

Carly Winetrobe

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<https://cdw332.wixsite.com/carly>

Discipline | Empathy | Responsibility | Developer | Individualization

Work Experience

Learning Specialist Coordinator, THINK TANK, University of Arizona

February 2018-present

- Supervise, support, meet with, and provide feedback and evaluations for five Learning Specialists
- Plan and facilitate bi-weekly Learning Specialist team meetings
- Mentor and coach new Learning Specialist through weekly check-ins and ongoing training
- Serve as hiring committee chair member for Learning Specialist search
- Interviewed, hired, and trained nine new Learning Specialists
- Meet with students one-on-one as an academic coach to discuss course progress and study strategies, set goals, provide resources, and listen about their unique experiences as college students
- Develop and build rapport with first-year students
- Support and work collaboratively with Schedule for Success program director and program coordinator
- Coordinate and implement support services for students identified as at risk for attrition
- Create, edit, and update content for Learning Specialist praxis (series of competencies and knowledge for incoming team member trainings)
- Present at various outreach events such including workshops and classes
- Travel and represent department for out-of-state freshmen orientation
- Work collaboratively with team members to create, develop, and implement new resources, programs, and workshops
- Run data about student visits, services used, demographics, etc. through Tutor Trac (data management system) to check for accuracy and maintain accountability
- Understand, incorporate, and direct students to appropriate university resources, policies, and professionals to assist students in reaching their educational goals
- Regularly communicate progress, outcomes, and direction of work to supervisor

Learning Specialist, THINK TANK, University of Arizona

July 2012-February 2018

- Meet with students one-on-one as an academic coach to discuss course progress and study strategies, set goals, provide resources, and listen about their unique experiences as college students
- Develop and build rapport with three cohorts of students, totaling approximately 100 students per semester
- Maintain student rosters through updating three Excel spreadsheets
- Coordinate and implement support services for students identified as at risk for attrition
- Run data about student visits, services used, demographics, etc. through Tutor Trac
- Serve as Course Coach for Rebound, an eight-week online academic recovery program through D2L (learning management system); grade assignments and provide feedback for participating students
- Present at various outreach events, including clubs and organizations, classes, and summer freshmen orientations
- Work collaboratively with team members to create, develop, and implement new resources, programs, and workshops
- Facilitate finals preparation workshops for two cohorts of students
- Understand, incorporate, and direct students to appropriate university resources, policies, and professionals to assist students in reaching their educational goals
- Regularly communicate progress, outcomes, and direction of work to supervisor

Marketing Assistant, THINK TANK, University of Arizona

August 2010-May 2012

- Worked closely with the Assistant Director to create posters, handbills, PowerPoint slides about tutoring, exam reviews, and academic support services offered
- Helped create and design the new website and launch the first and second editions of the online magazine

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- Created short videos on iMovie from Academic Skills Tutors' footage
- Sent detailed e-mails to selected students about exam reviews
- Assisted with updating the THINK TANK Facebook page by posting information about upcoming services, campus-related events and activities, articles, and news

FACE Intern, Hillel Foundation, University of Arizona

August 2011-May 2012

- Facilitated the advancement of campus engagement through connecting Jewish students on campus and building relationships
- Planned and implemented events for fellow Jewish students while working collaboratively with other FACE interns
- Attended biweekly meetings with FACE intern team and supervisor to discuss goals, responsibilities, and planning/coordinating upcoming events

Education

Northern Arizona University

July 2017-present

Master of Education (expected May 2019)

Educational Leadership, Community College Higher Education emphasis

University of Arizona

August 2008-May 2012

Bachelor of Arts, Psychology

Thematic Minor, Education, Adolescence, and Communication

Cumulative GPA: 3.85

Skills

Adobe Spark, Adobe Photoshop, Calendly, Campus Labs, D2L (learning management system), Google Voice, Microsoft Suite, Prezi, Trello, Tutor Trac, UAccess, UAnalytics

Awards and Honors

Community Builder, recipient, Student Success & Retention Innovation

2018

Unsung Hero, nominated, Student Success & Retention Innovation

2018

Phi Beta Kappa, member, academic honor society

2012