
Trina McCarty

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CAREER OBJECTIVE

To obtain an instructional designer position in higher education utilizing my business, computing, organizational, and communication education and skills

EDUCATION

- B.S. in General Business Administration, May 1990, Kansas State University
- B.S. in Management Information Systems, May 2011, Kansas State University
- M.S. in Curriculum and Instruction with a specialization in Educational Technology, anticipated graduation Fall 2019, Kansas State University

WORK EXPERIENCE

2003-present

Program Coordinator. Kansas State University, Global Campus (formerly the Division of Continuing Education)

- In addition to the Program Assistant listing below:
- Worked with colleges, departments and faculty to develop new courses and programs at a distance
- Coordinated and managed logistics of the Master's in Industrial/Organizational Psychology (MIOP) hybrid program
- From Fall 2003-Spring 2013, coordinated K-State's Evening College program
- Coordinated approximately 400 distance course offerings per year including offerings toward a graduate degree program, and undergraduate degree program, three graduate certificate programs, 2 undergraduate certificate programs and 3 undergraduate minors
- Coordinated K-State's High School Concurrent programs within Riley County
- Maintained budgets of over eight million dollars and authorized expenditures
- Supervised marketing of programs via digital and printed media
- Served as a K-State Online/Canvas Coach
- Negotiated and finalized hotel and facility contracts

2001-2003

Program Assistant. Kansas State University, Division of Continuing Education

- Supported faculty in preparing course materials and utilizing K-State Online
- Prepared and tracked credit course section approvals
- Served as DCE liaison with local bookstore
- Verified enrollments and drops to initiate instructor payments and transfer of funds
- Prepared encumbrances for transfer of funds and vendor payments
- Developed web-based and paper publications
- Maintained and updated Student Services web site
- Electronically distributed Student Services Evaluation online survey
- Produced evaluation result reports for administration and unit presentations
- Participated on testing teams and provided feedback to technical support staff
- Regularly prepared documents, presentations, and reports

1992-2001

Office Specialist. Kansas State University, Huck Boyd National Institute for Rural Development/Kansas Agriculture & Rural Leadership, Inc.

- Developed and maintained multiple web sites
- Maintained budgets and financial records
- Prepared purchase orders, payment vouchers, requisitions and checks
- Scheduled travel for director
- Planned board meetings, meals, receptions, and special events
- Recorded minutes at board meetings
- Prepared spreadsheets and graphs
- Processed invoices and deposits
- Maintained personnel records
- Designed newsletters, brochures, programs, and certificates
- Ordered supplies and organized office
- Prepared mass mailings

1990-1992

Office Assistant III. Kansas State University, Division of Continuing Education

- Enrolled students in the K-State Student Information System (SIS)
- Processed After Hours applications
- Served as receptionist
- Prepared documents and spreadsheets
- Notified students of delinquent accounts or returned checks
- Distributed refund checks and other correspondence

1987-1990

Student Worker. Kansas State University, Division of Continuing Education, 131 College Court Building, Manhattan, KS 66506

- Completed data entry of credit/non-credit registrations
- Prepared reports for use by instructors and coordinators
- Assisted with preparation of accounts receivable reports
- Processed check, cash, and credit card deposits
- Answered telephone inquiries
- Assisted customers

PROFESSIONAL TRAINING

Online Learning Consortium Training: Professional Foundations: Collaborating, Researching and Networking, 2017
Online Learning Consortium Training: Creating Useful Resources for Faculty, 2017
Online Learning Consortium Training: Helping Faculty with New Course Development, 2017
AAE (Association for the Advancement of Computing in Education) World Conference on E-Learning, 2016
Clery Act Training, last updated 2017
Weapons Policy Training, last updated 2017
IT Security Awareness Training, last updated 2017
Online Learning Consortium International Conference, 2015
Canvas Training, 2015
FERPA Training, last updated 2017
Anti-Discrimination Training, 2014
Zoom Training, 2014
Kansas Leadership Center, 2011
Web Development Training, 2010
KSIS Training, 2009, 2011, 2014, 2015
Building a Veteran Friendly Campus, 2009
Effective Delegation, 2008
Microsoft Access Intermediate, 2006
Classified Senate, 2000-2001
Classified Staff Leadership Development Program, Class I, 1999-2000
Classified Office Professionals Advisory Committee, 1998-2000
Non-profit Accounting, August 2000
Enhancing Image of Nonprofits: Accountability/Credibility through Marketing, 2000
The Grant Writing Process, 2000
Critical Thinking, 1999
How to Design Dynamic Newsletters and Brochures, 1997

REFERENCES

Duane Dunn, Associate Dean
Kansas State University
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