

Shelby Dodd

shelby.dodd@vanderbilt.edu

(540)-220-0355

linkedin.com/in/shelby-dodd

Education

Vanderbilt University

Nashville, TN

Master of Education, International Education Policy and Management

Exp. Grad. Dec. 2019

- Research Coursework: Research Design and Data Analysis I & II (STATA)
- Additional Coursework: International Organizations and Economic Development, International K-12 Ed. Policy, The Effect of Poverty on Child Development

Virginia Polytechnic Institute and State University (Virginia Tech)

Blacksburg, VA

Bachelor of Science, Psychology

May 2017

- GPA: 3.97, *Summa Cum Laude*; Phi Beta Kappa

Project Management & Organizational Development Experience

Smart Beginnings New River Valley

Radford, VA

Graduate Intern

May 2019—Sept. 2019

- Analyzed data from 300 local early childhood educators and wrote the New River Valley Workforce Data Report regarding compensation, qualification, and professional development
- Facilitated multi-step registration process for 160 early childhood educators and 62 preschool sites for participation in the Preschool Development Grant (PDG B-5)
- Obtained CLASS Observer reliability certification for Infant and Pre-K classrooms

Nashville International Center for Empowerment (NICE)

Nashville, TN

Grant Writing Intern

Jan. 2019—May 2019

- Created evidence-based content for grant applications, utilizing data and program development knowledge to obtain over \$40,000 in funding for NICE's resettlement assistance, adult education, and youth programming for over 2,900 immigrants and refugees
- Conducted research on Nashville and Tennessee-wide community needs and policy priorities to align NICE's programming with publicly supported and well-researched initiatives

Vanderbilt University Career Center

Nashville, TN

Fellowships and Scholarships Advising Assistant

Aug. 2018—May 2019

- Facilitated processes and advised undergraduates on application process for competitive national scholarships and fellowships through the Career Center
- Synthesized experiences and recommendations to create new organizational tools and processes to improve productivity and ease of transition year-to-year within the Fellowships team

HOPE worldwide

Head of Classroom Set-Up Team, HOPE Volunteer Corps (Lusaka, Zambia)

July 2018

- Completed month-long volunteer term facilitating and leading teacher training sessions for local early childhood educators in classroom management, early literacy, and early mathematics
- Targeted key areas of school improvement by conducting in-classroom observation and modeled lessons, songs, and creative student engagement with a team of volunteers

Volunteer Participant, HOPE Volunteer Corps (Lusaka, Zambia)

July 2017

- Directed diverse, international team of volunteers for interior classroom design and renovation during a total-school renovation of Mtendere Preschool in Zambia over two weeks
- Collaborated with volunteers, teachers, and staff to design safe, sustainable, engaging classrooms

Chapter Director (Roanoke, VA)

Aug. 2015—Aug. 2017

- Planned, organized and executed large and small-scale volunteer and fundraising projects in the New River Valley and Roanoke area for an international faith-based charity organization
- Managed partnerships with local organizations to align our efforts with effective ongoing programs

Virginia Tech Autism Clinic

Blacksburg, VA

Undergraduate Research Assistant

Jan. 2015—May 2017

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- Assisted in completion of a multi-year research of a behavior therapy training group for parents of children with Autism, including coding and organizing video samples for use in parent training
- Wrote, applied for, and was awarded \$400 grant for purchase of technology for research, working collaboratively with a team of Human Factors Engineers to develop a necessary tablet application

Pre-K-12 Instructional, Behavioral & Community Engagement Experience

PENCIL

Reading Partner

Nashville, TN

Oct. 2018—Present

- Mentored several students through weekly one-on-one reading sessions, promoting positive literacy experiences and encouraging perseverance and strategies for text decoding
- Facilitated daily operations in the school library, assisting students and instructors

The Children's Garden Primary School

Assistant Teacher

Blacksburg, VA

Aug. 2017—May 2018

- Developed and implemented developmentally appropriate, play-based curriculum for a class of four- and five-year-olds in a unit-study and project-based setting
- Collaborated with colleagues regarding curriculum choices, positive behavioral management implementation, and day-to-day school policy and procedures

Montgomery County Public Schools

Substitute Teacher

Montgomery County, VA

Jan.—May 2017

- Ensured student safety while creating an engaging and positive learning experience for K-5 students
- Effectively implemented a variety of behavior management strategies and lesson plans for students of diverse ages and abilities

Pre-K Service-Learning Intern

Jan.—May 2016

- Assisted leading classroom activities for ten hours/week at pre-K program for at-risk students
- Designed alphabet and literacy crafts and led small group centers

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Additional Experience

Turner Family Center

Project Pyramid Committee Member

Nashville, TN

Oct. 2018—May 2019

- Developed and improved organizational processes for Project Pyramid, a student-led social enterprise international consultancy project-based course for graduate students
- Designed introductory "Partner Packet" to be provided to international partner organizations

Virginia Tech Honors College

Honors Reading Seminar Leader

Blacksburg, VA

Aug.—Dec. 2016

- Designed and facilitated weekly reading-based discussion on "Childhood and Resilience," integrating recent research on resilience into student understanding of early life trauma
- Utilized Canvas to manage the course, communicate goals and materials, and engage students

Roanoke Valley Church

Campus and Young Professionals Ministry Discussion Group Leader

Roanoke, VA

Jan. 2015—June 2018

- Provided personal spiritual mentoring for students (2015-17) and young professionals (2017-18)
- Planned outreach, community service, and seasonal events for 50-100 people with attention to detail and an understanding of organizational goals to make events maximally effective