

## 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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### PROFESSIONAL EXPERIENCE

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**Teacher (Part Time)** August 2017 – Present

Lake Oconee Academy

- Advanced Placement (AP) Research (2018-2019)
- Advanced Place (AP) Seminar (2019-2020)

**Part Time Lecturer** January 2017 - Present

University of Georgia, College of Education

- ECHD 3130: Program & Event Planning and Management (3 credits, up to 34 students)
  - Students plan and facilitate fundraising events for local non-profit agencies
- ECHD 3130L: Lab (Experiential) Component to ECHD 3130 (1 credit, up to 30 students)

**Speaker, Consultant, Coach** November 2015 - Present

Grounded Vision, LLC

- Speaker
  - Motivational and topical speaker
    - Languages of Appreciation at Work
    - Goal Setting
    - Tips, Tricks, & Truths of Time Management
    - Boundaries
    - Teen Dating Violence
    - Crucial Conversations
    - Strategic Planning
    - Mindset Management
  - Nonprofit board retreat facilitator
  - Prior licensed Desire Map Facilitator
  - Radio Host on Life Coach Radio Network and Life Coach Chat Channel (May 2016-December 2016)
  - Radio Host/Guest on WJBB Radio (Bethlehem, GA) two mornings per month (Summer 2018)
- Consultant
  - Small and nonprofit business consultant
- Life and Career Coach
  - Completed 200+ hours of one-on-one coaching
  - Coached on topics such as: mindset management, career changes, interpersonal relationships, managing stress, decision making, staying motivated, visioning, creating strategies, goal attainment, overcoming internal and external obstacles, addiction, etc.

**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

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### PRESENTATIONS & PUBLICATIONS

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- Tobias, N. (2019, June). *Self-Coaching for Professional and Personal Success*. Banks County Chamber Breakfast, Commerce, GA.
- Tobias, N. (2019, February). *Teen Dating Violence*. Presented to faculty and parents at Lake Oconee Academy, Greensboro, GA.
- Tobias, N. (2019, February). *Languages of appreciation in the workplace*. Presented at Georgia Association of Women in Higher Education (GAWHE), Atlanta, GA.
- Tobias, N. (2018, August). *Strategic Planning*. Habitat for Humanity, Gainesville, GA.
- Tobias, N. (2017, October). *Languages of appreciation in the workplace*. Presented at Athens Women's Business Expo, Athens, GA.
- Tobias, N. (2017, September). *Tips, tricks, and truths of time management*. Presented at Small Business Lunch and Learn for the Jackson County Area Chamber of Commerce, Jefferson, GA.
- Tobias, N. (2017, February). *Languages of appreciation in the workplace*. Presented at Women in Business Lunch and Learn for the Jackson County Area Chamber of Commerce., Jefferson, GA.
- 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**

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<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