

## **KATELYN FARRINGTON**

1722 12<sup>th</sup> Avenue S, Great Falls, MT 59405  
406-750-1576  
kfarrington418@gmail.com

### **Experience**

#### **Director of Admissions & Recruitment**

**2/2020 – Current**

##### **University of Providence, Great Falls, MT**

- Provide overall leadership, development, implementation and evaluation of campus strategic recruitment/outreach plans.
- Supervisor of the admissions and outreach professional staff and student employees.
- Creates and engages in outreach initiatives.
- Collaborates with internal and external stakeholders to facilitate a seamless onboarding experience for prospective and registering students.

#### **Alumni Relations & Annual Giving Program Manager**

**9/2017 - 1/2020**

##### **University of Providence, Great Falls, MT**

- Work closely with VP of Advancement to manage, cultivate, and provide stewardship to alumni donors, prospects, and connections.
- Develop and oversee the alumni communications plan.
- Coordinate and oversee the alumni annual giving.
- Organize alumni events and alumni weekend.
- Coordinate public relations, publications, and communications for alumni.
- Actively start an Alumni Association.

#### **Program Director**

**03/2011-8/2017**

##### **Big Brothers Big Sisters of Great Falls, MT**

- Worked with at-risk youth to provide them healthy relationships and positive mentors.
- Provided case managers support in the office and monthly statistical reports to the CEO.
- Attended various trainings in child development and child abuse preventions.
- Ensured the effective delivery of both the School-Based and Community-Based Mentoring Programs.
- Recruited, interviewed, and assessed eligibility for volunteers and children into BBBS.
- Planned monthly activities for the children and volunteers involved in BBBS.
- Grant writing and grant reporting.
- Certifications in: Trauma Informed Care, Mental Health First Aid, Juvenile Justice training.

#### **Substitute Teacher**

**09/2010-03/2011**

##### **Great Falls School District, Great Falls, MT**

- I substituted for children ranging from kindergarten to high school aged children.

## **Education**

### **Masters of Science in Organizational Leadership**

University of Providence, Great Falls, MT

**August 2018- Current**

### **Bachelor of Arts: Communications and Human Relations**

#### **Minor in Human and Family Development**

University of Montana, Missoula, MT

**2010**

## **Volunteer Experiences**

- Make-A-Wish volunteer and committee member 3/2018 - current
- Middle school volleyball coach GFPS 1/2015 - current
- Big Sister (volunteer) with Big Brothers Big Sisters of Great Falls 7/2014 - current
- Rotary Club of Great Falls, MT 4/2019 -6/2020
- Minor girls' softball coach 2008 & 2009

## **References**

Nano McCluskey

Co-Worker at University of Providence

406-791-5310

Kylie Carranza

Past supervisor at University of Providence

406-791-5305

Regan Benabides

Past Co-Worker at Big Brothers Big Sisters

719-369-1651