

Curriculum Vitae
MANDY GETTLER

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PROFESSIONAL EXPERIENCE

Associate Director

May 2013-present

*Center for Applied Second Language Studies (CASLS), National Foreign Language Resource Center,
University of Oregon*

Enterprise and Department Management

- In consultation with the director: 1) Set strategic priorities for CASLS enterprises; 2) Manage, market, and grow CASLS' existing enterprises; 3) Manage relationships with partners; and 4) Work with Office of International Affairs to develop new enterprises
- Establish systems to ensure compliance with university regulations and policies
- Communicate the purposes and operation of CASLS enterprises internally and externally
- Oversee center's overall budget
- Plan and manage center's personnel to enhance the productivity and efficiency of the center while maintaining a balanced budget
- Work with the director on strategic planning, implementation, and operational issues

Grant Management

- Coordinate grant proposal applications, including subcontracts and subawards
- Assist principal investigators with writing 7-10 state, federal, and foundation grant proposals and contracts annually; compose narrative sections with project coordinator; develop detailed budget spreadsheets and budget narratives
- Oversee grant projects and compliance with state and federal guidelines
- Prepare and submit grant reports

Strategic Communications

- Facilitate communication among project managers
- Develop and implement external communication strategies to best promote the center as a national leader in foreign language education and to disseminate research
- Coordinate and maintain print promotional materials, online presence, and social media presence
- Ensure prioritized and consistent communication with external partners, institutions, program participants, and funders
- Communicate program information; university, state, and federal regulations; and language standards to K-12 and postsecondary world language teachers and school administrators, some of whom are non-native speakers of English

Executive Assistant (Volunteer Position)

August 2012-March 2014

WellMama Maternal Mental Health and Support Services

- Develop marketing and communications strategic plan, including accompanying audience profiles and list of foundation funding opportunities

- Develop comprehensive resource guide on website, research and write informational articles on perinatal mood disorders, recruit authors to write personal blog posts, edit submissions as necessary
- Reconfigure layout of website

Business Manager

August 2010-May 2013

Center for Applied Second Language Studies (CASLS), National Foreign Language Resource Center, University of Oregon

Budget Planning & Grant Management

- Assist director with center-wide strategic planning, implementation, and operational issues
- Manage grant, subaward, and foundation finances, including cost share and budget projections
- Coordinate grant proposal applications, including subcontracts and subawards
- Edit 7-10 state, federal, and foundation grant proposals and contracts annually; compose narrative sections with project coordinator; develop detailed budget spreadsheets and budget narratives
- Oversee grant projects and compliance with state and federal guidelines
- Prepare and submit grant reports
- Lead various grant-funded projects with complex timelines, coordinating department teams and working with external funders to ensure project is completed on time and on budget
- Set up subaward contracts and personal service contracts
- Prepare and execute technology transfer agreements

Human Resources

- Plan and manage center's personnel to enhance the productivity and efficiency of the center while maintaining a balanced budget
- Train employees and provide orientation for all students, GTFs, and staff members
- Facilitate optimal work environment for employees by ensuring everyone has access to the training and equipment needed
- Prepare GTF and staff contracts; complete new hire paperwork for students, GTFs, staff, and contractors

Strategic Communications

- Edit curriculum materials, assessment items, and other communications generated by department staff
- Develop and implement external communication strategies to best promote the center as a national leader in foreign language education and to disseminate research
- Write and edit content for website, adjust layout as necessary
- Maintain CASLS' social media presence
- Monitor and analyze traffic of website and online communities
- Create and disseminate printed promotional materials
- Ensure prioritized and consistent communication with external partners, institutions, program participants, and funders

- Communicate program information; university, state, and federal regulations; and language standards to K-12 and postsecondary world language teachers and school administrators, some of whom are non-native speakers of English
- Manage annual trade show, including material development and promotion

Administrative Support

- Make travel arrangements and complete reimbursements according to federal grant policies and UO policies

Publications Director

November 2008-November 2013

Pacific Northwest Council for Languages (PNCFL)

- Oversee editorial board consisting of president, vice president, past president, and executive director
- Edit and design layout for *Lingo*, PNCFL newsletter published biannually with a readership of over 1,200 members
- Work with advertisers to promote their mission and services in *Lingo*

Grants & Communications Specialist

November 2008-July 2010

Center for Applied Second Language Studies (CASLS), National Foreign Language Resource Center, University of Oregon

- Develop and implement external communication strategies
- Write and edit content for website, adjust layout as necessary
- Maintain CASLS' social media presence
- Monitor and analyze traffic of website and online communities
- Create and disseminate printed promotional materials
- Ensure prioritized and consistent communications with stakeholders
- Research and explore funding opportunities from state and federal agencies, foundations, corporations, and individuals
- Develop and maintain funding database
- Monitor available funding sources through databases, directories, listservs, and RSS feeds
- Coordinate and manage grant application process
- Edit 7-10 state, federal, and foundation grant proposals and contracts annually; compose narrative sections with project coordinator; develop detailed budget spreadsheets and budget narratives
- Prepare and submit grant reports
- Serve as liaison for UO Corporate and Foundation Relations and Office of Research Services and Administration
- Manage annual trade show presence, including material development and promotion
- Edit curriculum materials, assessment items, and other communications generated by department staff

Office Specialist

September 2004-November 2008

Center for Applied Second Language Studies (CASLS), National Foreign Language Resource Center, University of Oregon

- Edit 7-10 state, federal, and foundation grant proposals annually
- Compose sections of grant proposals with director and assistant director

- Manage internal communication systems by developing policy manuals and handbooks
- Train employees and provide orientation for all students, GTFs, and staff members
- Ensure external communications convey center's mission
- Lead development of promotional materials for distribution at state, national, and international conferences
- Write and maintain website content
- Edit curriculum materials, assessment items, and other communications generated by department staff
- Direct organization of 5-10 in-state and out-of-state conferences annually from inception to completion
- Serve as liaison for external partners, institutions, program participants, and funders
- Lead various grant-funded projects with complex timelines, coordinating department teams and working with external funders to ensure that project is completed on time and on budget
- Coordinate 2-3 pilot assessments each year, which includes identifying potential pilot sites, working with educators through technical and logistical issues, developing detailed progress reports, and training other pilot coordinators
- Perform administrative duties such as entering payroll; setting up personal service contracts, unclassified appointment contracts, and GTF contracts; completing new hire paperwork; making travel arrangements and reimbursements; coordinating director's calendar; and setting up human subjects protocols
- Facilitate optimal work environment for employees by ensuring everyone has access to the training and equipment needed
- Communicate program information; university, state, and federal regulations; and language standards to K-12 and postsecondary world language teachers and school administrators, some of whom are non-native speakers of English

Editor & Executive Assistant

September 2003-November 2008

Pacific Northwest Council for Languages (PNCFL)

- Edit and design layout for *Lingo*, PNCFL newsletter published biannually with a readership of over 1,200 members
- Work with advertisers to promote their mission and services in *Lingo*
- Maintain internal communication systems by authoring manuals and guidelines and documenting procedures
- Develop external communication strategies by writing and maintaining website content and by writing and designing promotional material for distribution at state and national conferences
- Compose and edit external correspondence sent from organization to members
- Coordinate annual award nominations, review, and notification
- Serve as primary contact person for teachers and institutions

Internship: Research & Grant Writing

Winter 2008, Spring 2008

Professor Daniel Wojcik, Folklore Program Director, University of Oregon

- Research funding opportunities and author materials to encourage donations
- Design promotional material for folklore events and courses

- Write and edit 2007-08 Diversity Strategic Action Plan
- Assist in event coordination
- Develop budget for digital archive project

GRANTS MANAGED

U.S. Department of Defense <i>through Institute of International Education</i> – The Language Flagship Linkages (2015-2016)	\$349,998
U.S. Department of Education – Title VI Language Resource Center (2010-2014)	\$751,728
U.S. Department of Defense <i>through Institute of International Education</i> – Chinese Flagship Program (2012-2016)	\$3,290,325
National Security Agency <i>through University of Maryland</i> – LinguaFolio Online (2014-2015)	\$244,036
U.S. Department of Education – Title VI Language Resource Center (2010-2014)	\$830,498
Office of the Director of National Intelligence <i>through University of Maryland</i> – College Readiness Academy (2013-2014)	\$99,912
Japan Foundation – Japanese Global Scholars (2010-2013)	\$360,134
New Jersey Department of Education – Professional Development Services (2011-2013)	\$32,124
Office of the Director of National Intelligence <i>through University of Maryland</i> – College Readiness Academy (2012-2013)	\$94,473
U.S. Department of Defense <i>through Institute of International Education</i> – Flagship High School Assessment (2011-2012)	\$74,715
Portland Public Schools – Assessment Services Partnership (2011-2012)	\$49,998
University of Maryland – Assessment Services Partnership (2011-2012)	\$24,000
U.S. Department of Defense <i>through Institute of International Education</i> – Chinese Flagship Program Recruitment (2011-2012)	\$69,356
U.S. Department of Defense <i>through Institute of International Education</i> – Chinese Flagship Program (2011-2012)	\$3,793,021
San Francisco Unified School District – Assessment Services Partnership (2011-2012)	\$24,000
Memphis City Schools – Assessment Services Partnership (2012)	\$17,050
Portland Public Schools (OR) – Professional Development Partnership (2010-2012)	\$104,594
U.S. Department of Defense <i>through Institute of International Education</i> – Results 2012 (2011-2012)	\$19,894
Office of the Director of National Intelligence <i>through University of Maryland</i> – STARTALK Professional Development (2011-2012)	\$77,166
Kentucky Department of Education – AP Chinese (2011-2011)	\$80,128
U.S. Department of Defense <i>through Institute of International Education</i> – Chinese Academic Language Learning Modules (2010-2012)	\$135,918
Council of Chief State School Officers – Assessment Services Partnership (2011)	\$75,000
University of Maryland – Assessment Services Partnership (2011)	\$3,944
U.S. Department of State <i>through Portland Public Schools</i> – NSLI-Y (2011)	\$14,990
U.S. Department of State – Project GO (2010-2011)	\$10,979

U.S. Department of Education <i>through Oregon University System</i> – LINGO (2008-2010)	\$137,389
U.S. Department of Education – Funds for the Improvement of Secondary Education (2006-2010)	\$506,112
Global Village Academy (CO) – Professional Development Partnership (2010-2011)	\$10,000
U.S. Department of Education – Title VI Language Resource Center (2006-2010)	\$1,328,978
National Security Agency <i>through University of Maryland</i> – LinguaFolio Online (2009-2014)	\$1,145,794
University of Maryland – Assessment Services Partnership (2009-2010)	\$33,694

EDUCATION

University of Oregon, Eugene, OR

Bachelor of Arts, English & Folklore, Summer 2008

Graduated *magna cum laude*

Earned degree while working full time

SKILLS, AWARDS & SERVICE

- Proficient in Microsoft Office Suite, Photoshop, InDesign, Illustrator, Dreamweaver, Acrobat, HTML, SVN clients, FileMaker Pro, Windows and Macintosh OS
- Familiar with PHP and CSS
- University of Oregon Language Council Member 2015
- Officer of Administration and Classified Awards Selection Committee 2015
- Outstanding Officer of Administration, University of Oregon 2014
- Karen Martin Undergraduate Folklore Award Spring 2008
Awarded for “‘Take That Shirt Off! Let Me See!’: Bodybuilding as an Expression of Gender, Sexuality, and Hegemonic Resistance”
- Volunteer Secretary, Driftwood Villa HOA January 2008-March 2013