

MAKAYLA LOCKETT

Program Manager/Project Coordinator/Writer

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EDUCATION EXPERIENCE

MAUMEE VALLEY COUNTRY DAY SCHOOL

Toledo, OH

Curriculum Coordinator/Instructor

August 2020-October 2021

- Successfully taught a High School level curriculum to students at a private institution.
- Developed plans to ensure efficient execution of educational pursuits.
- Collaborated with school leaders to create impactful classroom experiences.

THE UNIVERSITY OF TOLEDO

Toledo, OH

Visiting Instructor [English/ESL]

August 2019-August 2020

- Demonstrated expertise in delivering student-focused, project-based curriculum to drive academic and non-cognitive results.
- Supported and mentored students in mastering Technical Writing, editing, and other English-based goals and pedagogy through regular virtual check-ins, in-person school visits, and class time.
- Developed a deep understanding of the schools' cultures, needs, and initiatives, effectively representing The University of Toledo and engaging students and school staff outside of the classroom.

THE MINISTRY OF EDUCATION (SPAIN)

Toledo, OH

Teacher Aid & Cultural Representative

August 2018-August 2019

- Taught English as a Second Language (ESL) to diverse groups of students in a bilingual school in Spain.
- Developed Engaging lesson plans aligned with curriculum standards to foster language proficiency.
- Adapted instructional materials and strategies to include cultural components.
- Fostered a positive and inclusive classroom environment by promoting cross-cultural understanding, respect, and appreciation among students.
- Collaborated with colleagues to plan and execute school-wide events, including cultural celebrations and language exchange programs.

THE UNIVERSITY OF TOLEDO

Toledo, OH

English Instructor

August 2017-August 2018

- Designed and delivered engaging English courses at the collegiate level, including composition, literature, and technical writing.
- Developed and implemented innovative lesson plans that incorporated a variety of instructional strategies, such as discussions, group work, multimedia resources, and technology-enhanced activities.
- Provided students with comprehensive feedback on their written assignments.
- Designed and administered assessments to evaluate students' comprehension, analysis, and interpretation of literary texts, ensuring alignment with course objectives and learning outcomes.

PROGRAM MANAGEMENT

THE UNIVERSITY OF TOLEDO / DEPARTMENT OF DEFENSE

Toledo, OH

Rocket Kids Program Coordinator [GRANT]

December 2022-Present

- Coordinated the implementation of an 11.5m grant-based program, collaborating closely with the director.
- Composed official correspondence for program partners, stakeholders, and external parties of interest.

- Established and maintained rocket-resource.com, an online platform for program interns to access relevant documents and information.
- Assisted the program director in managing schedules, timelines, clerical tasks, and official communication to ensure effective and transparent coordination.

THE UNIVERSITY OF TOLEDO

Toledo, OH

Program Manager of Student Involvement

October 2021-Present

- Designed and delivered the organization registration process, training sessions, workshops, and event-planning materials for departments and student leaders.
- Managed timelines for campus-wide involvement initiatives, interdepartmental event programming, and collaborative projects with external stakeholders.
- Advised and mentored students on involvement initiatives related to their academic and career goals.
- Supervised committees, student leaders, student employees, and graduate assistants.

Selected Project Experience

- Efficiently digitized documents and office data for accessibility.
 - Transformed annual training into an innovative online format. Developed a registration data spreadsheet. Utilized collected data to strategically coordinate programming initiatives, maximizing impact and engagement.

THE UNIVERSITY OF TOLEDO

Toledo, OH

Project Manager [International Youth Academy/Aichi University]

July 2017-July 2019

- Developed project plans, including timelines, curriculum, and resource allocation, to ensure efficient execution of multiple international projects.
- Monitored program progress, tracked key performance indicators, and generated regular status reports for senior management and stakeholders.
- Managed program participants, including students, administrators, external clients, and other stakeholders
- Fostered a positive and inclusive environment for international students, expanding diversity, equity, and inclusion programs within the university.

VOLUNTEER

Toledo Animal Rescue

June 2023-Current

- Fed, groomed, and exercised shelter animals.
- Leveraged Program Manager position at the University of Toledo to Create Paws on Campus: Kitten Edition in Collaboration with Toledo Animal Rescue as part of fundraising and adoption increase efforts.
- Maintained cleanliness and hygiene of kennels and public areas.
- Collaborated with fellow volunteers to ensure a safe and welcoming environment for animals and visitors.

EDUCATION

THE UNIVERSITY OF TOLEDO

Toledo, OH

Bachelor of Arts, Major in Linguistics

2010-2014

Master of Arts, Major in English; Focus: English as a Second Language

2014-2016

- Program fluency in Slack, Asana, Google Suite
- For a list of publications or references, please email to request.