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Managing Editor, Thesis & Dissertation Office  
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## Education

- Southwestern Baptist Theological Seminary, Fort Worth, Texas – Master’s of Divinity with Biblical Languages - 2003.
- William Carey University, Hattiesburg, Mississippi - Bachelor of Music - 1998.

## Professional Experience

Managing Editor, Graduate Student Center/Thesis and Dissertation Office, Mitchell Memorial Library, Mississippi State University, September 2020 - present.

- Assists with the daily operations of the Thesis and Dissertation Office, ensuring all graduate students meet institutional requirements for degree completion.
- Navigating a non-graded Canvas course for Graduate Student Submissions. Setup of modules and full tutorials that walk graduate students through various steps of the submission process.
- Leading Workshops to explain the submission process and demonstrate how to use the templates.
- Assists compliance with university formatting guidelines, copyright standards, citation accuracy, and submission deadlines while supporting student success through outreach, instruction, and individualized assistance.
- Serves as a point of contact for graduate students, faculty, and academic departments on submission requirements, revisions, timelines, and approvals.
- Helps develop, maintain, and update submission policies, templates, and style guides in partnership with the Graduate School and other stakeholders.
- Provides instructional support through workshops, webinars, and individualized consultations to guide students through the submission process.
- Partners with library colleagues, academic units, and the Graduate School on topics including scholarly communication, copyright, embargo options, and open access publishing.
- Manages and enhances the electronic thesis and dissertation (ETD) submission system, ensuring accurate metadata entry and successful integration with Scholars Junction (MSU’s Institutional Repository).

- Collaborates closely with colleagues to support graduate students in preparing theses and dissertations for publication in ProQuest and Scholars Junction.
- Gathers and analyzes submission metrics to generate reports that support strategic planning and decision-making within the library and university.
- Engages in faculty governance, professional development activities, and service commitments as part of library professional staff responsibilities.
- Organized a collaborative workshop with the International Center to help library faculty and staff better understand and support the needs of international students.
- Able to work effectively both independently and as part of a collaborative team in a fast-paced academic environment.
- Represented the Office of Thesis & Dissertation Format Review in meetings with the Dean's Council, presenting changes that were approved for rights & permission policy improvement. Maintained consistent communication with the Graduate School, departmental deans, graduate coordinators, faculty, and the Registrar's Office to facilitate timely and orderly graduation processes.
- Developed and updated instructional materials, including tutorial videos (using Camtasia) and handouts, for student access via Canvas, the MSU Libraries website, and the MSU Libraries YouTube channel.
- Recruited, trained, and supervised student assistants, providing guidance and oversight for daily tasks.
- Knowledge of institutional repository platforms such as DSpace, ProQuest, and other comparable systems. Expanded technical proficiency in tools such as Microsoft Word (Windows and Mac), LaTeX, Canvas, ProQuest, and BePress to provide effective formatting assistance to students.

Senior Library Associate, Serials Copy Cataloger for Mitchell Memorial Library, Mississippi State University, September 2018 - August 2020.

- Cataloged and enhanced access to over 2,000 Mississippi State University Extension Service and MAFES publications, bulletins, and informational sheets.
- Created links and improved discoverability for more than 2,000 government documents housed in the reference hold location.
- Collaborated to complete over 6,000 location corrections for the Ulysses S. Grant Presidential Library collection.
- Linked and cataloged over 5,000 microfilm titles, including historical newspapers and academic journals.
- Facilitated the transition of more than 70,000 government documents on microfiche to accessible online resources.

Conference Instructor, Lauderdale Baptist Association, Meridian, MS, and Mississippi Baptist Convention, Jackson, MS, 2007 – 2018.

- Led multiple mission training conferences across Mississippi, Louisiana, South Carolina, and Tennessee to equip teams for effective short-term mission work.
- Provided spiritual preparation, cultural orientation, and logistical guidance to mission participants of all ages and backgrounds.
- Designed and delivered training on cross-cultural communication, evangelism strategies, team dynamics, and spiritual resilience.
- Collaborated with church leaders and mission coordinators to customize training sessions based on destination and ministry goals.
- Emphasized the importance of humility, flexibility, and cultural sensitivity in representing Christ globally.
- Mentored new mission leaders, equipping them to plan and lead future trips from their own churches and regions.
- Conducted Bible teaching seminars and workshops for pastors in South Africa, the Dominican Republic, Germany, and East Asia.
- Equipped international church leaders with tools for expository preaching, discipleship, and church leadership.
- Adapted teaching to local contexts and theological needs, ensuring clarity and relevance across cultures and languages.
- Fostered long-term relationships with international pastors and church networks to encourage ongoing ministry collaboration.
- Supplied biblical resources and study materials to support continued growth and local ministry effectiveness.

Senior Pastor, Mt. Olive Baptist Church, Meridian, MS, April 2004 – June 2018.

- Oversaw church administration, ensuring smooth day-to-day operations and staff coordination.
- Managed budgeting and financial planning to support the church's mission and ministries responsibly.
- Organized and facilitated business meetings, presenting reports, guiding decision-making, and encouraging congregational participation.

- Chaired regular deacon meetings to coordinate ministry efforts, address congregational needs, and support leadership development.
- Created curriculum for biblical discipleship and Bible study lessons to guide weekly church gatherings.
- Developed and led leadership training programs to equip lay leaders, small group facilitators, and ministry volunteers.
- Oversaw and participated in local mission initiatives in Mississippi, including service projects, food distribution, disaster relief, and evangelism.
- Recruited, trained, and prepared mission teams for effective service, spiritual impact, and cultural sensitivity.
- Built partnerships with international and local ministries to strengthen long-term outreach efforts and mutual support.

## Teaching

Lecturer, Introduction of Religion and Introduction of Old Testament, Mississippi State University, Department of Philosophy & Religion, 2019 – present.

- Face to Face in person instructional classes offered by the College of Arts and Sciences in the Department of Philosophy & Religion.
- Both courses prepare students for the BA degree in Philosophy.
- Serves as an introduction to the study of subjects of religion and Old Testament.

Lecturer, Ebenezer Christian Ministries, Bailey, MS, 2010 – 2018.

- Taught courses on specific books of the Bible, Discipleship, and Church Leadership.
- Wrote numerous articles for the Ebenezer Journal of Expository Preaching.
  - Preaching Through the Gospel of Mark, 2012.
  - Basic Steps to Becoming a Transformational Church, 2013.
  - What Is Church? 2014.
  - The Intentional Church Leader, 2015.
  - The Importance of God's Word in Story Form, 2016.
  - Themes of Biblical Wisdom Literature: Job, Psalms, Proverbs, Song of Songs, and Ecclesiastes, 2017.

## Field Strategy Coordinator for the International Mission Board, 2007 – 2018

- International Missions & Peace Corps Collaboration – Dominican Republic, 2007 – 2018.
  - Partnered with Peace Corps personnel in the Dominican Republic to address critical community needs related to sanitation and hunger.
  - Worked alongside local leaders and volunteers to develop sustainable solutions for clean water access, waste management, and hygiene education.
  - Assisted in feeding initiatives and food distribution efforts to combat malnutrition and food insecurity in underserved areas.
  - Helped organize and support community workshops on proper sanitation practices, promoting long-term health and wellness.
  - Integrated faith-based service with practical humanitarian aid, demonstrating the gospel through compassionate action.
  - Built strong relationships with Peace Corps teams, fostering cooperation between mission groups and local development programs.
  - Served as a liaison between mission teams and community organizers, ensuring culturally appropriate and impactful outreach efforts.
- Hospital Provincial General Santiago Rodríguez Medical Missions, Bill Clinton Foundation, & Public Health Collaboration – Dominican Republic, 2007 – 2018.
  - Collaborated with Hospital Provincial General Santiago Rodríguez and the Bill Clinton Foundation to address public health concerns related to STD prevention and hygiene.
  - Partnered with medical staff and community health workers to educate local populations on STD awareness, transmission prevention, and personal hygiene.
  - Helped organize and support health education workshops, providing culturally sensitive instruction tailored to community needs.
  - Distributed educational materials and hygiene supplies in coordination with hospital outreach efforts.
  - Facilitated discussions around sexual health, personal responsibility, and faith-based values, integrating holistic care with spiritual support.
  - Strengthened ties between mission teams and hospital staff to enhance long-term community health outreach.
  - Advocated for preventive care and community-based health education as part of broader missions and humanitarian efforts in the region.

## Presentations

“Using an LMS to Restructure ETD Submission: A Five-Year Review,” (with Teri Robinson) United States Electronic Thesis and Dissertation Association 2024 Conference. Brigham Young University, Provo, Utah, September 2024.

- Overview of the electronic thesis and dissertation submission process implemented at Mississippi State University in 2007.
- Rationale behind the adoption of Canvas, a Learning Management System (LMS), to facilitate the library's submission workflow.
- Analysis of the current submission process in comparison to earlier methods.
- Ongoing assessment of the process, highlighting both its benefits and challenges, along with strategies for continued improvement.

## Professional Memberships

- USETDA, United States Electronic Thesis and Dissertation Association, 2021 – present.
- Graduate Librarianship Bi-annual Transforming Libraries for Graduate Students (TLGS) International Conference, 2024 – present.
- Phi Mu Alpha Sinfonia, Professional Music Fraternity, 1994-present. Faculty advisor for the Lambda Phi Chapter, Mississippi State University, 2018 – 2020.

## Languages

- Spanish – Intermediate (Conversational)
  - Use Spanish regularly in communication with graduate students from a variety of Spanish-speaking backgrounds.
  - Applied Spanish language skills during travel and work in the Dominican Republic, Argentina, Mexico, Honduras, Panama, and Costa Rica.

## MSU Library Service

- Dean’s Advisory Council, 2023 – present
- Research Committee, 2022 – present
- Strategic Planning Team, 2022 – 2024

- Professional Development Committee, 2019 – 2023
- Social Media Management Committee, 2019 – 2021
- Member of numerous Search Committees, 2019 – present

## Professional Service

NCAA Southeastern Conference Video replay operator for soccer, volleyball, basketball, baseball, softball, etc. from 2024 – present.

- Trained in using Hawkeye video replay technology for all SEC sports.
- Video replay operator for the NCAA women's soccer tournament, 2024.

Vocal soloists for the Starkville/MSU and Meridian Symphonies.

- Performed the Toreador solo for the Carnegie Hall Link Up Education Concert with the Meridian Symphony Orchestra, April 2017.
- Tenor Soloist for Handel's Messiah with the Meridian Symphony Orchestra, December 2016.

Soccer Referee at college, high school, and youth recreation levels 1998 – 2018.

- National Intercollegiate Soccer Official Association certified referee, 2000 – 2018 (Texas and Mississippi).
- Served on the Meridian Youth Soccer Organization Board as Head Referee from 2014 – 2018.
  - Assigned weekly games for 80 referees at the Youth Recreation level.
  - Head Referee for the annual soccer tournaments held in Meridian: Open Cup, Net Fest, Copa Del Alliance, and State Games of Mississippi
- Mississippi High School Activities Association certified soccer referee, 2004 – 2018.
- North Texas Soccer Association certified referee, 1998 – 2004.
- United States Soccer Federation Referee, Grade 7, 1998 – 2004.
- Guest Referee for the Pfingstcup, Düsseldorf, Germany, 2006. Worked alongside referees from Germany, Holland, Italy, Spain, and Belgium.

## Community Volunteer

- Starkville Community Chorus. Numerous performances and solos with the MSU/Starkville Symphony Orchestra, 2018 – present.
- Mississippi Singing Churchmen, 2004 – 2018.
- Parent of the Year, Meridian Public School District, 2017.
- PTO President, Northwest Middle School, Meridian Public School District, 2014 – 2018.
- Led and organized over 50 international mission trips with participants from numerous churches. 20 of those trips were to the Dominican Republic. Other trips to Mexico, England, Argentina, Germany, South Africa, East Asia, Middle East, Brazil, Panama, etc.
- Logistics and Information Volunteer for the 2006 FIFA World Cup in Germany and the 2010 FIFA World Cup in South Africa.