

Kristen Geary

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Work Experience

University of Arizona, College of Medicine- Phoenix, Phoenix, AZ July 2017- Present

Coordinator, Continuous Quality Improvement

- Reconciled and maintained college policies in both internal records and the college's website
- Provided administrative support at meetings related to accreditation and Continuous Quality Improvement (CQI)
- Worked with stakeholders across the campus to collect and verify data related to CQI and accreditation

University of Arizona, College of Agriculture & Life Sciences (CALs) Career & Academic Services, Tucson, AZ 2012- July 2017

Senior Academic Advisor II

- Provided exceptional customer service to over 3,500 CALS undergraduate students by effectively communicating degree requirements, appropriate academic course loads, and opportunities for engagement and development
- Created and implemented a college-specific transfer orientation program; developed content and presented academic information to over 3,000 students across 11 different semesters at freshmen and transfer orientation sessions
- Evaluated transfer credit for general education requirements and made Academic Advisement Report adjustments; audited course substitution forms and degree checks and entered data in UAccess; completed over 8,000 exceptions in UAccess
- Taught three unique success courses (CALs 195A, CALs 195C, CALs 100x) to train students how to properly use University technology, develop academic and life skills necessary for success, and navigate University policies and resources
- Maintained the academic advising pages on the Career & Academic Services website; developed content and maintained webpage specifically for CALs academic advisors
- Assisted in coordinating CALs Peer Mentor program; facilitated weekly staff meeting with mentors and helped in developing content and requirements for mentorship program

University of Arizona, Department of Ecology & Evolutionary Biology, Tucson, AZ 2011- 2012

Academic Advisor

- Provided exceptional customer service to over 500 students; advised students on academic and career issues; identified options for students to satisfy specific degree requirements; made exceptions and adjustments to programs of study
- Promoted academic growth by determining suitable developmental opportunities; aided students in establishing realistic and attainable academic and career goals
- Assisted students in exploring research opportunities and scholarships, as well as coordinated seminars, workshops, and other activities and events beneficial to student development

Troy University, Tucson, AZ 2010- 2011

Student Services Coordinator

- Provided exceptional customer service to approximately 200 students; communicated effectively via phone, email, and Skype to non-traditional students attending courses online or remotely
- Assumed Site Director responsibilities Aug 2010-Nov 2010 when current Site Director resigned; duties included recruitment and retention efforts, as well as various marketing campaigns
- Supervised Administrative Assistant and coordinated with the Temp Agency to verify attendance and hours worked

Education

University of Arizona, Tucson, AZ

Master of Science Agricultural Education, Thesis topic: *Undergraduate Education as Preparation for Employment* May 2010

Bachelor of Science Animal Sciences, Business Administration minor May 2009

Leadership and Recognition

- University Professional Advising Council Co-Chair 2015-2017
- UA Program for Excellence in Undergraduate Academic Advising Outstanding Advisor Finalist 2012, 2014, 2015, 2016
- College of Agriculture & Life Sciences A+ Advisor Award Winner 2015
- College of Agriculture & Life Sciences Outstanding Staff in Support of Student Services Award Winner 2014