

# Christopher Pitts

## Contact Information

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## Objective

To secure a position within the Department of Criminology and Sociology as an Administrative Specialist at the Arkansas State University Jonesboro campus.

## Education

- **2023 - Current:** Arkansas State University
  - Master's Degree in Criminology (In Progress)
- **2020 - 2023:** Arkansas State University
  - Master's Degree in Sociology
  - Thesis: "The Impact of Mentorship Programs: Unearthing Toxic Mentorships and Advancing Trauma-Informed Approaches"
  - Thesis Chair: Dr. Averi Fegadel
- **2018 - 2020:** Arkansas State University
  - B.A. in Sociology
  - B.A. in Criminology
- **2009 - 2011:** Arkansas State University Newport
  - A.A. in Liberal Arts
  - A.S. in Criminal Justice

## Employment History

- **2020 - Current:** Arkansas State University
  - Graduate Assistant
  - Responsibilities include:
    - Assisting professors with building and maintaining Canvas curriculum and coursework.
    - Grading student assignments.
    - Collecting and organizing data for professors to assess coursework and student performance.
    - Proctoring tests and classes when needed.
- **2009 - 2020:** Arkansas State University Newport
  - Responsibilities included:

- Counseling students on course schedules, degree plans, and general college enrollment.
- Creating and implementing a new filing system for student records, including a digital record-keeping system.
- Overseeing FERPA adherence and compliance and maintaining the FERPA manual.
- Oversaw remote testing center for state and professional licensing exams.
- Assisted with recruiting and public speaking events.
- Analyzed data to determine educational trends to assist in prioritizing vocational technical programs offered.
- Assisted with eleventh day attendance reporting and finalization of rosters in accordance with state and federal guidelines and policies.

### **Research Experience**

- **2019 - 2023:** Arkansas State University
  - Thesis Research (Chair: Dr. Fegadel)
  - Conducted original research for thematic, qualitative analysis.
- **2021 - Current:** Arkansas State University
  - Graduate Assistant - Dr. Kulkarni
  - Responsibilities include:
    - Preparing and analyzing a reference list of over 800 sources for a book proposal.
    - Conducting online research for source verification.
    - Importing raw data sets for inclusion in international comparative research.

### **Computer & Professional Skills**

- **Software:** Excel, Word, PowerPoint, Stata, SPSS, Blackboard, OneDrive, Database searches, Remote virtual machines, Online repositories, Visual Studio Code, Photoshop, Canva
- **Programming:** Python, Anaconda, Microsoft Visual Code
- **Platforms:** PC, Windows, Linux, PowerShell

### **References**

- Available upon request