

Rachel Marie Green
494 Hub Blvd. #1232
Bowling Green, KY 42103
859-652-6164 Rachel.mergenthal@gmail.com

EDUCATION

M.S., Western Kentucky University
Recreation and Sport Administration
Certificate: Intercollegiate Athletics

B.A., Georgetown College
Communication and Media Studies

PROFESSIONAL EXPERIENCE

Western Kentucky University

Visiting Instructor: August 2023 – Present

- Develop content and lectures for seven courses (three in the fall and four in the spring) in the School of Kinesiology, Recreation and Sport
- Collaborate with faculty members in the School of Kinesiology, Recreation and Sport
- Grade course assignments, quizzes and projects
- Facilitate an online course in the fall semester
- Communicate with students throughout the fall and spring semesters
- Mentor and provide professional development opportunities to students

Vituity

Program Coordinator, Academic Outreach: August 2022-August 2023

- Recruited for current Advanced Provider Fellowships
- Completed mid-way and exit interviews with fellows
- Assisted with coordinating Advanced Provider Bootcamps, Spring Symposia, and additional events
- Organized meetings and take minutes for our Residency Program Directors and Fellowship Program Directors
- Established relationships with residents, fellows, program directors and other key players
- Utilized Taleo and Phenom to successfully track and communicate with applicants
- Served as the administrative support contact for Advanced Provider Fellowships
- Scheduled and conducted phone screens for Advanced Provider Fellow Candidates at each of our 5 fellowship sites
- Engaged with and support residents interested in completing an elective rotation
- Updated STAR catalog on an annual basis
- Completed Recruiter Academy Certification (11/22)

Western Kentucky University

Student Wellness Coordinator: August 2021-Present

- Coordinated the WellU[®], campus-wide student wellness incentive program
- Recruited, hired, and trained student assistants for the office

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- Oversaw a Health Education and Promotion Graduate Assistant
- Managed the programs social media accounts and marketing tasks
 - Created content and a social media calendar
- Managed a \$24,000 budget
- Planned and oversaw coordination the annual student health fair: *Healthy Days*
- Completed OMNI training for website updates and edits
- Served as a member of various campus-wide committees:
 - Domestic Violence Prevention Month
 - Sexual Assault Prevention Month
 - Women's History Month
 - Black History Month
 - LGBTQ+ History Month
- Created programming for students on campus and collaborate with departments on campus
- Prepared program evaluation surveys and compiles necessary data
 - Reviews research trends in the realm of health and wellness
- Attended Head for the Hill and TOP events, serving as a liaison for the CRW department and communicating with perspective students and parents
- Advised for the CRW Student Employment Board

Admissions Counselor: July 2019-August 2021

- Recruited first time freshmen and transfer students to attend WKU
- Managed a territory of 99 high schools in Kentucky
 - Additionally, managed a territory in Texas, Virginia, Maryland, Delaware & Arkansas
 - Working closely with low-income and first-generation students
- Coordinated a monthly travel calendar to visit each high school
- Attended weekly recruitment team meetings
- Assisted with Topper Orientation Programming
- Served on the review committee for the Honors College at WKU
- Corresponded with students, parents and counselors daily
- Compiled reports through various databases; CRM, Hobsons, Banner, Slate
- Served as a liaison for incoming students and parents
- Worked alongside various student enrollment departments
- Conducted presentations to groups of 10-150 high school students
- Implemented virtual visits (via Zoom) to be more accessible during COVID-19
- Served on hiring committees for student workers & new admission counselors
 - Assisted with training and onboarding of new counselors

Graduate Assistant: August 2018-May 2019

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- Planned the 12th annual non-profit luncheon
- Worked alongside professors in the Sport Management department to plan and facilitate the following courses:
 - SPM 200: Introduction to Sport Management
 - SPM 290: Sport Management Seminar
 - SPM 300: Public Policy in Sport (online)
 - SPM 315: Sport Communication
 - SPM 404: Sport Facility Management
 - SPM 452: Sport Leadership and Management
 - SPM 454: Sport Governance
- Assisted with qualitative and quantitative research in the Sport Management department, specifically related to the Birkman Assessment
 - Worked alongside Dr. Forsythe to conduct this research in the classroom, with women's volleyball and football
 - Presented student-athlete development research at two conferences

Graduate Research Assistant: August 2017-May 2018

- Conducted qualitative research for the Hospitality Management and Dietetics department
 - Coded previously transcribed research for themes
- Applied for and received an RCAP (research and creative activities program) through WKU
 - Helped write and edit a literature review and introduction for the RCAP
- Worked independently to meet deadlines for projects and creating new strategies for future research
- Applied for grants for future research projects

Organized literature reviews amongst other documents

TownePlace Suites

Sales Coordinator: January 2017-July 2017

- Enlisted 20 new partnerships within the community and negotiated hotel rates with individuals and groups
- Attended monthly Chamber of Commerce meetings
- Networked with local community members
- Developed contracts
- Established five new sales packages
- Managed all of the conference room bookings and sales
- Kept an organized record for all paperwork

SERVICE ACTIVITIES

Kappa Delta Sorority

Chapter Advisory Board

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Member Retention and Wellness (December 2022- present) Vice Chair (August 2021- August 2022)
Chair (July 2019-August 2021), Operations (July 2017-July 2019)

- Presenter at the 1st annual Confident Leaders workshop
- Nominated for the “2020 Outstanding Advisor” award
- Mentoring and advising 140 members of the local Kappa Delta chapter
- Planning and organizing safe events for members during COVID-19
- Working alongside nine other advisors to ensure chapter efficiency
- Reporting monthly to a Chapter Services Coordinator
- Strategic planning to ensure chapter goals are effectively carried out
- Advise the chapter on best practices in accordance with national and local regulations
- Conduct enforcement and education of national, chapter, and campus policies
- Assist with all chapter recruitment and retention activities
- Managed the finances of the Housing Corporation, including rent payments, repairs, deposits, and construction
- Organize and implement trainings for advisory board

Down Syndrome Association of South-Central Kentucky

Volunteer (July 2017-present)

- Developed and taught an inclusive yoga class twice a week
 - Facilitated a yoga research study with WKU’s Physical Therapy department
- Selected as the 2019, “**Volunteer of the Year**” at the annual volunteer banquet
- Delegate tasks to adults during the Life Skills portion of their day
- Assist with marketing and the planning for the annual Buddy Walk
- Planned fundraising initiatives for annual “Derby Gala”
- Served as the “Team Check-In” Coordinator

Special Olympics Kentucky

Head Cheerleading Coach (September 2017-present)

- Choreograph a halftime performance for regional and state tournaments
- Mentor and coach 9-12 cheerleaders with physical and intellectual disabilities throughout the season
- Participate and volunteer at other local Special Olympic events

Bowling Green Parks and Recreation

Volunteer (July 2017-present)

- Developed and teach a weekly inclusive yoga class for the Special Populations Community
- Completed a qualitative research study with adolescent participation in a wheelchair basketball program

PUBLICATIONS

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- Forsythe, S. A., Upright, P. A., **Mergenthal, R.**, & Sullivan, D. J. (2021). Utilizing a Personality Assessment and Programming in Division 1 Football: An Exploratory Study. *Journal of Student-Athlete Educational Development and Success*, 3, 61-87.
- Forsythe, S. A., Upright, P. A., **Mergenthal, R.**, & Jordan, T. A. (2019). The Impacts of a Head Coaching Change on Intercollegiate Student-Athletes. *KAHPERD Journal*, 56(2), 73-85.
- McCoy L., & **Mergenthal, R.** (2018). Considering the Legality of NCAA Show-Cause Orders. *Journal of NCAA Compliance*. 3-4.

PRESENTATIONS

- Forsythe, S. A., Upright, P.A., & **Mergenthal, R.**, (2019). Managing Stress Behaviors: Utilizing the Birkman Method to Develop a Pilot Program for a Division I College Football Program. Applied Sport Management Association Annual Conference, Nashville, Tennessee.
- Forsythe, S. A., **Mergenthal, R.**, & Upright, P.A. (2019). Sport Leadership and Management: Utilizing the Birkman Method in the Classroom to Enhance Student Development. North American Society for Sport Management Teaching and Learning Fair, New Orleans, Louisiana.
- Adams, S., Warning, C., Wade, T., Furgal, K., Norris, E., **Mergenthal, R.** Adults with Down Syndrome: Impact of Yoga on Functional Mobility. APTA Academy of Pediatric Physical Therapy Annual Conference (APPTAC)