

TELISHA S. MARTIN

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EMPLOYMENT

Associate Director, Master of Public Health Program

University of Florida, College of Public Health & Health Professions, Gainesville, Florida

10/2011 – Present

Major Duties

- **Marketing and Recruitment**: Developing and updating printed marketing materials such as brochures and pamphlets for the UF MPH program; updating program webpage and student handbook; conducting informational presentations on the MPH program; recruitment visits to local, state, and national organizations; chatroom communication with students via virtual recruitment fairs; following up with and maintaining communication with applicants during all phases of the application process.
- **Admissions**: Preliminary review and screening of domestic and international student graduate applications to the MPH program; serving as liaison with departmental admissions committees; preparing and presenting enrollment data for department affiliates; coordinating and presenting new student orientations.
- **Academic Advising**: Coordinating new student orientation; advising and developing individual plans of study for student majors; assisting with course scheduling and enrollment for the MPH program; monitoring academic progress of students throughout the program, ensuring completion of program requirements and final degree certification; conducting exit interview survey of graduates; compiling student data for accreditation and other reporting purposes; maintaining MPH listserv.
- **Seminar Coordinator**: Coordinating and presenting professional development seminars for MPH students on topics such as internship selection, resume writing, interviewing, IRB submission, and public health professional competencies.
- **Other Administrative**: Participating in policy review and changes as a member of the College of Public Health & Health Professions, Public Health Operations Committee; supervision of Academic Assistant; technical assistance to current faculty and staff as well as training of new staff on program policies and admission procedures; attending conferences of the Association of Schools of Public Health as primary admissions liaison and diversity representative on behalf of the college of Public Health & Health Professions; data management and reporting on student-related statistics for CEPH and SACSCOC accreditation purposes.

Instructor

University of Florida, College of Liberal Arts & Sciences, Gainesville, Florida
8/2009 – 12/2011

Major Duties

- Planning, implementation, and evaluation of a 3 credit hour undergraduate course in Sociology of Marriage and Family (SYG 2430).

Coordinator for Undergraduate Programs

University of Florida, Department of Health Education & Behavior, Gainesville, Florida
2/1997 – 8/2005

Major Duties

- Instructor: Development and implementation of a pre-internship seminar designed to prepare undergraduate students to enter a full-time internship experience in Health Education; development and implementation of an online Personal and Family Health course designed to teach healthy behaviors to college student audiences.
- Internship Coordinator: Placement of full-time student interns in Community Health, Workplace Health and School Health educational settings; serve as university preceptor for student interns; conduct intern site visits to various schools and agencies in the southeast.
- TA Supervisor: Evaluation of teaching assistants for Personal & Family Health course
- Admissions Officer: Reviewing and making decisions on undergraduate and transfer applications for admission to the UF Health Science Education degree program
- Academic Advisor: Advising student majors on degree requirements and job opportunities in health education, assistance with course selection, and monitoring progress of over 250 students
- Recruitment and Retention: Development and updates to recruitment materials; attended local, state, and national student recruitment fairs.
- Other: Chief Marshall, College of Health & Human Performance Commencement Ceremony; Program Coordinator for the accreditation process by the National Council on the Accreditation of Teacher Education (NCATE) & Florida Department of Education; participating in various career and major fairs hosted by the University of Florida and Santa Fe Community College.

Honors

- Recipient, Department of Health Science Education Faculty Leadership Award, 2003
- Honorary Membership, Eta Sigma Gamma Health Education Honorary, 2003
- Recipient, Department of Health Science Education Teaching/Advising Award, 2000
- Recipient, College of Health & Human Performance Advisor of the Year Award, 2000
- Recipient, President's Productivity Award, 1999

EDUCATION

Doctor of Philosophy, In Progress

University of Florida, Department of Sociology, Gainesville, Florida

Dissertation Title: *The Matrimony Project: Understanding and Learning from Long-Lasting Black Christian Marriages*

Master of Arts, 5/2007

University of Florida, Department of Sociology, Gainesville, Florida

Master's Paper Title: *Cohabitors in the New Millennium*

Master of Health Science Education, 12/1996

University of Florida, Department of Health Science Education, Gainesville, Florida

Bachelor of Science in Health Science Education, 8/1995

University of Florida, Department of Health Science Education, Gainesville, Florida

COMPUTER LITERACY

Hardware: Strong PC background; some Macintosh

Software: Proficient in MS Word, Powerpoint, Publisher, and Excel; Rudimentary knowledge of Access Database, Photoshop, Quickbooks, NVivo, Dedoose, and SPSS statistical packages.

Internet: Proficiency in internet research, basic skill in producing web pages

Other: Proficiency in use of ISISAdmin, NERDC, SASS, GIMS, COMPASS, and the Schools of Public Health Application Service (SOPHAS); quick learner for most other computer applications

COMMUNITY ORGANIZATIONS & VOLUNTEER WORK

Alpha Kappa Alpha Sorority, Inc., Mu Upsilon Omega Chapter, Gainesville, Florida

Graduate Advisor (2018) & Member of the Graduate Advisory Committee, 2007-Present

- Certified in undergraduate student risk management
- Supervision of activities of the undergraduate student chapter of Alpha Kappa Alpha Sorority, Inc.

Membership Co-Chair, 2012-2014

- Conducted new member orientation program
- Planned and implemented member social gatherings and retreats

Historian, 2010-2014

- Photographed and documented chapter events
- Produced chapter history book

(https://www.amazon.com/Years-Moving-Upward-amp-Onward/dp/1312016280/ref=sr_1_1?ie=UTF8&qid=1480350842&sr=8-1&keywords=Telisha+Martin)

Twenty Pearls Foundation, Inc. (Non-profit), Gainesville, FloridaTreasurer, 2006-2011

- Bookkeeping, filing 990EZ, preparing organization budget, payment of invoices, collecting donations, participating in fundraising events for the organization.

Fundraising Committee

- Graphic design for foundation events; producing annual golf tournament souvenir book: <https://issuu.com/telishamartin1908>

Mt. Carmel Baptist Church Marriage & Family Ministry, Gainesville, FloridaMinistry Leader, 2007-2010

- Planning and coordinating food drives for homeless, church picnics, banquets, holiday programs, and other special events
- Coordinating care package project for college students away from home

Gainesville Junior Women's Club, Gainesville, FloridaPresident, 2004 - 2005

- Planned and conducted club meetings and represented club at regional meetings
- Participated in club fundraisers, social events, and other activities

Historian, 2003-2004

- Created annual scrapbook of club meetings and events
- Edited and distributed monthly club newsletter

Pleasant Place, Inc. Board of Directors, Gainesville, FloridaPresident, 2002 - 2004

- Served as chief executive officer of homeless shelter for pregnant women
- Coordinated volunteer activities for the shelter
- Assisted with grant writing for house needs
- Liaison for house managers

Secretary, 2000-2002

- Took minutes of board meetings
- Maintained board member documents such as insurance policies, board member applications, etc

Tau Beta Sigma, Honorary Band SororityDistrict President, 1995-1996

- Oversaw the planning of annual Southeast District conference
- Conducted business meetings for annual Southeast District conference
- Served as delegate for National conference

District Vice-President, 1994-1995

- Assisted District President with duties
- Participated in and oversaw membership activities for chapters in the district