

NANCY L. CUTLIP

EDUCATION

Master of Arts, Human Development | Washington State University, Pullman, WA

Bachelor of Science in Psychology | Washington State University, Pullman, WA

Bachelor of Arts in Spanish | Washington State University, Pullman, WA

PROFESSIONAL EXPERIENCE

August 2022 – Present *Volunteer Liaison* *North Thurston Public Schools, Lacey, WA*

Coordinate the NTPS volunteer program which includes more than 4,000 volunteers. Responsible for all volunteer-related communication and processing of new applications and renewals. Create programs that utilize secondary students to meet their 20-hour community service graduation requirement. Support district initiatives and develop community partnerships through volunteer programming. Serve on the K-8 World Language Committee, Equity Advisory Team, Multicultural Advisory Council, Community Café District Team, and Sunshine Committee. Utilize Skyward, CERVIS, Microsoft Office/Teams, Outlook 365, Zoom, Google, Canvas.

September 2018 – June 2022 *Family Engagement Liaison* *North Thurston Public Schools, Lacey, WA*

Created programs to increase family involvement and connect families to resources to support their child's learning and mental health. Built effective, sustainable, and equal partnerships between families, schools, and our community. Supported EL to include Countdown to Kindergarten, a preschool bilingual storytime, events to increase school readiness, ease kindergarten transition, and build trust with NTPS families. Coordinated comprehensive, district-wide parent education classes Pre-K thru 12th grade. Interpreted, assisted with translation and the district Spanish Message Line.

July 2007 – Present *Online Psychology Instructor* *Central Texas College*

Teach online college-level psychology courses. Develop courses based on master template, manage revolving updates, facilitate class discussion board, grade assignments and final project, submit final grades, respond to student concerns. Utilize Blackboard, Outlook, Eforms, Microsoft Office.

September 2012 – August 2014 *English Language Learner Asst.* *ESD, Vancouver, WA*

Provided individual and group instruction to English Language Learner (ELL) K-5 students to meet content/language outcomes, assisted classroom teachers with evaluations, developed instructional plans, prepared individualized support materials, recorded/maintained accurate data for state reporting requirements, administered state testing, interpreted for conferences, recruited LEP volunteers, translated school documents, coordinated ELL summer school, supported staff events.

Mar 2002 – Mar 2005 *Director, International Student Services* *Central Texas College*

Served as the Designated School Official (DSO), managed an average caseload of 110 international students. Presented new student orientation for incoming students, led campus tours, coordinated on-campus housing. Provided academic/F-1 Visa advising, college admission and school transfer support. Reported immigration status of students to USCIS each semester. Developed ISS website, advised International Student Association (ISA), served on hiring committees, submitted and managed the department annual budget, and represented CTC.

Sep 2000 – Dec 2001

Outreach Program Manager

Army Community Service, Stuttgart, Germany

Provided unit deployment readiness and reunion training for joint military base units. Supported and collaborated with Employment, Financial, Relocation, and Volunteer Readiness programs. Prepared annual program budget. Compiled and submitted monthly statistical reports. Facilitated quarterly Family Readiness Group (FRG) training. Implemented community mobilization plan after 9/11. Coordinated the Commander's Brunch, Thanksgiving Food Coupon Program, Angel Tree Program, Military Spouse Appreciation, and local Army Family Action Plan conference.

ADDITIONAL WORK EXPERIENCE

Peace Corps Volunteer | Dominican Republic | 1997-98
Resident Hall Director | McCroskey International House, Washington State University | 1995-96
Resident Director | Upward Bound, Big Bend Community College | Summer 1995, 1998
Graduate Assistant | McCroskey International House, Washington State University | 1994-95
Dean of Women | Ecola Bible College, Cannon Beach, OR | 1992-1993
Resident Advisor | International House, Washington State University | 1988-1991

VOLUNTEER EXPERIENCE

Blackhills Football Club G05 Black Team Manager	May 2022 – Present
Blackhills Football Club G05 Black Team Manager	May 2018 – July 2020
West Springfield Elementary PTA, Room Parent	September 2016 – June 2017
SYC Soccer Team Manager	August 2016 – June 2017
Alice Drive Elementary/FRG Hospitality	September 2015 – June 2016
Stoddert Elementary ELL	October 2014 – May 2015
JIOC Joint Spouse Association (JSA) President	August 2010 - May 2012

INTERNATIONAL STUDY/TRAVEL

Exchange Student - Sweden, Mexico
Military Assignments - Italy, Germany, GA, MO, TX, AZ, HI, OR, DC, SC, VA
Personal Travel - Malaysia, Singapore, Japan, Thailand, China, India, Europe, Morocco, Guatemala, Honduras, Belize, Costa Rica, Bahamas, US Virgin Islands, Grand Turk, Antigua, Canada

PUBLICATIONS AND AWARDS

North Thurston Public Schools Key Communicator Award, 2020
The Artillery Order of Molly Pitcher Award, March 2016
USPACOM Navy League Honolulu Council Key Spouse Award, 2011
Department of the Army Certificate of Commendation, Stuttgart, Germany, June 2001
Tan, A., Fujioka, Y., Lucht, N. (maiden name). "Native American Stereotypes, TV Portrayals, and Personal Contact." J&MC Quarterly, Vol. 74, No. 2, Summer 1997, pp. 265-284.
Graduate Teaching Assistantship, Human Development, Washington State University, 1996-1997

SKILLS

Fluent in written and spoken Spanish. Substantial international travel and experience working with youth. Strong verbal, written, and interpersonal communication skills. Able to form and sustain positive working relationships and connect people to resources and opportunities. Extensive experience working with the military community and culturally diverse students and families.