

Rebecca Barringer Webb

• 614 Hyde Park Drive • Dayton, Ohio • 45429 • Mobile (609-332-7648) • beccawebb10@gmail.com

EDUCATION

- 2022 **Wright State University**, Dayton OH
MA, Humanities
Graduate Certificate: Women, Gender, & Sexuality Studies (WGS)
- Outstanding Graduate Scholar Award recipient in Women, Gender, & Sexuality Studies program
- 2017 **Wright State University**, Dayton, OH
BA, Liberal Studies (Magna Cum Laude)
- Inducted into the Golden Key International Honor Society and Phi Kappa Phi Honor Society
- Advanced Student Leader Award recipient Spring 2017
- 2008 **Chesapeake College**, Wye Mills, MD
AAAS, Human Services: Mental Health
- Outstanding Student Award recipient in Human Services program
- 2007 **Chesapeake College**, Wye Mills, MD
AA, Liberal Arts & Sciences
- Inducted into the Phi Theta Kappa Honor Society

WORK EXPERIENCE

- 6/2021-Present **Wright State University College of Liberal Arts**, Dayton, OH
Communication and Development Coordinator
- Maintains a detailed database and confidential information regarding all college scholarship activity, including fund balances, award amounts and recipients, and scholarship agreement materials
 - Assembles donor cultivation, solicitation, and stewardship materials and proposals
 - Corresponds directly via phone, e-mail, and mail with significant college donors and donor prospects
 - Works closely with student scholarship recipients to develop personalized thank-you cards to send to donors
 - Tracks donor checks and credit card donations from all CoLA departments and initiates paperwork for deposit into correct foundation accounts
 - Corresponds with college alumni and retirees via phone, email, and mail for a variety of purposes
 - Manages aspects of the CoLA Dean's Leadership Board including roster, meeting appointments, giving history, and execution of responsibilities
 - Provides significant coordination for major college events, such as the CoLA Donor Appreciation Reception, through collaboration with multiple units on campus, including Event Services, Alumni Relations, University Advancement, Printing Services, Marketing and Catering, department offices within and outside of Liberal Arts, and external committees
 - Assists the college development staff with all marketing and sponsorship aspects of ArtsGala event, including: maintaining the contact lists for vendors, patrons, and invitees, meeting deadlines for ads and marketing materials, keeping records on sponsorships and making the required follow-up (gift credit/benefits received, naming opportunities, gratis tickets, etc.), maintaining auction database and helping with financial and budgetary reconciliation, developing and maintaining ticketing site and updating university website. High level of verbal and written interaction with corporate sponsors and major donors
 - Creates and disseminates monthly newsletter for CoLA Dean
 - Oversees all graphic design initiatives for CoLA News emails from the Dean, all CoLA Dean's Office event invitations and announcements, and a variety of other announcements
 - Sends, receives, and distributes mail and email, receives and logs in materials and information, orders supplies, answers telephones, maintains the Xerox machine, maintains statistics and

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progress reports, and updates CoLA bulletin boards (often creating flyers for events and courses seeking enrollment)

- Greets and assists all faculty, staff, students and outside visitors to the CoLA Dean's office
- Assists staff with scheduling appointments and meetings, and making travel arrangements for development-related activities
- Assists with Procard reconciliations
- Manages Social Media accounts (Twitter, Instagram, Facebook, and LinkedIn) for CoLA and ArtsGala
- Assists CoLA Dean's Student Advisory Board with communications to CoLA student and schedules rooms for their meetings
- Manages CoLA Dean's calendar, scheduling Chair's meetings, one-on-ones with CoLA chairs and staff monthly, meetings with donors, students, and community members, and committee meetings
- Provides coverage for CoLA departmental offices when administrative staff are out for vacation or illness by answering phone lines, responding to emails, and assisting students, faculty, and staff as needed
- Assists CoLA's Associate Dean with Qualtrics surveys, COGNOS reports, and scholarship awards from the CoLA Emergency Fund
- Assists College of Liberal Arts Student Success office with events by designing and printing programs, promoting events to students, faculty, and staff through emails and social media, and communicating with Director of Workforce Development about necessities for event materials (water bottles, swag, tablecloths, A/V, chairs and tables, etc.)
- Assists Director of Event and Community Engagement with New Student Orientation events, Personalized Tour scheduling, and other recruitment and retention efforts and events

10/2018-5/2021 **Wright State University College of Liberal Arts**, Dayton, OH

Admin. Support Coordinator for the Department of Sociology and Anthropology, working with the sub programs of African & African-American Studies (AFS), Crime & Justice Studies (CJS), and Women, Gender, & Sexuality Studies (WGS)

Wright State changed my position in the English Department to 75% of my job's obligations, while maintaining all prior duties, and added the following duties in the Sociology & Anthropology Department at 25%

- Recorded and managed Graduate Applied Behavioral Science students and Undergraduate students with AFS, Anthropology (ATH), CJS, Sociology (SOC), and/or WGS majors, AFS, ATH, CJS, Forensic Studies, Police & Investigative Studies, Sexuality Studies, SOC, and/or WGS minors, as well as AFS and/or WGS certificates (both Graduate and Undergraduate) by inputting information into the databases, assigning advisors, sending welcome letters and reminders, scheduling appointments, and informing of various department changes and directives
- Created and maintained program newsletters for AFS, CJS, and WGS
- Replied to requests/questions from students and faculty regarding department procedures, policies, and general information queries
- Provided spreadsheets with current and census data within the department to the chair, faculty members, and external requestors
- Scheduled meetings for faculty and department committees
- Assisted with supervision of one to three Student Workers and two to four Graduate Assistants in terms of hiring/firing, scheduling, time-card approval, and assigning job duties
- Wrote thank you letters to department donors monthly, providing them to the chair for signature
- Collected and retained faculty syllabi each semester
- Provided certificates and maintained data for AFS and WGS Graduate and Undergraduate certificate students
- Answered the department's and programs' phones and responded to the programs' general email accounts, responding to all inquiries or directing individuals to appropriate personnel or departments
- Restocked paper for and operated copier, printers, and digital duplicator
- Maintained files of personnel (CVs, sick time records, etc.), students (academic files, scholarship and teaching assistantship applications/recipients, internships, and various exams/certifications)

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- Maintained bulletin board displays
- Designed and posted flyers for various department and program events
- Hired adjunct faculty and processed personnel Electronic Personnel Action Forms
- Worked in ChromeRiver to provide and assist the pre-authorization through final approval processes of faculty travel and department purchases
- Tracked scholarship budgets and applied funds to student accounts through Scholarship Manager
- Collected and Coordinated CJS Honor Society dues
- Maintained department and program websites
- Assisted with CJS internship student orientation prep-work
- Assisted the Chair and Program Coordinators with scheduling courses and providing said course information to students by contacting other departments to identify courses for cross-listings/elective offerings, then editing and submitting schedule proof drafts and final proofs to the Registrar

2/2018-6/2021 **Wright State University College of Liberal Arts, Dayton, OH**

Admin. Specialist for the Department of English Language and Literatures

- Recorded and managed Undergraduate and Graduate students with English majors, minors, and/or concentrations by inputting information into the databases, assigning advisors, sending welcome letters and reminders, scheduling appointments, and informing of various department changes and directives
- Replied to requests/questions from students and faculty regarding department procedures, policies, and general information queries
- Provided spreadsheets with current and census data within the department to the chair, faculty members, and external requestors
- Received, reviewed, assigned readers, scheduled presentations, and provided pass/fail notification to students regarding Masters Culminating Portfolios
- Recorded, scheduled and notified of pass/fail to students attempting Prior Learning Assessments
- Scheduled meetings for faculty and department committees
- Supervised 10-20 Teaching Assistantship students by providing offices, providing class resource needs to the book store, managing schedules and contact information, and answering any questions or concerns
- Wrote thank you letters to department donors monthly, providing them to the chair for signature
- Collected and retained faculty syllabi each semester
- Provided certificates and maintained data for Digital Media & Writing, TESOL, TEFL, and Professional & Technical Writing certificate students
- Reviewed cohorts and prerequisite requirements, providing overrides or notification of de-registration for students as needed
- Answered the department phone and responded to the department's general email account, responding to all inquiries or directing individuals to appropriate personnel or departments
- Recorded and notified international students regarding certification of English proficiency
- Restocked paper for and operated copier, printers, and digital duplicator
- Maintained files of personnel (CVs, sick time records, etc.), students (academic files, scholarship and teaching assistantship applications/recipients, internships, and various exams/certifications)
- Coordinated and maintained budget, applications, and correspondence for the Intro to College Writing Workshop held the week before Fall classes

9/2014-1/2018 **Wright State University Foundation, Inc., Dayton, OH**

Account Clerk

- Assisted with approvals of Journal Vouchers, Travel Expense Vouchers, Wright Buy Requisitions, etc. while observing/monitoring university policy and Foundation fund restrictions
- Replied to requests/questions from University personnel regarding Foundation Funds
- Processed document retention boxes
- Provided backup for deposits and check copying
- Processed year-end confirmation letters
- Assisted with 1099 processing if needed by checking W-9s towards calendar year end.
- Maintained/Updated Business Continuity and Advancement Services Manuals yearly

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- Mentored and supervised Ujima mentee, providing and supervising various tasks and assisting with academic and personal growth and development
- Assisted with monthly building tenant billing
- Worked with a committee to designate scholarship funds to eligible students
- Provided backup for Xtender processing and accessing Cognos IT reports
- Emailed Major Gift Officers with write-off monitoring of unfulfilled donor pledges
- Resolved pledge installments
- Assisted with closed pledge reporting
- Processed pledge reminder letters
- Maintained donor databases via Banner and Cognos
- Monitored the intent-to-endow threshold and sub-fund expiration lists
- Reviewed yearly open-pledge report for lapses in reminders
- Provided backup for Gift Processors by entering gifts, creating pledges, creating and maintaining payroll deduction pledges, making gift adjustments, prepping batches, submitting batches through Finance, and creating receipts
- Provided backup for Foundation front desk management including: answering, recording, and transferring phone calls; managing and mailing donation receipts; accepting and delivering packages from UPS and FedEx to the Foundation building; scheduling meeting spaces, and managing the Foundation Board Room when in use
- Volunteered to provide assistance to the Admin Assistants and to Alumni Relations personnel regarding marketing, booking of various training offices and board rooms, organization of files, and interaction with donors, parents, students, and public officials

PROFESSIONAL EXPERIENCE

- 2020-Present **Bias Incident Report Team (BIRT)**, Fairborn (WSU), OH
Committee Member
- Assist in advertising for the committee
 - Record minutes for each team meeting
 - Make recommendations for and support initiatives surrounding promotion of BIRT and fulfillment of BIRT duties
 - Create and manage SharePoint to house BIRT documents and materials
 - Work collaboratively with committee to review bias-related incidents and develop and deliver interventions
 - Participate in creating and providing ongoing bias training for university employees
- 2017-Present **Wright State Allies**, Fairborn (WSU), OH
Committee Member, Secretary
- Participate in discussion and advocacy surrounding the LGBTQAI+ faculty, staff, and their allies' perspectives, initiatives, and visions at WSU
 - Create and promote events and programs that show support of and solidarity with LGBTQAI+ faculty, staff, and students, as well as provide opportunities for social interaction
 - Partner with community organizations and agencies to promote and encourage allyship and support for LGBTQAI+ faculty, staff, and students
 - Record meeting minutes for dissemination to the Committee and Listserv, while ensuring protection of membership names/identities
- 2021-2022 **Wright State University College of Liberal Arts Reorg Committee**, Fairborn (WSU), OH
Committee Member, Secretary
- Participated in discussion surrounding CoLA Reorg efforts in restructuring the college's ten departments and programs/majors therein into 3 distinct schools
 - Recorded minutes from all committee meetings
 - Assisted with writing of recommendations to the CoLA Dean (and, consequently University Board of Trustees) regarding the reorg
 - Coordinated with 18 other committee members in encompassing 115 faculty and staff opinions within discussions with grace and diplomacy

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- Established Pilot page for members to review and approve minutes and keep questions and comments in one place without overwhelming email threads

2020-2021

Staff Senate, Fairborn (WSU), OH

Board Member, Parliamentarian

- Participated in discussion and advocacy surrounding the university staff's perspectives, initiatives, and visions at WSU
- Served on the Governance and Membership Subcommittee, creating and reviewing Senate bylaws, managing annual elections to Senate, and managing annual Senate officer elections
- Ensured all meetings were run according to Robert's Rules of Order
- Attended Executive Committee meetings and worked with staff liaison to the university administration in advocating for staff needs/concerns

2017-2019

Classified Staff Advisory Council, Fairborn (WSU), OH

Board Member, Secretary

- Participated in discussion and advocacy surrounding the classified staff's perspectives, initiatives, and visions at WSU
- Served on the Academic Realignment Council Subcommittee, providing suggestions and feedback regarding the reallocation of programs within the various colleges at WSU
- Served on the Fundraising Subcommittee in raising money for the staff appreciation/retirement blankets given to classified staff at WSU
- Organized pot-lucks and catering for meetings
- Recorded meeting minutes for dissemination to the Board and posting to CSAC website

2017-2018

University Diversity Advisory Committee, Fairborn (WSU), OH

Board Member, Secretary

- Obtained attendance information and recorded minutes for committee meetings
- Participated in discussion and advocacy surrounding diversity and inclusion in the acquisition and retention of students, faculty, and staff at WSU
- Provided feedback and suggestions for the update of WSU's diversity statement, policies surrounding hiring, and vision of forwarding the diversity message across campus activities and initiatives
- Created Sharepoint website for UDAC, housing meeting minutes and committee documents for members
- Recorded meeting minutes for dissemination to the Board and posting to UDAC website

2017-2018

College of Liberal Arts' Dean's Student Advisory Board, Fairborn (WSU), OH

Board Member, Secretary

- Participated in Board initiatives within the College of Liberal Arts (CoLA) at WSU that provided a voice for the students and support to the faculty and staff
- Attended, provided services for, and supported CoLA events such as the Arts Gala, Donor Appreciation Reception, Day with a Raider program, Raider Open House, the Mental Health Day Event, and CoLA mentorship program
- Provided ideas for and executed fundraisers to benefit the CoLA Emergency fund and other CoLA scholarships and program funds

2015 & 2017

Breaking Silences, Demanding Crip Justice: Sex, Sexuality, & Disability Conference,

Fairborn (WSU), OH -- November 4-6 2015 and September 22-24 2017

Board Member, Secretary, and Hospitality Committee Chair

- Provided feedback regarding logos, conference presenter proposals, attendee gifts, possible exhibitor/presenter outreach and other conference details
- Provided attendees with knowledge on local disability accommodations regarding hotels and transportation, also arranging bookings for speakers and attendees
- Provided transportation to and from hotels and airports for speakers and attendees – including assistance for any mishaps in wheelchair handling via airlines or procuring special mobility devices and services during the speakers/guests' stay

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- Coordinated conference rooms' usage and layouts for maximum access and attendance
- Recorded minutes during conference committee meetings
- Ordered and coordinated catering for the three-day conference: breakfast, lunch, and snacks
- Created flyers and mock-ups for marketing and web page maintenance committees
- Researched and procured rights to show films at the conference and set up rooms to do so
- Obtained and organized vendors for the conference and verified payment receipt of such

2010-2014

Hugh Gregory Gallagher Motivational Theatre, Inc. (HGGMT), MD

Board Chair/President/Treasurer/Secretary/Member (at various times)

- Coordinated groups.live.com address for Board members' communication facilitation
- Ran efficient and informative monthly Board meetings
- Maintained regular contact with individuals and organizations supporting HGGMT's mission statement and annual activities
- Facilitated Annual fundraising events
- Recorded minutes for meetings
- Headed discussions and introductions at HGGMT events
- Processed all deposits from fundraisers, donations, and grant monies to HGGMT account
- Wrote and recorded all checks issued from HGGMT account
- Presented monthly record of bookkeeping in a report at each Board meeting
- Assisted with the production and implication of the Board's budget
- Performed and/or emceed in HGGMT productions
- Assisted with production and house management duties during HGGMT performances
- Provided new material (i.e. produced and original scripts) for HGGMT productions

REFERENCES

Ms. Tracey McKellar, former supervisor at Wright State University Foundation, Inc.
937-231-4900
tlmckellar@earthlink.net

Dr. Alpana Sharma, Chair of the English Department and former supervisor at Wright State University
937-775-2070
alpana.sharma@wright.edu

Mr. Nick Warrington, Director of Leadership Annual Giving in the Alumni Relations & Development Division of Trinity University, former supervisor at Wright State University
740-418-7361
nwarring@trinity.edu