

CONSTANCE A. GATHINGS

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Winston Salem, NC 27107

SUMMARY

A **Community Outreach professional** with a passion to plan, coordinate, and organize activities, programs, and events to empower individuals holistically to be effective change agents in their respective lives, community and/or families. Extensive administrative experience to implement and execute processes and structures to enhance an organization's community engagement via information and resources. Skillset inclusive of:

- Proficiency in organizational, planning and management
- Logistical coordination
- Deadline/Priority sensitivity
- Proficient in executing a vision
- Excellent attention to details
- Proficient in all administrative functions

SIGNIFICANT ACCOMPLISHMENTS

- Coordinated the inaugural Golf Tournament Fundraiser with over 95% participation and numerous sponsors
- Initiated and coordinated "Effectiveness and Efficiency Strategies for the Workplace" at COAACH
- Initiated and implemented the "Executive Assistants Semester Meetings" to increase empowerment, and maximize productivity while minimizing lack of communication
- Coordinated the first Adult Education Graduate School Conference for the M.S. Adult Education Program
- Initiated, planned, and organized the "Back to School" and "Crime Watch" Neighborhood Community Event to enhance community engagement and safety awareness
- Developed, coordinated, and facilitated workshops for GED students to increase holistic learning

EXPERIENCE

NORTH CAROLINA A&T STATE UNIVERSITY, Greensboro, NC

1998-2018

Program Assistant - Center for Outreach in Alzheimer's, Aging and Community Health (COAACH)

2017-2018

- Assisted with the planning and coordination of COAACH annual and monthly events inclusive of workshops, Caregivers Education Conference, COAACH Caregiver College (C3), Lunch and Learns, and Support Group for caregivers.
- Coordinated the first inaugural Golf Tournament Fundraiser with over 95% participation and numerous sponsors to raise funding to support outreach activities.
- Created the quarterly COAACH CONNECTION newsletter, inclusive of development and publication to reach over 2,500 individuals through Constant Contact and the website.
- Developed and assisted with marketing materials for caregivers and the community.
- Assisted in marketing strategies to increase the attendance at the Annual Caregivers Conference for years 2017 and 2018.
- Assisted with increasing awareness about Alzheimer's disease and COAACH's resources by sharing and distributing information via the website and community events.

- Utilized administrative experience to provide professional documents such as booklets, newsletters, infographics, letters, emails, and programs by reviewing, critiquing, proofing, and editing.

Executive Assistant to the Provost and Vice Chancellor for Academic Affairs - Provost Office 2007-2016

- Coordinated logistics for monthly Deans' Council, Administrative Council and Chairperson's meetings, workshops, retreats; Executive Assistants Semester Meetings, and the Provost's internal and external meetings inclusive of reservation of rooms; attendees; meeting agenda; catering, etc.
- Coordinated the Provost's travel, hotel accommodations, reservations and transportation, and activities/information.
- Drafted and typed letters/emails, prepared talking points/greetings remarks, and assisted in the preparation of speeches.
- Prepared PowerPoint Presentations and meeting materials.
- Managed and monitored the Provost Office Budget.
- Served on the University's Annual Faculty and Staff Institute Planning Committee.

Executive Assistant - School of Nursing, Deans' Office 2003-2007

- Coordinated all marketing and promotional activities associated with the School of Nursing.
- Monitored the overall financial management system/ Maintained budgets, grants, and accounts.
- Supervised clerical staff workflow and attendance.
- Prepared EEO forms for hiring and contracting personnel.
- Assisted in preparing and processing applications for proposals.
- Maintained routine contact with the School's contributors.
- Proofread and edited correspondence and other materials for clerical staff.

Administrative Assistant III (Formerly College of Arts and Sciences, Deans' Office) 1998-2003

- Functioned as Office Manager for the Dean's Office.
- Monitored and processed Salary Authorization forms.
- Monitored and maintained a database file management system.
- Served as managing supervisor for work-study students for the thirteen departments in the College.
- Maintained departmental budget for equipment, travel, and supplies. Assisted in budget estimates with respect to new positions, salary increases, and adjustments.
- Served as liaison between the college and support staff.
- Served as coordinator for the arrangements of meetings, conferences, and workshops.

GUILFORD TECHNICAL COMMUNITY COLLEGE, High Point, NC 1998-2000

GED Coordinator – William Penn Campus

- Co-coordinated the GED program for the William Penn Campus at GTCC.
- Tested and assessed perspective students and existing students.
- Planned and coordinated workshops and seminars.
- Supervised the GED teaching staff.

EDUCATION

- **MS in Adult Education**, concentration in Community Education
North Carolina Agricultural and Technical State University, Greensboro, NC
- **Municipal Government Certificate**
City of Winston Salem University, Winston Salem, NC
- **BS in Business Administration**, concentration in Management
High Point University, High Point, NC

COMMUNITY LEADERSHIP

- Hospice and Palliative Care of Greensboro- Direct Patient Care and Vigil Volunteer
 - Provided emotional support for patient/family; Representative at Community Health Fairs
- Forsyth County Adult Care Home Community Advisory Committee Member
 - Advocated for residents in adult care homes, long-term and independent facilities
- N. C. A&T State Employees Combined Campaign – Executive/Steering Member and Coordinator
 - Implemented, set goals and promoted the campaign and determined strategies to achieve goals
- March of Dimes-March for Babies – Executive Member for N. C. A&T Campus Engagement
 - Coordinated, implemented, set goals and promoted the campaign
- Bedford Park Home-Owners Association (HOA) Board of Directors – Vice President
 - Initiated and organized neighborhood engagement projects