



## *Ingrid I. Bethel, J.D.*

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2019-  
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### **SUMMARY**

Experienced Department Chair and Program Manager with exceptional organizational, problem solving, conflict resolution, networking, leadership, interpersonal, and written communication skills. Strong research and data analysis abilities. Background includes dedicated instruction, degree program oversight, extensive public speaking, and maintenance of confidential student data and program records. Solid administrator responsible for student academic/curriculum advisement and progress monitoring, faculty development and peer mentoring, new applicant eligibility assessment, new student orientation, course scheduling, textbook review and adoption, instructional design and evaluation, learning outcome assessment, program compliance, drafting comprehensive program analysis reports and distance learning audits, oversight of internship/volunteer program and experiential learning, and community outreach.

### **EDUCATIONAL HISTORY / TRAINING**

#### ***Florida Supreme Court Certified County Mediator Training (2017)***

#### ***Juris Doctorate Degree (2003)***

Florida Coastal School of Law (FCSL), Jacksonville, FL

- Phi Delta Phi International Legal Honor Society, Who's Who Among American Law Students, Pro Bono Honor Cord, Teacher Assistant (Therapeutic Jurisprudence), Sports and Entertainment Law Association (Founder and President), Black Law Students Association (Public Relations Chair), Florida Supreme Court Certified Legal Intern (7<sup>th</sup> Judicial Circuit State Attorney's Office Misdemeanor Division and Jacksonville Area Legal Aid Domestic Violence Project)

#### ***Bachelor of Arts Degree, Administration of Justice / Pre-Law (1997)***

Howard University, Washington, D.C.

- National Competitive Academic Scholarship Recipient, Liberal Arts Honors Program, Charles H. Houston Pre-Law Society, Sports Industry Club and Sports Marketing Foundation

### **EXPERIENCE**

#### ***Notary Public, State of Florida Commission # FF169520 (2014-Present)***

#### ***Department Chair, Legal Assisting / Paralegal Studies Program (2011-2013)***

Jones College - Jacksonville, FL

- Overall management of degree program. Point of contact for student and faculty concerns.
- Employ effective listening and dispute resolution skills to resolve student complaints.
- Serve on Grievance Committee, Campus Effectiveness Team, Self-Study Team, and administrative sub-committees that deal with institutional and accreditation policies, department-specific matters, and academic issues.
- Plan, evaluate, and revise curricula, syllabi, course content and materials, and methods of instruction.
- Utilize ADDIE instructional design and Kirkpatrick training evaluation models.
- Advise and monitor students on individualized Academic Improvement Plans, Academic Probation, and Academic Warning.
- Confer with publishing reps to review, select, and procure instructional materials and supplies such as textbooks and library holdings designed to meet learners' educational needs.
- Collaborate with Administration, Admissions, IT, Financial Aid, Library, and Career Development on matters involving prospective and current students, faculty, retention, and related statistics.
- Collaborate with Social Media Coordinator and provide program-related content for posting.
- Draft articles to promote and memorialize department events for inclusion in College Newsletter.
- Oversee student Westlaw registration, maintain certification records, manage student/faculty online user accounts, confer with Westlaw rep on subscription services itemization, and execute invoices.
- Conduct new student orientation and first-semester mentorship, assign follow-up faculty mentors, and advise continuing students on academic and vocational curricula, as well as career issues.

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- Collaborate with fellow Chairs and serve as team lead to plan, market, and conduct student success seminars and honor student recognition awards ceremonies.
- Maintain test banks, master course outlines and syllabi, and additional required records.
- Plan and participate in student recruitment, registration, and placement activities, as well as represent the college at extracurricular and community events.
- Plan college-wide annual Constitution Day observance activities and guest speaking engagements.
- Conduct bi-weekly audits of distance learning course sites via Blackboard.
- Prepare comprehensive end-of-term program analysis reports utilizing various data and surveys to assess/analyze learning outcomes, identify emergent trends and root causes of problem areas, recommend corrective action and implement related programmatic improvements, and evaluate expected outcomes to increase teaching effectiveness, student performance, and retention.
- Oversee and facilitate internship program, including site placement, required documentation, mandatory in-class component and professional responsibility seminar, job readiness analysis, skill set refreshers, behavioral interview preparation, mock interview panel sessions, portfolio projects, weekly tracking of field experience hours, and collection/maintenance of time sheets, work journals, and interns' sponsor evaluation forms.
- Recruit, consult, and conduct bi-annual meetings with Advisory Board members.
- Monitor and document required program-wide utilization of community resources (i.e., guest speakers and educational field trips).
- Monitor weekly attendance records, academic progress and retention reports, and confer with at-risk and dropped students, as well as instructors with low retention rates.
- Assist in the on-boarding process (i.e., recruit, hire, and oversee orientation of department faculty with respect to curriculum development, use of materials and equipment, instructional content and delivery, institutional regulations, and implementation of state and federal programs and procedures).
- Plan and conduct on-ground and distance learning department faculty meetings/trainings.
- Organize and maintain program files for professional development documentation, library and Westlaw contractual agreements, subscriptions and holdings, AAfPE institutional membership certificates, program audits, analysis reports, and documentation of correspondence with students.
- Conduct routine in-class instructor evaluations during on-ground and distance learning sessions.
- Review application and background information, and make recommendations on prospective candidates' suitability for degree programs.
- Maintain regularly scheduled office hours to advise and assist students.
- Confer with fellow Chairs to develop questionnaires, surveys, and procedures to measure effectiveness of curricula, and use said tools to assess whether course and program objectives are met.

***Instructor, Legal Assisting / Paralegal Studies Program (2009-2013)***

Jones College - Jacksonville, FL

- Advise and teach students in undergraduate legal courses, including Introduction to Law, Legal Research and Writing, Torts (Personal Injury), Constitutional Law, Contracts, and Ethics / Professional Responsibility.
- Inform students of procedures for completing and submitting class work.
- Evaluate and grade weekly assignments, prepare and proctor examinations, and record grades.
- Return assignments to students in accordance with established deadlines.
- Arrange for supervisors to conduct teaching observations; and meet with supervisors to receive feedback about teaching performance.
- Order or obtain instructional materials needed for classes.
- Attend in-service and department meetings, professional development activities, and commencement.

***Co-Founder / Consultant / Workshop Facilitator and Trainer / Motivational Speaker / Event Planner (2005-Present)***

BANDI Consulting Group and Bethel Consulting - Tampa, FL, St. Petersburg, FL and Jacksonville, FL

- Designed and facilitated empowerment workshop models, content, and materials for at-risk youth populations, teacher/student/administrator summits, and police/community relations seminars.
- Planned and organized special events for community-based charitable and fundraising endeavors.
- Prepared and delivered motivational lectures to teens.
- Partnered with local dignitaries, celebrities, titleholders, and educators in the Tampa Bay area to meet and engage in dialogue with local youth from middle and senior high school populations.

### ***Project Manager and Pro Bono Coordinator, Volunteer Attorney Program (2004-2005)***

Three Rivers Legal Services, Inc. - Jacksonville, FL

- Marketed and promoted program services, made presentations, and solicited legal service commitments at monthly voluntary bar association gatherings and related events across four counties.
- Recruited and partnered with volunteer attorneys in servicing the legal needs of indigent clientele.
- Recruited and trained college student volunteers.
- Maintained client files, required documentation, and records in program database.
- Collaborated with managing attorney, staff attorneys, support personnel, and program volunteers to implement effective client-centered service initiatives.
- Participated in client intake and interview sessions.
- Planned, organized, and hosted Pro Bono Awards Ceremony to recognize volunteer legal work of local attorneys.

### ***Columnist / Feature Reporter (1990-2001)***

Weekly Challenger Newspaper - St. Petersburg, FL

- Wrote weekly column highlighting sports news, Bay Area community events, and the accomplishments of local personalities.

### **AFFILIATIONS / CIVIC ENGAGEMENT**

- Delta Sigma Theta Sorority, Inc., Jacksonville Alumnae Chapter
  - Executive Board Member (2014-Present)
  - Miss Delta Teen Pageant - Co-Director (2014-Present)
  - Scholarship Committee Chair (Present)
  - Grant Development - Committee Chair (2017-2018)
  - Delta Academy & Delta GEMS Institute (Youth Educational Development Initiatives) - Co-Chair (2014-2016)
- "Families FIRST" of Northeast Florida - Board of Trustees, Past Member
- Jacksonville Women Lawyers Association - Board of Directors, Past Director of Public Relations
- Florida Coastal School of Law Alumni Association - Executive Board, Past Recording Secretary
- Northeast Florida Compliance and Ethics User Group
- "Gridiron Greats" Awards Gala (Super Bowl XXXIX Benefit for NFL Charities) - Event Planner
- "Sisters of FCSL United in the Law" (SOUL) - Founder
- American Cancer Society Development Committee - Pinellas County Chapter
- Tampa and Hillsborough County Police / Community Relations Workshops - Assistant to Training Director
- Sports Ethics Institute
- "Empower Hour" Mentor Program, Douglas Anderson School of the Arts - Motivational Speaker / Workshop Facilitator
- "ROAD to Greatness" Interactive Lecture Series – Founder / Motivational Speaker

### **AWARDS AND RECOGNITION**

- Delta Sigma Theta Sorority, Inc., Jacksonville Alumnae Chapter
  - "Committee of the Year" (2018-2019)
  - "Delta of the Year" (2015-2016)
  - "Most Valuable Player" Award Recipient (2016)
  - "Spirit in Leadership" Award Recipient (2014-2015)
- Alumni Executive Board Service Award - Florida Coastal School of Law
- Outstanding Contribution Award - Everest University, Paralegal Studies Program
- Up and Coming Journalist Award - Weekly Challenger Newspaper
- Community Service Award - Sickle Cell Society, Tampa Bay Chapter
- "Ms. Hillsborough County" U.S. Continental 2000, Titleholder
- Service and Leadership Award - American Cancer Society Minority Development Committee, Pinellas County Chapter
- Exemplary Leadership and Dedicated Service Award - Hillsborough County Schools Human Relations Program