Catherine Funk

107 College Station Road D109 Athens, GA 30605 | 229-251-0063 | cef40229@uga.edu

Currently: 3rd Year Ph.D. student; Comps: Spring 2018 (no committee selection by me); Anticipated Prospectus Defense: Spring 2018 (Jamie Carson (confirmed), Anthony Madonna (confirmed), Christina Boyd (confirmed), Alexis Bankert (confirmed)); Anticipated Dissertation Defense: Spring 2019 (hopefully)

Education

University of Georgia, Athens, GA

Ph.D. in Political Science 2019 (anticipated)

Major: American Politics, Minor: Theory

Webster University, St. Louis, MO

M.A. in International Relations 2009

Focus in Counterterrorism

Valdosta State University, Valdosta, GA

B.F.A. in Speech Communication Arts 2002

Focus in Public Relations

Honors: Summa Cum Laude

Valdosta State University, Valdosta, GA

A.A. 2001

Teaching experience

Abraham Baldwin Agricultural College

Adjunct Instructor – Political Science 2010 – July 2015

Developed syllabus, overall course structure, and additional course materials and activities, and administered all grades. Helped select textbooks as appropriate. Incorporated technology in the classroom.

Related experience

**Presented** “The Next Step in Instructing: AppleTV in the Classroom” **April 2015**

Teaching and Learning Conference at the University of Georgia

Georgia Military College - Valdosta

Administrative Assistant to the Assistant Academic Dean February 2004 – September 2007

* + Created and maintained spreadsheets for tracking graduating students (currently being implemented school wide) and grade distribution.
	+ Developed and maintained database of faculty information.
	+ Created school newsletter template.
	+ Created flyers and postcards for informing students of upcoming events.
	+ Analyzed statistics for the purpose of determining standards
	+ Maintained student information for the purpose of developing student programs
	+ Analyzed trends to forecast future needs
	+ Evaluated, entered, and maintained student records
	+ Planned and executed yearly graduation ceremonies.
	+ Proficient in using office equipment including multi-line telephone, copiers, fax machines, and manual typewriters.
	+ Typed correspondence for Assistant Academic Dean.
	+ Initiated orders for faculty supplies.
	+ Consistently interacted skillfully with faculty, students, and staff.
	+ Proficient in communicating by telephone and e-mail.
	+ Completed additional tasks as given by supervisor.