

# KATIE WELLS

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## ABOUT ME

*International education specialist* | Creative and dependable team player who encourages those around me. I have a passion for international education and administrative work with strong interpersonal and intercultural communication skills.

## EDUCATION

### **Middlebury Institute of International Studies (MIIS) at Monterey, Monterey CA**

*Master's of Arts in International Education Management*

Graduated December 2021

- French language focus
- Education Abroad Management

### **George Fox University, Newberg OR**

*Bachelor's of Arts in International Studies*

Graduated April 2018

### **LCC International University, Klaipeda Lithuania**

*Study abroad participant*

Fall 2017

- Intercultural Communication
- Intro to Lithuanian

## SKILLS

- Effective oral and written communication
- Language proficiency
  - French (*advanced*)
  - Bosnian (*beginner*)
  - Lithuanian (*beginner*)
- Customer service
- Intercultural communication
- Organized and detail oriented
- Interpersonal relations
- Computer Efficiency
  - Microsoft Office
  - Google Drive
  - TerraDotta Systems
  - Zoom
- Social Media
- Collaborative
- Flexibility

## PROGRAM MANAGEMENT EXPERIENCE

### **International Program Advisor Syracuse University — Syracuse NY**

*January 2022 - Present*

- Advised potential and enrolled students in Strasbourg, Madrid, and Central Europe semester programming
- Managed and communicated European visa processes with students, parents/guardians, and staff
- Hosted pre-departure and return orientation and program information sessions
- Collaborated with main campus, abroad centers, and partner institutions regarding academics, cultural assimilation, and linguistic acquisition

### **Student Services Graduate Intern**

**Syracuse University Strasbourg Center — Strasbourg, France**

*August - Present*

- Advised 29 study abroad students
- Managed and created social media content
- Contribute and co-teach First Year Seminar for Discovery Strasbourg students

### **Fellowships Coordinator (Graduate Assistant)**

**Middlebury Institute of International Studies — Monterey CA**

*October 2020 - September 2021*

- Promote fellowship programs within the Middlebury Institute community
- Coordinate virtual events (ie. info sessions, application workshops, and panels) with the Director of Fellowships

### **Assistante de Langue**

**France Education International — Pontarlier, France**

*October 2019 - April 2020*

- Planned and taught English language curriculum for DELF levels A1-C1 for private and classroom lessons
- Created a friendly and informative environment for students
- Communicated efficiently with school and *Académie* staff

# KATIE WELLS

## RELEVANT PROJECTS

### Social Media Marketing Plan

**Syracuse University Strasbourg Center — Strasbourg, France**

*Anticipated completion December 2021*

Designed and implemented interactive and visually appealing social media content to increase engagement across SU Abroad and student channels

### Co-Facilitated First Year Seminar

**Syracuse University Strasbourg Center — Strasbourg, France**

*Anticipated completion December 2021*

Contribute and co-teach First Year Seminar for Discovery Strasbourg students

### Developed ICC and Travel Safety Presentations

**Syracuse University Strasbourg Center — Strasbourg, France**

*Completion September 2021*

Developed and presented engaging presentations on intercultural competency and travel safety that have been shared with other Syracuse Abroad European centers

### Pre-Health Co-Curricular Recommendations

**CEA Study Abroad — Phoenix AZ**

*Completion May 2021*

Worked as a student consultant for CEA's Pre-Health program to create sustainable and ethical co-curriculars in Seville.

### Virtual Personal Project Showcase

**Monterey High School IB Programme — Virtual**

*May 2021*

Worked as a student consultant for MHS's International Baccalaureate MYP Personal Showcase.

### Marketing Plan for UC Berkeley

**Middlebury Institute — Monterey CA**

*Completion December 2020*

Developed a marketing plan for University of California: Berkeley's Global Studies program, including a market segmentation, conversion funnel, lead flow, and promotion plan.

## CUSTOMER SERVICE EXPERIENCE

### Sales Lead

**Sundance Catalog — Tigard OR**

*January 2018 - September 2019; November 2020 - August 2021*

- Displayed excellent and personal customer service
- Maintained customer data input
- Organized floor visuals and stock

## VOLUNTEER EXPERIENCE

### Resident's Assistant

**LCC International University — Klaipeda, Lithuania**

*July 2017*

- Created evening events that strengthened English language skills
- Facilitated intercultural discussion groups

### Interviewer, Evaluator, & Group Leader

**American Councils for Int'l Ed, AFS-USA — Washington DC**

- Reviewed and evaluated prospective participants' applications
- Guided upcoming participants through group activities and discussions

## INTERNATIONAL EXPERIENCE

### Strasbourg, France

*August–December 2021*

### Pontarlier, France

*September 2019–April 2020*

### Klaipėda, Lithuania

*July–December 2017*

### Sarajevo, Bosnia-Herzegovina

*August 2012–June 2013*

### Châtillon-sur-Chalaronne, France

*June–July 2011*

## AWARDS & HONORS

**Dean's Honor List** — George Fox University

**100% on Corporate Evaluation** — Sundance  
**George Fox Leadership Award** — George Fox University

**Magna Cum Laude** — Portland Bible College  
**Youth Ambassador and Scholar** to Sarajevo, Bosnia-Herzegovina — YES Abroad