

## Nicole R. Tobias

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### EDUCATION

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**Life & Career Coach Certification** April 2016

Life Purpose Institute, San Diego, CA

**Doctor of Philosophy: Counseling and Student Personnel Administration** December 2013

University of Georgia, Athens, GA

*Dissertation: College Presidents: The Relationships Among Gender, Attributes, Skills, and Institutions Served*

- Awarded Louise McBee Scholarship by the Georgia Association for Women in Higher Education (GAWHE) in support of this study.

**Master of Science in Counseling: College Student Personnel** May 2008

Shippensburg University, Shippensburg, PA

**Bachelor of Science in Education: Chemistry and General Science** May 2003

Mansfield University, Mansfield, PA

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### FULL-TIME PROFESSIONAL EXPERIENCE

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**Life, Career, & Executive Coach** November 2015-Present

Grounded Vision Coaching, Consulting, and Development

- Life and Career Coach
  - Completed 100+ hours of one-on-one coaching
- Executive Coach and Consultant
  - Coached two consultants for Pampered Chef who saw immediate increases in their sales and income
  - Coached a client with one non-profit to improve administrative processes, increase community support and increase participants
- Motivational and Public Speaker
  - Licensed Desire Map Facilitator (May 2016-present)
  - Completed two group goal setting sessions with Pampered Chef teams
- Radio Host on Life Coach Radio Network and Life Coach Chat Channel (May 2016-present)

**Independent Distributor** November 2015-Present

AdvoCare

- Share health and wellness supplements through face-to-face and social media marketing
- Coach customers and distributors on their wellness and business

**Executive Director** April 2014-October 2015

Peace Place, Inc.

- Human Resource Management
  - Supervised 15 staff members and seven interns
    - Facilitated staff and one-on-one meetings and provided training and feedback to staff
    - Completed personnel evaluations
  - Recruited, hired, trained, coached, and evaluated staff and interns
  - Utilized ADP for entering payroll, printing tax reports, entering vacation and sick time, and the entrance of employee benefits and insurance
  - Completed all insurance negotiations, enrollments and terminations of employment
  - Maintained all personnel records
  - Completed all new hire paperwork and e-Verify
  - Reviewed and updated personnel manual
  - Reviewed and updated all position descriptions
  - Partnered with local institutions of higher education to recruit, hire, and train a variety of interns for the agency
  - Recruited volunteers for all aspects of work throughout the agency

- Budget and Finance Management
  - Managed a budget of \$700,000 annually
    - Turned an \$87,000 deficit for the agency in June 2014 to a \$10,000 surplus in June 2015
    - Turned an \$18,000 deficit in February 2015 to a \$5,000 surplus in June 2015 at the Peace Place Thrift Store. The Thrift Store averaged an income of \$12,500 per month from July through September which created a profit that was used as unrestricted funding for the agency
- Program Management
  - Oversaw all programs offered by Peace Place including the shelter and women's advocacy; transitional housing; the children and family program; outreach and legal advocacy; rapid rehousing; volunteer services; fundraising and event planning, facilities and operations management, and the thrift store
- Facilities Management
  - Oversaw a 15-bed shelter, four transitional housing apartments, two transitional houses, outreach programs, legal advocacy, and a 10,000 square foot thrift store
    - Renovated all facilities owned and/or operated by the agency
      - Raised \$35,000 in donations and grants to complete these renovations to limit the use of restricted and unrestricted agency funds
      - Utilized volunteer and missions groups at the Grayson United Methodist Church to renovate two transitional houses who paid for their own supplies and tools for the renovations and repairs
  - Served as the on-call staff member for facilities management emergencies
    - Fixed as many things as possible myself (toilets, faucets, overhead lights, computers, network equipment, etc.) and solicited donations of time by local service providers when necessary
  - Solicited donations of supplies for the shelter and transitional housing programs (such as food, paper supplies, linens, clothing, toys, hygiene items, cookware, etc.)
- Grant Writing and Management
  - Submitted all grant renewal applications as well as new grant applications
  - Managed grants in the total amount of over \$425,000
    - From the Criminal Justice Coordinating Council, Department of Community Affairs, the Victims of Crime Act, Jackson EMC, and the Georgia Commission on Family Violence
  - Submitted all grant reimbursement requests
  - Created budgets for all grant applications
- Community Involvement/Relations
  - Served as the "face" of Peace Place throughout our tri-county coverage area
  - Built relationships with local community partners (including the Sheriffs' offices; local law enforcement; Executive Directors of the Tree House, Piedmont CASA, Adventure Bags, Habitat for Humanity, Family Connection, and the Department of Children & Family Services; local churches; Winder City Council)
  - Chaired the Domestic Violence Task Force for the Piedmont Judicial Circuit
    - Applied for and was awarded \$1,000 by the Georgia Coalition on Family Violence to promote the Task Force and Teen Dating Violence Coalition
    - Created a regular meeting agenda and invited presenters to educate the Task Force membership
  - Chaired the Teen Dating Violence Coalition, a sub-committee of the Board of Directors and the Domestic Violence Task Force
  - Met with local service providers to partner with them to provide free or reduced rate services to our clients. These service providers included lawyers, medical and dental professionals, employers, law enforcement, child care providers, mechanics and tire repair providers, pharmacists, drug and alcohol treatment providers, etc.)
  - Provided training and education to members of civic organizations, church groups, law enforcement agencies, etc. about Peace Place and domestic violence
  - Educated civic organizations, church groups, law enforcement agencies, etc. about Peace Place and domestic violence
  - Facilitated staff development trainings for other non-profit agencies

- Direct Service & Advocacy
  - Served as the on-call staff member for shelter and transitional housing crisis situations including resident behavior management
  - Answered the crisis hotline as needed
  - Advocated for survivors with the District Attorney's Office, Social Security Administration, the Department of Family and Children's Services, Adult Protective Services, law enforcement, the school systems, health care providers, attorneys, etc.
  - Provided direct service to clients in order to help them apply for employment, pursue temporary protective and stalking orders, obtain medical treatment, manage depression and other overwhelming feelings, seek affordable child care, manage their children, transition into shelter life, find treatment for mental health and addiction
    - Shelter averaged an 85.7% occupancy in fiscal year 2014 serving 139 women and children
  - Facilitated support groups in shelter and transitional housing for adults and children as needed
- Board Relations
  - Worked closely with the Board of Directors and attended all Board and related committee meetings
  - Grew the Board by three members while serving as the Executive Director
- Fundraising and Event Planning
  - Initiated, planned, and facilitated two new major annual fundraisers (golf tournament and Holiday Giving Campaign)
  - Planned and facilitated the major annual fundraiser (dinner, dance, and silent auction) and 5K trail run and walk
  - Solicited major donors for these events

#### **Assistant Director of Residence Life for Community Development**

July 2007-July 2010

Susquehanna University, Department of Residence Life and Civic Engagement, Selinsgrove, PA

- Staffing and Supervision
  - Recruited, hired, trained and supervised 15 Head Residents and 63 Resident Assistants per year
  - Supervised five student interns who were considering student affairs as a career
- Programming
  - Instituted guidelines by the Council for the Advancement of Standards as the residence hall programming model
  - Oversaw four faculty members participating in the Faculty in Residence Program
  - Managed programming budget of approximately \$6,000
  - Created application process for living and learning environments
  - Collaborated with Facilities Management to institute an energy reduction and sustainability campaign
- Student Conduct and Crisis Response
  - Managed crisis response situations as an Administrator-on-Duty as part of the on-call rotation
  - Mediated severe roommate and floor mate conflicts
  - Heard conduct conferences and assisted in incident investigation
- Campus Relations
  - Communicated regularly with the staffs in the offices of Civic Engagement, Counseling Center, Dining Services, Facilities Management, Housing, Student Conduct
  - Represented S.U. as a panelist for United Way panel discussion regarding Hazing on College Campuses
  - Taught UNIV 100: Perspectives class for incoming First Year students
- Committee Service
  - Risk Reduction Committee, ResStat, Avenue Standards Committee, and Student Support Network
- Training and Certification
  - Certified as a Training for Intervention Procedures (TiPS) Trainer
  - Completed Safe Zone training
  - Attended diversity retreat facilitated by members of the POSSE Foundation
  - Graduated Leadership Susquehanna Valley, a regional leadership program

**Director of Residence Life**

Sept. 2006-June 2007

Wilson College, Office of Residence Life, Chambersburg, PA

- Charged with managing and stabilizing department through a transitional period
- Supervised 15 Resident Assistants and one work study student
- Managed crisis response as an Administrator-on-Duty as part of the on-call rotation
- Provided oversight of departmental budget
- Assisted with student mediation, crisis interventions, student conduct, and roommate conflicts in consultation with the College Counselor and Dean of Students
- Oversaw all residential operations including opening and closing of residence halls, room draw, room change, room inspections, and damage inspections
- Committee Service: Parking Committee (Chair), Blue Book Review Committee (Chair, Residence Life section), Residence Council (Advisor), Retention Committee, Middle States Accreditation Team, Emergency Management Committee, and the Crisis Management Committee

**International Student Advisor - Office of International Programs**

Aug. 2006-Sept. 2006

Wilson College, Chambersburg, PA

- Provided activities and logistical assistance to international students

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**ADDITIONAL STUDENT AFFAIRS EXPERIENCE**

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**Academic Mentor for Student Athletes - University of Georgia Athletic Association**

August 2013-December 2013

University of Georgia, Athens, GA

- Mentored student athletes to ensure academic assignment completion
- Taught student athletes study, note taking, and test taking skills
- Helped students to manage their time in order to complete all academic and athletic requirements

**Doctoral Graduate Assistant - College Student Affairs Administration (CSAA) Master's Program** Aug. 2010-June 2013

University of Georgia, Athens, GA

- Coordinated the Master's admissions process
  - Organized and administer two applicant interview weekends, hosting 30 students per weekend
  - Met individually with prospective students and provide tours of the College of Education
  - Served as primary point of contact for prospective M.Ed. students, 150 student applicants annually
  - Collaborated with the program's Academic Advisor to simplify incoming students' admissions process
- Compiled the College Student Affairs Administration Annual Report
- Edited and created content for CSAA M.Ed. website, Handbook, Plan of Study, newsletter, and marketing materials
- Coordinated, facilitated, and executed M.Ed. Mock Placement program
- Created and implemented marketing for Southern Association for College Student Affairs Practicum and Internship Placement Exchange (PIPE)
- Compiled and published information for Council for the Advancement of Standards (CAS) Annual Report 2011
- Provided administrative and research support for faculty

**Doctoral Intern - Office of the Vice President of Student Affairs and Dean of Students**

May-Aug. 2011

Gainesville State College, Gainesville, GA

- Benchmarked University System of Georgia institutions' Equal Opportunity Statements
- Provided administrative and research support to the Dean of Students in her role as the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) Reaffirmation Committee Chairperson
- Provided administrative and research support to the Vice President of Student Affairs in the creation of the Forsyth Instructional Site, a collaborative effort between Gainesville State College and North Georgia College and State University

**Doctoral Intern - Equal Opportunity Office**

May-Aug. 2011

University of Georgia, Athens, GA

- Collaborated with stakeholders involved in the written Service Animal Policy (Dean of Students, Disability Resource Center, Equal Opportunity Office, Health Center, Housing, Physical Plant, Student Union, Veterinary School)
- Communicated to senior administrative leadership regarding the implementation of the Service Animal Policy
- Created a marketing plan to implement the Service Animal Policy across campus
- Benchmarked peer and aspirant universities' Non-Discrimination and Anti-Harassment (NDAH) policies

**Graduate Assistant – Learning Center**

Aug. 2005-May 2006

Shippensburg University, Learning Center, Shippensburg, PA

- Administered Academic Improvement Program for 130 academically at-risk students
- Facilitated two Academic Improvement Program courses; approximately 10 sessions per course per semester

**Graduate Intern – Dean of Students' Office**

Jan. 2006-May 2006

Wilson College, Chambersburg, PA

- Developed Leadership Workshop Series and facilitated workshop on leadership styles
- Benchmarked judicial processes at peer and aspirant institutions

**Graduate Intern - Office of University Relations**

Aug. 2005-Dec. 2005

Shippensburg University, Shippensburg, PA

- Created a portfolio of data analyzing the event offerings for the previous three-year period
- Designed a brochure to clarify the functions of the University Relations Office
- Developed a survey to assess the needs of an off-campus organization

**Graduate Assistant - John L. Grove College of Business, Office of the Associate Dean**

May 2005-Aug. 2005

Shippensburg University, Shippensburg, PA

- Created academic schedules for 125 transfer students
- Evaluated student transcripts from transfer institutions to determine credit transfers

**Graduate Assistant - John L. Grove College of Business, Foundations of Business Administration** Aug. 2004-May 2005

Shippensburg University, Shippensburg, PA

- Advised 160 students per semester to develop a Four Year Academic Plan
- Evaluated 6500 writing assignments in the Foundations of Business Administration course per year

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**TEACHING EXPERIENCE**

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**Co-Instructor** – University of Georgia, College Student Affairs Administration

Aug. 2011-May 2012

Graduate-level two-course sequence in interventions, assessment, and evaluation

- ECHD 7410: College Student Affairs Interventions (3 credits, 19 students)
  - Taught units specifically on learning outcomes and programmatic interventions
  - Coordinated long term consultation projects at other institutions
- ECHD 7770: Program Evaluation and Outcome Assessment (3 credits, 19 students)
  - Taught a unit specifically on questionnaire design
  - Coordinated long term consultation projects at other institutions

**Instructor** – Susquehanna University

Fall 2008, 2009

Undergraduate-level course

- UNIV 100: Perspectives (1 credit, 15 students)

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**PRESENTATIONS & PUBLICATIONS**

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Tobias, N.R. (8 May 2013). To Ph.D. or not to Ph.D.? *NASPA: Women in Student Affairs*. Retrieved from <http://wisakc.com/2013/05/08/to-ph-d-or-not-ph-d-by-nicole-tobias/>.

Tobias, N. & Szeman, M. (2012, February). *Who needs a mentor?: The mentee's guide*. Presented at the Georgia Collegiate Leadership Conference, Athens, GA.

- Tobias, N. & Szeman, M. (2012, February). *Self-reflection through journaling: Making it your own journey*. Presented at the Georgia Collegiate Leadership Conference, Athens, GA.
- Tobias, N., & Szeman, M. (2011, August). *Who needs a mentor?: The mentee's guide*. Presented at the Agnes Scott Leadership Conference, Atlanta, GA.
- Tobias, N., & Szeman, M. (2011, August). *Self-reflection through journaling: Making it your own journey*. Presented at the Agnes Scott Leadership Conference, Atlanta, GA.
- Tobias, N. (2012, March). *Legal and ethical considerations and implications for student affairs administrators in a virtual environment*. Invited lecture for ECHD 8000, University of Georgia, Athens, GA.
- Tobias, N. (2011, October). *Self-reflection through journaling: Making it your own journey*. Presented at the Gainesville State College Leadership Conference, Gainesville, GA.

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## OTHER WORK EXPERIENCE

<b>Lowe's Home Improvement Warehouse</b>	March 1998-Dec. 2009
Kitchen Cabinet Customer Service Associate, Sunbury, PA	July 2009-Dec. 2009
Loss Prevention, Safety and Hazmat Specialist, York, PA	April 2004-Sept. 2006
Head Cashier, Hanover, PA	June 2003-April 2004
Customer Service Associate, Money Room Clerk, Cashier, Hanover, PA	March 1998-June 2003

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## CAMPUS AND COMMUNITY INVOLVEMENT

<b>Peace Place, Inc. Domestic Violence Shelter, Winder, GA</b> – Board member	May 2012-April 2014
<ul style="list-style-type: none"> <li>• Board Member           <ul style="list-style-type: none"> <li>○ Vice Chairperson of the Board</li> <li>○ Chair: Personnel Committee, Programs Committee, Executive Director Search Committee</li> </ul> </li> <li>• Trained volunteer</li> <li>• Social media content manager</li> </ul>	
<b>Domestic Violence Task Force for the Piedmont Judicial Circuit</b> – Vice Chair	May 2013-present
<ul style="list-style-type: none"> <li>• Working to create a Teen Dating Violence program</li> </ul>	
<b>University of Georgia Student Personnel Association, Athens, GA</b> – Co-Advisor	Aug. 2012-May 2013
<b>University of Georgia Student Personnel Association, Athens, GA</b> – Elected representative	Sept. 2011-Aug. 2012
<b>Piedmont Rape Crisis Center, Winder, GA</b> –Board member, trained advocate	June 2011-June 2012
<b>National Housing Training Institute (ACUHI-I), Athens, GA</b> – Teaching Assistant	June 2011
<b>Mansfield University Council of Trustees, Mansfield, PA</b> -- Trustee	June 1999-May 2003
<ul style="list-style-type: none"> <li>• Represented student perspective to fellow trustees</li> <li>• Lobbied legislators, state leadership, PASSHE leadership</li> <li>• Led the organization of a state-wide committee of 14 Student Trustees</li> </ul>	
<b>Mansfield University Orientation Team, Mansfield, PA</b> -- Member	Summer 1999, 2000, 2001, 2002
<ul style="list-style-type: none"> <li>• Selected as one of 10 student orientation leaders to work with undergraduate students, parents, and guardians</li> <li>• Held seven overnight summer orientation sessions per year and one additional session in each Fall and Spring semesters</li> </ul>	

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## PROFESSIONAL ASSOCIATION MEMBERSHIP

<b>ACPA – College Student Educators International</b>	Aug. 2010-Dec. 2013
<b>Student Affairs Educators in Higher Education (NASPA)</b>	Aug. 2010-Dec. 2013
<b>Georgia College Personnel Association (GCPA)</b>	Aug. 2010-Jan. 2012
<b>Pennsylvania College Personnel Association (PCPA)</b>	July 2007-July 2010
<b>Georgia Coalition Against Domestic Violence</b>	April 2014-Oct. 2015