

Mary Kathryn Tippet
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KEY STRENGTHS & SKILLS

- Youth development
- Intercultural competency
- Professional/advanced French (DELF: B2)
- Staff afterschool program training & development
- Grant administration
- Team leadership

EDUCATION

Georgia Institute of Technology

-Master of Applied Languages and Intercultural Studies, French

Atlanta, GA

August 2020 – present

- GPA: 4.0
- Anticipated graduation date: July 2022

The University of Georgia

-Bachelor of Arts in French

Athens, GA

2005 – 2009

- GPA: 3.9/4.0 and graduated Summa Cum Laude
- Phi Beta Kappa
- Semester in France: **Université Stendhal III** in Grenoble, France

TEACHING EXPERIENCE

New American Pathways (refugee resettlement agency)

Atlanta, GA

-Senior Youth Coordinator

August – November 2015

- Oversaw implementation of after school programming for 130 refugee students across 3 school sites
- Liaised with on-site school staff to align after school program with school-day curriculum and agreed outcomes
- Provided oversight and guidance to Site Supervisors and AmeriCorps Members in ESOL curriculum creation
- Collected comprehensive student data and compiled quarterly reports for program grant funders
- Recruited, trained, and onboarded key staff, volunteers, and AmeriCorps Members

-Middle School Youth Coordinator

August 2014 – August 2015

- Taught weekly English language lessons in group and individual sessions to improve student language comprehension
- Received competitive \$10,000 Dollar General Literacy Award for the Bright Futures Afterschool Program among 300 national after school programs
- Facilitated after school programming for 85 refugee students at 2 middle school sites
- Led and supervised team of 14 staff & AmeriCorps Members
- Provided quarterly reports of student data for program grant funders, showing both impact & growth of planned outcomes

French Embassy

Toulouse, France

-English Teaching Assistant

October 2010 – May 2011

- Developed English language curriculum, games and activities for French elementary school students
- Taught English lessons weekly in 7 classes at 3 schools to introduce 65 students to a new language and culture
- Co-taught in tandem with 3 French teachers of English, combining education methods

EDUCATION ADMINISTRATION

Emory University

Atlanta, GA

-Academic Department Administrator: Department of French & Italian

February 2020 – present

- Serve as Assistant to Department Chair, managing her calendar & appointments and providing support to 15 faculty members
- Manage over \$1.5 million budget, including weekly & monthly reconciliation of operations budget and 11 research accounts
- Oversee personnel and department operations, including hiring, evaluations, event scheduling & planning
- Perform marketing and recruitment through management of department website and social media platforms

Alliance Française of Atlanta
-Executive Assistant & Office Manager

Atlanta, GA
July 2018 – February 2020

- Developed and implemented member retention and recruitment strategies
- Launched organization's grant writing program and submitted 4 grant applications & proposals to foundation funders
- Managed all aspects of office logistics and equipment management, including IT support
- Maintained regular member, student & teacher outreach and communication
- Built out class session schedules on online database and assisted in marketing classes on organizational website

New American Pathways
-Education and Youth Manager

Atlanta, GA
November 2015 – March 2018

- Recruited, hired, trained, and supervised after school team of 30 staff & AmeriCorps Members
- Co-authored and won the competitive 21st Century Community Learning Centers federal grant of 5 years, totaling over \$1M
- Provided continuous program monitoring & evaluation at 5 after school sites to achieve outcome of improved student literacy by an average of 5 reading levels per year
- Cultivated and maintained positive relationships with key school personnel and community partners such as the ArtReach Foundation and Synchronicity Theatre
- Effectively managed \$800,000 education program budget and 5 major government and foundation grants
- Collected and analyzed program data to write grant applications and monthly and quarterly reports for grant funders
- Successfully streamlined department processes and integrated a parent support program into the Education department

ADDITIONAL RELEVANT EXPERIENCE

Kirkwood United Church of Christ
-Youth Minister

Atlanta, GA
August 2020 – present

Decatur First United Methodist Church
-French Interpreter

Port-au-Prince, Haiti
March 2010

PROFESSIONAL DEVELOPMENT AND LEADERSHIP

Georgia Center for Nonprofits, Nonprofit University

- Certificate of Performance Measures, 2018
- Certificate of Volunteer Management, 2017
- Certificate of Nonprofit Leadership, 2016
- Certificate of Supervision and Management, 2015
- Certificate of Marketing Essentials, 2013

New American Pathways

- Staff Leadership Committee, 2015 – 2018
- Staff Training Committee, 2014 – 2015
- Toastmasters Club: Treasurer, 2015 – 2016