

Tracey Michelle Hawkins
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Employment

Aerie Experiences Certified Executive Functions Coach, Wilderness Therapy Practitioner	Atlanta GA	2021- Present
<ul style="list-style-type: none">• Provide support for adolescents with Special Needs during intensive, 7-day summer camp programs• Write Treatment Plans and Discharge Summaries for each participant		
Cumberland Academy of Georgia Counselor, Executive Functioning Coach, Teacher, Tutor	Atlanta GA	2018- Present
<ul style="list-style-type: none">• Provide support to students challenged with ADD, ADHD, Autism, Asperger's Syndrome, OCD, Anxiety Disorders, Learning Disabilities, and PDD-NOS in individual and group counseling sessions• Facilitate social skills groups and enrichment classes• Record sessions with students in the online Counseling Log• Collaborate with teachers, staff, and other counselors to support students• Provide instruction and tutoring for students Grades 4-12		
Georgia Institute of Technology Professor of Art History on Oxford Study Abroad Program	Atlanta GA	2016- Present
<ul style="list-style-type: none">• Lecture, supervise and grade students on six-week program throughout Europe		
Freelance Writer & Editor	Atlanta GA	2003- Present
<ul style="list-style-type: none">• Specialize in Artist Statements/Profiles, gallery reviews, travel, luxury, fiction		
Art Institute of Atlanta Lead Professor of Art History	Atlanta GA	2000- 2018
<ul style="list-style-type: none">• Created lectures and course materials• Designed and conducted independent study projects with students• Organized guest lectures• Organized, curated, installed, and promoted exhibits in the AiA Gallery Study-Abroad Coordinator and Lead Faculty for Ai Odyssey Program• Lectured, supervised and graded students on two-week Odyssey Program Trip to Russia (June 2003)• Lectured, supervised, and graded students on three-month Odyssey Program Trips to Strasbourg, France (Summer Quarters 2004, 2005, 2006)• Coordinated all logistical aspects of the Strasbourg, France, program in preparation before, during, and after (Summer Quarters 2004, 2005, 2006)		
The Sportsman's Gallery, Ltd.	Atlanta GA	2001-08
<ul style="list-style-type: none">• Managed gallery inventory and sale of artwork• Managed artist and client databases and relations• Curated and installed exhibits		
Raymond Lawrence Gallery Gallery Director	Atlanta GA	1999-01
<ul style="list-style-type: none">• Curated and installed exhibits• Organized all gallery opening receptions		

- Designed Invitations
 - Wrote and designed press releases
 - Selected entertainment and caterers and hosted events
- Designed marketing collateral
 - Web-site layout and copy, corporate presentations
- Actively sought new artists and private and corporate clients

EDL & Associates Art Consulting Atlanta GA 1999
 Librarian and Database Manager

- Created and updated artist and client files
- Managed Microsoft Access databases
- Organized artist presentation meetings
- Recruited and contacted new artists
- Assisted with marketing collateral

Emory University Atlanta GA 1997-98
 Teaching Assistant

- Conducted museum seminars, created courses lectures, graded student work
- Lectured, supervised students, led on-site museum and architectural tours, and graded student work in Paris, France, during a summer study-abroad program

Lockwood Greene Consulting Atlanta GA 1998
 Independent Research Consultant

- Researched various databases, analyzed labor market and industry growth

Turner Original Productions Atlanta GA 1997
 Production Assistant

- Prepared press kits, organized producers' meetings and special screenings

Columbus Museum of Art Columbus OH 1995
 Curatorial Intern

- Assisted with full inventory of permanent collection
- Updated restoration reports into computer system
- Physically handled, transported, and cared for artworks

Education

Argosy University Atlanta GA 2019
 Completed Program in Clinical Mental Health Counseling
 4.0 GPA
 Chi Sigma Iota Counseling Academic Honor Society International

Emory University Atlanta GA 1999
 MA in Art History
 Major Fields: Modern European, Italian Renaissance, Mannerism
 3.8 GPA

Ohio Wesleyan University Delaware OH 1996
 BA Summa Cum Laude in Art History and Humanities/Classics
 Minors in English and Studio Art
 4.0 GPA
 Phi Beta Kappa

Ohio Wesleyan Slocum Prize in Classics 1996
 1870 English Award for Non-fiction Writing 1996
 Eloise King Shaw Special Recognition for Art History 1996
 Humanities/Classics Department Award for Outstanding Graduate 1996
 Omicron Delta Kappa, President 1995-6

	Phi Eta Sigma, National Scholarship Recipient	1995
	Sigma Tau Delta, National English Honorary Society, inducted	1995
	Phi Society, President	1994-5
	Phi Eta Sigma, inducted	1993
Publications	<i>The GA Hollywood Review</i> Interviewer and Contributing Writer	2019
	<i>The Thirty-A Review</i> Contributing Writer	2018- Present
	Editor (copy, content, and consistency), <i>This Tide Waits</i> by Carl T. Cone	2019
	Contributing Editor, Writer and Design Consultant for the award-winning site thevileplutocrat.com (One Show Merit Award, SXSW Web Winner, SXSW Blog Finalist, Silver Atlanta Addy's Winner, Silver International Davey Awards Blog Winner, Silver International Davey Awards Political Site Winner)	2009-12
	<i>American Contemporary Art</i> Contributing Writer, September/October Issue	2008
	<i>Rocky Mountain Arts/Art Experience West</i> Editor, Art Director, and Writer of on-going visual arts section for Frontier Airlines in-flight magazine	2002-03
	<i>Art Experience: A Magazine for the Visual Arts</i> Writer and Editor-in-chief of visual arts section for AirTran Airlines in-flight magazine	2003
Computer Skills	IBM and Macintosh, Microsoft Windows, Microsoft Word, eCompanion, Brightspace, PageMaker, Word Perfect, Microsoft Access (Certified), 4-D, File Maker, Masterpiece, ACT!, PowerPoint, Research Databases: MLA, BHA, Art Index, Periodical Abstracts, Lexis/Nexis, Galileo, ABI Inform, EBSCO Business Search, SLP-Pro	
