

# Stan Shadrix

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## **EXPERIENCE**

### **Advisor, University of West Georgia, Carrollton, Georgia – 2019-2022**

Advised a population of undergraduate students in a variety of majors including Art, English, Psychology, and Foreign Language. Maintained an advising schedule in which I met individually with over 300 students each semester in order to provide clarification regarding degree requirements and academic policies

### **Tutor Coordinator, UGA Athletic Association, Athens, Georgia – 2018-2019**

Managed over 100 tutors to provide excellent academic support for the University of Georgia student-athletes. Kept detailed record of tutor performance and maintained all necessary records concerning tutorial services with great attention to detail. Maintained close contact with the student-athletes' counselors to communicate any necessary information in a timely fashion

### **Hiring Coordinator, UGA Athletic Association, Athens, Georgia – 2018-2019**

Recruited and hired subject tutors for all courses offered by the University of Georgia in order to assist the student-athletes. Communicated directly with numerous professors to employ the highest quality tutors possible for the academic program. Trained all new tutors in all compliance and confidentiality policies outlined by the University of Georgia and the NCAA.

### **Assistant Director of Writing Center, UGA Athletic Association – 2015-2018**

Worked alongside the director of the Athletic Association Writing Center in the Rankin Smith building at the University of Georgia. Responsibilities include scheduling requests for Writing Center appointments, supervising tutoring appointments, and providing guidance for tutors and students.

**Writing Center Tutor, UGA Athletic Association, Athens, Georgia – 2014-2015**

Tutored student athletes in any coursework in which writing is necessary. Developed techniques for working with students of many backgrounds and skill levels.

**Employee, Jimmy John's Incorporated, Athens, Georgia – 2013-2016**

Learned proper preparation of food and methods of serving customers. Improved interpersonal skills and conflict resolution. Gained experience working with a team in high volume / high urgency situations.

**Office Assistant, Shadrix, Lane P.C., Carrollton, Georgia – 2009-2013**

Improved communication skills with clients. Learned proper etiquette with phones, email, and fax. Filed documents giving extensive attention to detail. Learned business skills working alongside many proficient employees.

## **COMMITTEE AND SUPERVISORY EXPERIENCE**

**University of West Georgia – Practicum Supervisor 2022-Present**

Interviewed and accepted graduate practicum student to aid in the Advising Center and provide weekly readings and assignments. Worked with student to synthesize information regarding student success

**University of West Georgia – University College Executive Committee 2022-Present**

Recommend procedures and practices to foster a culture of equity and inclusiveness within curriculum and programs, as well as faculty, staff, and student recruitment and retention. Propose amendments to the Bylaws and the Policies and Procedures of the College.

**University of West Georgia – Hiring Committee, 2021-Present**

Scheduled and interviewed numerous candidates for advising positions within the UWG Advising Center and auxiliary advising offices across campus. Developed interview process and convened with colleagues for most suitable candidate for various roles

**University of West Georgia – Major Things Event Committee, 2019-Present**

Arranged and coordinated Major Things student success event by contacting faculty representatives across campus to present at event in order to assist students in choosing a major

## **EDUCATION**

**University of Georgia – Bachelor's Degree in Romance Languages, 2009-2013**

Obtained B.A. in Romance Languages with Proficiency in French and Spanish. Was present on Dean's List 2009-2013. Member of Golden Key International Honor Society 2010-2013. Graduated Cum Laude with 3.54 GPA Overall.

**University of Georgia – Global TESOL Certificate Program, 2017**

Obtained program certificate to teach English in a non-public school setting within or outside of the United States. Acquired knowledge and skills necessary to effectively communicate with and instruct speakers of any language. Learned etiquette and appreciation necessary to instruct students of all ages and backgrounds.

**SKILLS**

- UWG Advisor of the Year — 2022
- Significant experience in the use of DegreeWorks platform
- Strong conflict resolution skills and experience providing step by step instructions for system processes and client side application
- Extensive experience working with the UGA Athletic Association Portal System
- Understanding of Banner 9 and Banner 10 to effectively navigate and review course schedules and course registration
- Managed Electronic Learning Commons (eLC) page for all Athletic Association Support Staff members
- Significant experience working within the boundaries of the compliance and Academic Honesty policies outlined by the NCAA and the UGA Athletic Association
- Managed Listserv for Athletic Association Support Staff and Faculty members.
- Maintained communication with instructors in departments across campus on behalf of Athletic Association Support Staff and faculty members.
- Proficiency with all word processing programs and spreadsheet technology.
- Strong interpersonal skills and proficiency in writing daily reports for appropriate counselors and mentors.
- In depth understanding of numerous citation formats including MLA, APA, Chicago, and Turabian