

Katelyn G. Brown-Gomez

Pronouns (She/Her)
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Work Experience

Assistant Director of Global Programs

Poole College of Management- North Carolina State University

April 2023-Current

- **Management:** Oversee the advising process for undergraduate and graduate students participating in Poole Global programs.
- **Strategic Planning:** Organizing and supporting logistics for outbound study abroad programming.

Graduate Student Services Coordinator

Sociology & Anthropology Department- North Carolina State University

Feb 2022-March 2023

- **Student Administration:** Facilitated the process of recruitment event planning and implementation. Managed academic registration processes for newly admitted and current students. Collaborated with The Graduate School to ensure student progress towards Master's and PhD completion.
- **HR Management:** Hired graduate students for Graduate Teaching, Research, and Grader Assistantships. Temporarily served as department liaison for Faculty & Instructor hires.
- **Finance & Travel:** Managed the approval process for travel authorizations, reimbursements, and budget management for departmental travel. Organized travel and accommodations for visiting prospective students and faculty candidates.

Study Abroad Advisor

Study Abroad Office-University of North Carolina at Chapel Hill

July 2018-Feb 2022

- **Student Advising:** Guided students through the full process of studying abroad including support for selecting and applying to programs, academic planning, identifying funding opportunities, student development and identity while abroad, returning to the US and integrating back to UNC. Countries and region of focus include Latin America, Spain, Portugal, France, Germany, Italy, and Greece. Served as the Advisor for Access to provide academic accommodation support for students with disabilities.
- **Marketing & Outreach:** Facilitated study abroad presentations at New Student Orientation, Study Abroad Week (in-person & virtual), info sessions for specific student groups including LBGTQ+, Transfer Students, Summer Bridge, and First Generation College Students. Produced and published social media marketing for Study Abroad events, student stories, and program promotions.
- **Diversity & Inclusion:** Served as Chair of the Diversity & Inclusion Working Group to develop intentional initiatives to educate Study Abroad staff and faculty, identified and reduced administrative barriers to studying abroad, and developed resources for students of diverse identities. Collaborate with various Identity-Based student orgs, UNC Offices, and University Committees including Black Students Abroad student org, LBGTQ Center, and Transfer Student Success Committee.
- **Program Development:** Developed and implemented Study Abroad Fairs, Pre-Departure Conference, Re-Entry Sessions, and Virtual Study Abroad Programming. Collaborated with international institutions and partners to develop study abroad programming in summer and semester terms.

Curriculum Integration & Credit Transfer Specialist

Study Abroad Office-University of North Carolina at Chapel Hill

Dec 2015-July 2018

- **Academic Processing & Advising:** Processed study abroad credit transfer from international institutions back to UNC for roughly 1100 undergraduate students each academic year. Advised students in course selections to meet their Major, Minor, Language and other academic requirements towards degree completion. Collaborated with the Registrar's Office and over 40 UNC faculty and staff to manage academic course approvals for study abroad courses.
- **System Management:** Directed the development and implementation of a new eForm system for credit requests and approvals between students and Department Reviewers.
- **Education & Outreach:** Created and facilitated Department Faculty Info Sessions. Trained and supervised the Credit Transfer Assistant in their daily administrative support tasks. Developed educational materials for students navigating the credit transfer process.

Staffing Specialist (Temporary)

University Temporary Services-University of North Carolina at Chapel Hill

June 2015-Dec 2015

- **Recruitment & Hiring:** Recruited, interviewed, hired temporary employees for a variety of departments on UNC's campus. Worked directly with UNC faculty, staff, and HR coordinators on campus to fill temporary positions.
- **Marketing & Outreach:** Created job postings through UNC/NCSU websites and participated with on/off campus job fairs to recruit candidates for temp assignments.

Outpatient Therapist

Omni Community Health, Knoxville, TN

Jan 2014-Feb 2015

- **Counseling:** Provided individual and family outpatient therapy services to 30-60 clients at a time.
- **Referrals & Education:** Coordinated internal (company) and external (community) resource referrals. Provided psychoeducation on mental health issues for clients (children and parents).
- **Consultation:** Consulted and collaborated with therapists, supervisors, and case managers in treatment teams to determine care plans for clients and their families.

Education

Masters of Science in Mental Health Counseling

The University of Tennessee, Knoxville

Dec 2013

Bachelor of Arts in Psychology with Honors

The University of North Carolina, Chapel Hill

May 2010

-Studied Abroad with IES Barcelona

Fall 2007

Technical Skill Set

- **Student Information Systems (SIS):** Terra Dotta (Some Experience), ConnectCarolina/MyPackPortal/PeopleSoft (High Level of Experience), Microsoft Suite (High Level of Experience), Google Workspace (High Level of Experience), Slate (Some Experience), Formstack (Some Experience), Banner (Some Experience)
- **Marketing:** Instagram/Facebook (Proficient), Canva (Proficient), Later (Proficient)