

Acting Executive Director, GA400 University Center – University of North Georgia, Cumming, GA 30040

EDUCATION

North Georgia College & State University, Dahlonega, GA

Master of Education (Social Sciences)

North Georgia College, Dahlonega, GA

Bachelor of Science (Social Science Education), Distinguished Military Graduate

EXPERIENCE

Acting Executive Director **May 2013 – Present**

GA400 University Center, University of North Georgia, Cumming, GA

Assistant Director **January 2013 – April 2013 (UNG)**

June 2012 – December 2012 (NGCSU)

GA400 University Center, University of North Georgia, Cumming, GA

Assistant AD for Business Affairs **July 2009 – June 2012**

*Department of Athletics, North Georgia College & State University,
Dahlonega, GA*

Academic Advisor/Compliance Coord. **June 2007 – June 2009**

*Department of Athletics, North Georgia College & State University,
Dahlonega, GA*

University Registrar **June 2001- June 2007**

*Office of the Registrar, North Georgia College & State University
Dahlonega, GA*

Associate Registrar **March 1997 – June 2001**

Office of the Registrar, North Georgia College & State University

Dahlonega, GA

Admissions Counselor **September 1993 – March 1997**

Undergraduate Admissions, North Georgia College & State University

Dahlonega, GA

Georgia Army National Guard **March 1993 – Sep 1998**

1/214th Field Artillery Battalion

Elberton, GA

SELECTED PUBLICATIONS AND PRESENTATIONS

Panelist at Teaching & Learning with Advanced Technologies Conference; *Enhancing High-Touch Advising through Online Services*, March 2003.

Presenter at the Georgia Association of Collegiate Registrars and Admissions Officer's Annual Conference; *Curriculum, Advising, and Program Planning (CAPP) Degree Audits*, July 2005.

PROFESSIONAL AFFILIATIONS

National Association of Branch Campus Administrators (2012 – Present)

National Association of Collegiate Directors of Athletics (2010 – 2012)

American Association of Collegiate Registrars and Admissions Officers (1999 – 2007)

Southern Association of Collegiate Registrars and Admissions Officers (1998 – 2007)

Georgia Association of Collegiate Registrars and Admissions Officers (1995 – 2007)

COMMUNITY SERVICE

Chestatee Academy Governing Board - (Chair, 2013 – Present; Member, 2010 – 2013)

Chestatee High School Touchdown Club - (President, 2013 – Present; Treasurer, 2012 – 2013; Secretary, 2011 – 2012)

Cumming-Forsyth County Chamber of Commerce – (Board Member, 2013 – Present)

Literacy Forsyth – (Board Member, 2013 – Present)

Leadership Forsyth – Class of 2014

