

JUNIOR DOCZY

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SUMMARY

Administrator & Program Manager with experience in higher education and nonprofit settings.

EXPERIENCE

*University of Kentucky – Evaluation Center, **Research Assistant***

Dec 2025 – Present

Support ongoing program evaluation projects within the Office of Research at the College of Education

Support evaluation design, research processes, and compliance requirements (e.g., IRB)

Contribute to literature reviews, documentation, and reporting activities

*University of Kentucky - Transformative Learning, **Instructor: Academic Orientation UK 101 (GA)***

Aug 2024 - Present

Guide undergraduates in adjusting to the academic, social, and cultural life of the University of Kentucky. support the development of successful UK students by focusing on their growth as a learner, emotional and social wellbeing and their engagement with our Wildcat community.

*Quisqueya Université (online)- College of Education , **Adjunct Professor***

Nov 2018 – Present

Teach Business English, Project management and School administration classes to undergraduate students in the Education Faculty.

*Take Care Institute, **Director & Founder***

Jun 2005 - Present

Manage school administration operations and organize teacher schedules, student registration processes and class orientation sessions. Direct school human resources include hiring, training, policy enforcement and legal compliance.

*University of Kentucky - Transformative Learning, **Peer Mentorship Supervisor (GA)***

Aug 2025 - Dec 2025

Oversee Peer Leaders' management of Peer Mentors to ensure consistent quality and engagement across all UK101 sections.

Contribute to program evaluation, data collection, and reporting to strengthen the Peer Mentorship model. Assist with recruitment, interviewing, and selection of Peer Leaders and Peer Mentors. Coordinate administrative processes, including payroll tracking, Canvas site updates, and communication workflows.

*University of Kentucky - Transformative Learning, **Integrated Success Coach (GA)***

Aug 2023 - May 2024

Support students in academic and career goal setting, learning strategies, time management and organization, self-regulation, and self-efficacy. Inspire students to maximize their potential in all aspects of their college life.

*University of Kentucky – College of Education, **Research Assistant – Meta-Analysis Screening Project***

Summer 2025

Assist in a meta-analysis screening project based on studies included in Hattie's Visible Learning overview. Review studies to determine eligibility for inclusion in the analysis.

*University of Kentucky – College of Education, **Research Assistant – Literature Search and Writing Support***

Summer 2024

Conduct literature searches to identify key bodies of research and theoretical frameworks for a research project. Review, summarize, and synthesize studies to support the conceptual framing of a manuscript in development.

*Institut Francophone de Journalisme, **Business Coach and Program Coordinator***

Jan 2018 - May 2023

Facilitate educational workshops, meetings and conferences associated with the Entrepreneurship program.

*INUKA Université – College of Education, **Adjunct Professor***

Nov 2018 - Dec 2021

Teach Project management and School administration classes to undergraduate students in the Education Faculty.

*Compassion International, **Manager of Business Support***

2012 - Apr 2023

Oversee Facilities and Business Operations of the organization. Oversee the Sponsor and Donor Experience Services. Supervise and Provide leadership to ten direct supports including: two logisticians, five administrative assistants, the security specialist, and the support team.

Heartland Alliance for Human Rights and Needs – UNICEF FUNDED, Program Management Officer

Feb 2010 - Jul 2012

Contribute to corporate strategy initiatives management across teams through accountability, communication, and reporting.
Collaborate with data and evaluation staff to define metrics and analyze outcomes for program improvement.

EDUCATION

University of Kentucky

Ph.D. • Higher Education

University of Kentucky- College of Education

Graduate certificate • Research Methods

University of Kentucky- Gatton College of Business & Economics

Graduate certificate • Human Resource Management

University of South Wales

MBA • Business Administration and Management

University of Liverpool

Post Graduate Diploma • Business Management

Penn Foster Career School

Career Diploma • Small Business Management

Université Quisqueya

Bachelor of Science • Education- Foreign languages

LICENSES & CERTIFICATIONS

Project Management

Cornell University •

Operations Management

Cornell University •