

Tabithia D. Ross

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Education

Mercer University, School of Medicine, *Master of Science*, Biomedical Science

Thesis Topic: *Understanding the function of LMP1-CTAR2 in EBV-associated lymphomas*

Georgia Southern University, *Master of Education*, Higher Education Administration

Georgia Southern University, *Bachelor of Science*, Biology

East Georgia State College, *Associate of Arts*, General Studies

Qualifications

- Meticulous organizational skills and commitment to superior attention-to-detail
- Competent and enthusiastic educator with caring and supportive mindset
- Strategic manager of human and fiscal resources
- Effective problem solver with creative solutions to aid in quality student learning and experience
- Dedication to institutional service highly capable of establishing integrative partnerships with colleagues, administrators, and students
- Self-motivated instructor comfortable with course development in the online learning environment
- Extensive experience working with diverse student populations

Teaching and Advisement Experience

University of West Florida

Pensacola, FL

Visiting Microbiology Instructor and Lab Coordinator

August 2021 - Present

- Prepare and organize Microbiology lecture content and student learning objectives.
- Instruct Microbiology, Introductory Anatomy and Physiology, and Anatomy and Physiology II labs
- Maintain class syllabus, lab activities, grade book and monitor student attendance in online course management system (Canvas)
- Plan lectures, assignments, and lab experiences to collaborate with necessary course curriculum
- Organize and maintain lab inventory
- Supervise teaching assistants and media prep assistants

Central Georgia Technical College

Macon, GA

Biotechnology, Health Science Core and Adult Education Instructor

May 2019 - July 2024

- Prepare course instruction material for diverse course offerings including Microbiology, Cell Culture, Bioprocessing, Introductory Lab Methods, and Techniques, and Anatomy & Physiology I
- Maintain office hours to advise and register students
- Build and deliver accessible content in online learning management software (Blackboard)
- Develop and organize course schedule to facilitate student mastery of learning outcomes
- Plan and execute lab exercises to develop active learning experiences for students
- Research innovative techniques for instructional delivery
- Submit purchasing requests for lab items
- Initiate and moderate in-class and online content discussion
- Identify "at-risk" students weekly and notify student success center to ensure appropriate student support is available within the college
- Attend student recruitment fairs and events

Professional Experience**East Georgia State College****Swainsboro, GA***Registrar*

June 2016 – August 2017

- Proposed and executed annual budget allocation for Records Office
- Managed curriculum updates, course, and degree requirements within *Banner* student operating system
- Created and published annual college catalog
- Resolved student issues regarding scheduling, grading and faculty conflict
- Maintained *Banner* operating system for student records, scheduling, attendance, and faculty grade reporting
- Ensured institutional compliance with all local, state, and federal laws governing student records
- Prepared and analyzed student enrollment point-in-time reports
- Improved standard operating protocols by preparing a detailed operating manual for records office
- Coordinated quarterly training opportunities for Enrollment Management staff
- Presided over semi-annual graduation ceremonies and assisted Assistant Registrar with graduation preparations
- Strategized with other departments on campus to implement programs to increase student success, retention, involvement, and graduation

Assistant Registrar

August 2015 – May 2016

- Implemented *Associated Degree You Deserve* (A.D.D.) USG initiative and spearheaded institutional initiative to increase graduation rates
- Supported Registrar and Records Data Processor by aiding with document and report processing
- Performed end-of-term grade processing for institution and ensured accurate student grade reporting
- Prepared and evaluated all student applications for graduation and submitted course substitutions for approval
- Coordinated semi-annual graduation ceremonies and prepared graduation data reports for University System of Georgia and institution administration
- Audited percentage of new student application each semester to verify residency status
- Developed final exam schedule each semester
- Evaluated and tracked student athlete eligibility according to NJCAA rules and regulations
- Completed all operating system software test plan upgrades and patches in coordination with Database Administrator
- Executed institutional and system-level records retention, storage and disposal plans
- Led scribe updates of annual academic catalog and implemented updates within institution's degree audit software, *Degreeworks*

Coordinator, Academic Center for Excellence

August 2013 – July 2015

- Provided tutoring services for students in and Science
- Strengthened learning support course review process and improved study materials for institutional placement testing and college-level courses
- Advocated for larger tutoring center with more student resources
- Hired and oversaw six part-time student tutors
- Monitored student tutoring center usage and produced quarterly reports for supervisor

Professional Experience...cont'd

Administrative Assistant, Office of Athletics
Records Coordinator II, Office of the Registrar
Records Coordinator I, Office of the Registrar

December 2011 – July 2013
 May 2009 – November 2011
 September 2007 – April 2009

Committees and Involvement

2023 – Present	American Society for Microbiology at UWF, <i>Faculty Advisor</i>
2019 – Present	Biotechnology Advisement Committee, <i>Member</i>
2022	Microbiology Symposium, McGraw-Hill Publishing, <i>Attendee</i>
2019 – 2022	Biotechnology Advisory Committee, <i>Member</i>
2019	National Convention, AACR, <i>Poster Presenter & Attendee</i>
2018	Georgia Tech Research Symposium, <i>Poster Presenter & Attendee</i>
2016 - 2017	Student Conduct Committee, <i>Consultant</i> Academic and Financial Aid Appeals Committee, <i>Co-Chair</i> Institutional Academic Calendar Committee, <i>Chair</i>
2016 – 2017	Student Affairs Committee, <i>Member</i> Staff Council, <i>Vice-Chair</i> Relay for Life, <i>Team Member</i>
2015 - 2017	Academic Policy and Curriculum Committee, <i>Non-Voting Member</i> Commencement Committee, <i>Chair</i> Freshman Year Experience Committee, <i>Member</i>
2014 - 2015	(g2) ² Program, <i>Mentor</i> Statesboro Open House Committee, <i>Member</i> Parent, Family and Alumni Day Committee, <i>Member</i>
2011 - 2013	East Georgia State College 40 th Anniversary Planning Committee, <i>Member</i> Bobcat Athletics, <i>Photographer</i>
2010 - 2012	Staff Council, <i>Chair</i>
2010 – 2011	Study Abroad Committee, <i>Enrollment Services Representative</i>
2007 - 2008	East Georgia State College 35 th Anniversary Planning Committee, <i>Member</i>

Research Experience

“Understanding the Function of LMP1 CTAR3 in EBV-associated Lymphomas” 2018-2019
 Graduate thesis under the direction of Principal Investigator, Gretchen L. Bentz, Ph.D.

“First Report of a Second Introduced Species of Megabalanus on the Offshore Structures of Georgia”
 Undergraduate research student, Principal Investigator: Alicia Riegel 2014-2015

Publications

Bentz., G.L., S. Selby, N. Biel, M. Varn, S. Patel, A. Patel, L. Hilding, A. Ray, **T. Ross**, W. Cramblett, C.R. Moss, A. Lowrey. “The Epstein-Barr Virus Oncoprotein, LMP1, Regulates the Function of SENP2, a SUMO-protease.”
 July 2019

Bentz., G.L., A. Lowery, D. Horne, V. Nguyen, A. Satterfield, **T. Ross**, A. Harrod, O. Uchakina, and R. McKallip. “Using Glycyrrhizic Acid to Target Sumoylation Processes During Epstein-Barr Virus Latency.”
 PlosOne, May 2019

Salahuddin, S., E. Fath, N. Biel, A. Ray, C.R. Moss, A. Patel, S. Patel, L. Hilding, M. Varn, **T. Ross**, W. Cramblett, A. Lowrey, J. Pagano, J. Shackelford, and G.L. Bentz. “Epstein-Barr Virus Latent Membrane Protein-1 Induces the Expression of SUMO-1 and SUMO-2/3 in LMP1-positive Lymphomas and Cells.” Scientific Reports, January 2019