections of Introductory Psychology in face-to-face and online modalities, maintaining alignment with institutional guidelines and quality standards.
- Serve as Psychology Dual Credit Liaison, coordinating between the college, high schools, and students; Assist with NACEP re-accreditation process; conduct annual Dual Enrollment high school faculty observation and evaluation per institutional and state standards.
- Monitor and report student learning outcomes; maintain accurate attendance, grade, and compliance records.
- Evaluate student performance through assessments, quizzes, and examinations, providing timely and constructive feedback.
- Design and maintain master course shells for PSYC 1010 (Basic Psychology) and PSYC 2250 (Abnormal Psychology) in compliance with WGTC and the Technical College System of Georgia TCSG quality standards; shells serve as the institution-wide template copied as the basis for all course sections.

### Circulation Assistant

*Sept. 2023-July 2024*

*University of Pikeville | Pikeville, KY*

- Managed evening circulation operations and ensured building security and resource integrity.
- Supervised and trained student workers, providing structured guidance and performance feedback.
- Maintained multiple library collections, ensuring compliance with institutional standards.

### Graduate Research & Teaching Assistant Psychology

*Aug. 2020-May 2023*

*University of West Georgia | Carrollton, GA*

- Developed and delivered Introductory Psychology each semester while pursuing Ph.D. coursework, gaining direct experience within the USG system.
- Supported students through academic coaching, office hours, and individualized assistance contributing to student success and retention.
- Collaborated with faculty on research and instructional projects, building familiarity with higher education pedagogy and faculty development practices.

## **Adjunct Instructor of Psychology**

*Jan. 2019-Dec. 2023*

*University of Pikeville | Pikeville, KY*

- Taught General Psychology, Psychology of Dreams, Psychosocial Adjustment, and Psychology of Religion across multiple semesters.
- Designed course content, assessments, and learning materials in alignment with curriculum requirements; provided academic support to students as needed.

## **Adjunct Instructor**

*Jan. 2022-May 2022*

*West Georgia Technical College | Douglasville, GA*

- Taught face-to-face and online sections of Introductory Psychology, demonstrating proficiency in online course delivery and LMS platforms.

## **Psychology Instructor**

*Sept. 2018-July 2020*

*Big Sandy Community and Technical College | Pikeville, KY*

- Developed and delivered a full range of psychology courses in both in-person and online formats, ensuring compliance with outcome reporting and accreditation standards.
- Maintained scheduled office hours to advise students on course selection and academic planning based on assessment results and individual goals.
- Reported student learning outcomes and managed attendance, grade, and required institutional records.

## **Outreach Coordinator Dual Credit Programs**

*Jan. 2017-Jan. 2019*

*University of Pikeville | Pikeville, KY*

- Established vision and direction for the university's Dual Credit program, recruiting students and high school faculty while providing academic advising and mentorship directly analogous to the faculty coordination and program management responsibilities of this position.
- Evaluated instructor performance by monitoring student learning progress and identifying areas for improvement, paralleling the instructional quality management functions of this role.
- Coordinated Dual Credit billing and administrative processes, demonstrating project management and compliance oversight skills.

## **Outpatient Therapist**

*Sept. 2016-Jan. 2017*

*Mountain Comprehensive Care Center | Pikeville, KY*

- Designed individualized care and crisis plans for clients of all ages; conducted counseling sessions addressing behavioral, social, and emotional challenges.
- Facilitated mediation and conflict resolution with clients and families, skills directly transferable to managing student academic appeals and complaints.
- Connected clients to community resources, demonstrating strong case management and communication abilities.

## **Clinician II**

*April 2015-June 2016*

*Frontier Behavioral Health | Spokane, WA*

- Assessed and implemented individualized care plans; provided individual therapy and facilitated psycho-educational classes.
- Managed caseloads and coordinated with community resources to support positive client outcomes building case documentation and communication skills applicable to Salesforce-based appeal case management.

## **Clinical Support Staff**

*Nov. 2014-April 2015*

*New Horizon Care Center Isabella House | Spokane, WA*

- Monitored resident behavior in an inpatient substance abuse setting; maintained detailed shift documentation and assisted with medication administration.

## **Adult Targeted Case Manager**

*Feb. 2014-. 2014*

*Mountain Comprehensive Care Center | Pikeville, KY*

- Developed and updated annual client assessments; connected clients to community agencies for needed services and advocated for resource access.

## EDUCATION

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**Ph.D. Coursework Psychology**

University of West Georgia, Carrollton, GA

*Aug. 2020-May 2023*

**Master of Arts Adult and Higher Education (Community College Specialization)**

Morehead State University

*May 2016*

**Master of Arts Psychology**

University of West Georgia, Carrollton, GA

*Dec. 2013*

**Bachelor of Science Psychology & Religion (Dual)**

University of Pikeville

*May 2011*

## ADDITIONAL SKILLS & QUALIFICATIONS

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- **LMS Proficiency:** Experienced teaching and managing course content in online learning management systems (D2L/Brightspace, Canvas, Blackboard).
- **Dual Credit & Program Coordination:** Hands-on experience managing dual credit programs, including faculty recruitment, student advising, and billing coordination.
- **Conflict Resolution & Mediation:** Background in clinical counseling and crisis intervention provides strong foundation for managing academic appeals, grade disputes, and student complaints.
- **Communication & Outreach:** Proven ability to communicate professionally with diverse stakeholders including students, faculty, administrators, and community partners.
- **Data & Records Management:** Experienced in maintaining accurate academic records, reporting learning outcomes, and supporting continuous improvement processes.
- **USG Familiarity:** Graduate of University of West Georgia (MA, Ph.D. coursework) with direct experience working within USG institutions and understanding of system-level expectations.