KYLE J. WOOLLEY

EDUCATION

Saint Peter's University, Jersey City, NJ **August 2024**
Educational Specialist

University of Southern Florida, Tampa, FL **May 2021**
Diversity, Equity, and Inclusion in the Workplace Certificate

New Jersey City University, Jersey City, NJ
Masters of Arts in Mathematics Education **May 2015**
GPA: 3.81

New Jersey City University, Jersey City, NJ
Bachelors of Arts in Mathematics **August 2013**
Honors: Graduated Cum Laude

CURRENT ROLE

Texas A&M – San Antonio
Lecturer, Mathematics **August 2025 – Present**

- Develop lecture materials for assigned classes per semester to convey information to students in a variety of ways to help with comprehension.
- Maintain and update student grades and attendance.
- Work in coordination with Supplemental Instruction Leaders assigned to courses.
- Support of students during class, available office hours, and through timely response to student emails.
- Attend Departmental and Program Meetings, as well as additional University Meetings as required.
- Support Program needs at various University Events.

HOSPITALITY & SALES EXPERIENCE

Hyatt Regency, New Brunswick, NJ
Event Sales & Planning Manager **October 2024 – July 2025**

- Connect with prospective clients to gather information and create sales proposals by following up on leads, virtual submissions, and outreach to potential clients.
- Conduct Daily Business Review of future events and monitor occupancy and reservations as needed.
- Develop and finalize contracts for client events based on needs of both the Hotel and the client.
- Sell, lead, manage, and support assigned events based on market segment.
- Communicate clearly to all hotel departments through email and daily reporting.
- Support the needs of external clients and planners to plan, detail, and execute events.
- Work closely with all departments during the time of the event to ensure a smooth and successful event from all aspects of Food and Beverage, Front Desk, and Engineering.
- Complete billing for all assigned events in a timely manner and follow up with clients regarding invoices.

- Serve on internal hotel committees for various internal events and initiatives.
- Assist and timely resolve guest complaints and issues.
- Work with Leadership Committee members and keep them informed of important event changes and issues as they arise.

Event Planning Manager **July 2023 – October 2024**

- Lead, manage, and support assigned events based on market segment.
- Communicate clearly to all hotel departments through email and daily reporting.
- Support the needs of external clients and planners to plan, detail, and execute assigned events.
- Work closely with all departments during the time of the event to ensure a smooth and successful event from all aspects of Food and Beverage, Front Desk, and Engineering.
- Complete billing for all assigned events in a timely manner and follow up with clients regarding invoices.
- Serve on internal hotel committees for various internal events and initiatives.
- Assist and timely resolve guest complaints and issues.
- Work with Leadership Committee members and keep them informed of important event changes and issues as they arise.

Assistant Operations Manager **July 2022 – June 2023**

- Lead, manage, and support the day-to-day operations of Glass Woods Tavern (hotel restaurant) and aspects of the Food and Beverage (F&B) Department.
- Oversee staff for Food and Beverage department (restaurant, banquets, convention services).
- Maintain Micros Oracle database of menu items for the restaurant and events outlets.
- Design, maintain, and update the various menus for the restaurant in conjunction with the Executive Chef.
- Order and maintain accurate inventory for liquor items and lobby gift shop in conjunction with other F&B management.
- Source and order supplies for the Food and Beverage department.
- Complete proper daily reporting for all areas of Food and Beverage.
- Assist Front Desk managers and agents as needed with check in, check out, guest requests, guest complaints, and guest room inspections.
- Assist and timely resolve guest complaints and issues.
- Work with Leadership Committee members and keep them informed of F&B changes and issues as they arise.

ADMINISTRATIVE & TEACHING EXPERIENCE

Hudson County Community College, Jersey City, NJ

Associate Director, Honors Program **August 2021 – June 2022**

Interim Honors Program Lecturer/Coordinator **July 2020 – August 2021**

- Lead, manage, and support the design, development, implementation, and administration of all policies, procedures, practices, and activities related to the Honors Program.
- Conduct pre-semester Honors Program Orientation. Schedule, organize, and set up of the Honors Paper Presentations and Poster Showcase end-of-semester events.
- Oversees the planning of Honors course offerings with fellow faculty coordinators

and Academic Deans.

- Serves as an academic advisor, in addition to primary advisor, to past, current, and perspective Honors Program students. Maintains knowledge of current academic program requirements and future changes.
- Performs designated assessment duties and maintains student information within Colleague and Honors Program databases for past, current, and perspective students.
- Develop and maintain partnerships with Advisement, Enrollment, and Early College offices to support college-wide enrollment in addition to Honors Program enrollment.
- Lead and develop recruitment activities through Information Sessions, phone calls, emails, and Individual meetings with students.
- Develops, updates, maintains, and expands marketing and marketing materials of the HCCC Honors Program to current and perspective students. Actively participates in program promotion, enrollment-related events, registration, and student orientation.
- Serves as an advisor for the Honors Student Council and Honors Rhapsody Newsletter.
- Oversees and maintains Honor student membership for the National Collegiate Honors Council.
- Leads the Advisory Board for the Honors Program to discuss and plan for future Honors Program expansion and modify current Honors activities and events. Developed a connection with the New Jersey City University and Saint Peter's University Honors Directors.

Head Tutor for Math, Science, and Business **January 2019 – August 2021**

- Coordinate part-time Math, Science, and Business tutor schedules in the Tutorial Center and Academic Foundations Math Center for each semester of the academic year.
- Oversee the day-to-day activities for part-time Math, Science, and Business tutors in both the Tutorial Center and Academic Foundations Math Center.
- Assist in scheduling appointments for new and/or returning students at the Tutorial Center and Academic Foundations Math Center.
- Coordinate appointments for students with special needs and work with the Accessibility Services office to provide the necessary accommodations.
- Coordinate the recruiting, hiring, and training of new part-time Math, Science, and Business tutors in collaboration with department members.
- Coordinate orientation and trainings for current part-time Math, Science, and Business tutors.
- Tutor students in individual and group settings, when necessary.
- Create, develop, organize, and instruct workshops for students in Math, Science, and Business courses.
- Create, develop, and update flyers/marketing materials for promoting the services offered by the ADJ Academic Support Services Department for new and current students.
- Assist with development, review, and maintenance of instructional material and supplies for the Tutorial Center and Academic Foundations Math Center.
- Coordinate, monitor, manage, and update Instagram page.
- Assist with maintenance of webpages for the ADJ Academic Support Services Department.
- Attendance at departmental and division meetings.
- Attendance at college meetings, trainings, and Professional Development workshops/conferences as directed by the Dean of the Division of Academic Development and Support Services.
- Attendance at College Open Houses and New Student Orientations as agreed upon in advance with supervisor.
- Prepare monthly and annual reports and data for departmental assessment.

- Approve timesheets of part-time Math, Science, and Business tutors.
- Assist with updating and disseminating the Student Evaluation of Learning Experience for the Tutorial Center and Academic Foundations Math Center tutors.
- Participation on College Committees, such as All College Council, Search Committees, etc.

Adjunct – Academic Foundations Math **September 2015 – May 2022**
Temporary Full-Time – Academic Foundations Math **January 2016 – May 2016**
January 2017 – May 2017

- Responsible for developing lecture material.
- Responsible for conveying information to students in a variety of ways to help with comprehension.
- Responsible for weekly attendance, updating the online gradebook, and responding to email in a timely manner.

New Jersey City University, Jersey City, NJ

Adjunct – Mathematics Department **September 2015 – Present**

- Responsible for developing lecture material.
- Responsible for conveying information to students in a variety of ways to help with comprehension.
- Responsible for weekly attendance, updating the online gradebook, and responding to email in a timely manner.

Assistant Director – Proyecto Science **January 2016 – April 2019**

- Leads and manages day-to-day activities of the program.
- Maintains partnerships with various school districts and coordinates information sessions to recruit students.
- Oversees staff and students of Proyecto Science.
- Responsible for scheduling and observing Proyecto Science Instructors.
- Responsible for handling confidential student information.

Instructor – Proyecto Science **Summer 2016**
Summer 2015

- Responsible for developing lesson plans, class material, and examinations.
- Responsible for conveying information to students in a variety of ways that help with comprehension.
- Responsible for attending weekly staff meetings and updating the online gradebook.

Supplemental Instruction (SI) Leader **September 2013 – May 2015**

- Responsible for attending classes and developing SI sessions.
- Responsible for planning and creating material to be used in SI Sessions.
- Responsible for mastering subject material and supplementing the students understanding of the subject matter.

Graduate Assistant- Department of Educational Leadership **September 2014 – May 2015**

- Responsible for assisting the chairperson on day-to-day assignments.
- Responsible for communications between the faculty and students within the department.
- Responsible for all other assigned tasks and projects at the chairperson's discretion.

Math Tutor **January 2012 – August 2014**

- Evaluates students in order to measure skill progression and determine areas for improvement.
- Supports students' preparation for examinations and quizzes for related classes.
- Responsible for having a working knowledge of core curriculum and/or elective areas.

MEMBERSHIPS

HCCC College Life Committee Member (2019-2022)
HCCC Achieving the Dream Member (2020-2022)
HCCC Website Management Team Member (2021-2022)
National Tutoring Association (2019-2022)
National College Learning Center Association Member
National Council of Teachers of Mathematics
Treasurer ('14-'15) - New Jersey City University Chapter of Kappa Mu Epsilon- National Mathematics Honor Society
Treasurer ('14-'15) - New Jersey City University Math Club
Delta Upsilon Chapter of Kappa Delta Pi- International Education Honor Society

AWARDS

2024 HyPerformer Award (Hyatt Corporation)
Together by Hyatt Specialist Certification (Hyatt Corporation)
Extra Mile Award – Hudson County Community College (HCCC) April 2016
2020 League for Innovation in the Community College Excellence Award (HCCC)
2019 NCLCA Frank L. Christ Outstanding Learning Center Award for 2-Year Institutions (HCCC)

PARTICIPATION & VOLUNTEERISM

HCCC Achieving the Dream How Team Co-Lead (2020-2021)
HCCC Achieving the Dream Implementation Team Co-Lead (2021-2022)
HCCC President's Advisory Council for Diversity, Equity and Inclusion (2021-2022)
Co-Chair – HCCC College Life Committee (2021-2022)
Previous Secretary – HCCC College Life Committee (2019-2021)
HCCC Screening Committees – Served on 6 Screening Committees and Chaired one