

Kimberly C. Riddick, Ph.D.

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KCR

Professional Profile

- Innovative problem solver keen at dissecting complex dynamics and conveying them into manageable tasks; Skilled communicator adept at making obscure concepts assessable for broad audiences.
- Proven capacity for facilitating and leading synergistic collaborations of key stakeholders, i.e., students, faculty, staff, managers, donors, and specialized professionals. Proven track record of leadership in higher education administration, with 10 years of experience.
- Versatile, student-centric leader with a demonstrated record of building cooperative, productive teams that work capably toward common organizational objectives.
- Composed multi-tasker accustomed to maintaining attention to detail in dynamic environments.
- Proficient in efficient project management from inception through implementation; Adept at data analysis and strategic planning to manage the continuous improvement cycle and enhance the program's effectiveness.

Experience

Director, Trailblazer Elite Program

University of North Texas at Dallas

April 2023-Present

Dallas, TX

- Lead the development and implementation of a comprehensive first-generation student support program, resulting in an 80% fall-to-fall retention rates annually.
- Establish robust partnerships with campus departments, community organizations, and alumni networks to provide holistic support to first-generation students. Organize and facilitate workshops, seminars, and events to promote a sense of belonging and academic excellence within the first-generation student community.
- Develop and manage a team of committed professionals, providing guidance, mentorship, and regular professional development. Provide one-on-one mentoring and guidance to first-generation students, addressing academic and personal concerns. Provide direct supervision responsibilities for one.
- Implement data-driven strategies to identify at-risk students and create tailored interventions for their personal success.
- Collaborate with faculty and staff to enhance campus-wide awareness of the unique challenges first-generation students face.
- Conduct surveys and focus groups to gather feedback, contributing to program relevance and growth.

Director, TRIO McNair Post-Baccalaureate Achievement Program
gather feedback from participants to continuously improve program offerings and outcomes.

University of North Texas at Dallas

January 2018-April 2023

Dallas, TX

- Interpreted federal legislation to design, implement, supervise, and monitor strategic programming and outcomes in accordance with federal regulations and program objectives. Completed endeavors compliantly and fulfilled annual federal reporting (APR).
- Developed and executed relevant, high-impact pedagogy and practices to meet the academic and holistic needs of program participants; Offered opportunities for growth and empowered participants to rise to the challenge. At least 80% of participants engaged in research and scholarly activities yearly. Over 85% of participants that attained graduate studies enrollment persisted for at least one year, annually.
- Managed federal award of more than \$1M; Fiscal management of program budgets, including budgetary planning, expenditures, revisions and reporting.
- Directed talent acquisitions and provided direct supervision to generate efficient operations and achieve desired organizational goals; Managed a team of up to seven and provided direct supervision responsibilities for one.

- Cultivated intentional, internal and external affiliations to aid in student development and placement for research experiences and internships.
- Crafted grant proposal and ancillary application documents. Launched grant and grew participation to 100%.
- Recruited and retained collegiate students who identify as underserved, i.e., first-generation, low socioeconomic status, etc.

Interim Associate Director, Summer Sessions

September 2010-August 2012

North Carolina A&T State University

Greensboro, NC

- Reduced waste and redundancy in business processes and resources through development and implementation of a new, digital faculty contract payments process.
- Interpreted tabular reports into impactful peripherals to identify key metrics and analyze and forecast trends.
- Managed an annual budget of \$1M.
- Provided performance evaluation and direct supervision, for four, to facilitate productive operations and achieve favored organizational outcomes.
- Provided proactive means to mitigate and eliminate student issues.

Special Programs Manager

October 2006-August 2010

North Carolina A&T State University

Greensboro, NC

- Recruited students of diverse identity and experience for educational opportunities. Emphasis was applied in STEM programming and recruitment.
- Crafted, submitted, and implemented programmatic proposals and grants. Achieved 83% Proposal Acceptance Rate.
- Established and built the North Carolina For Inspiration and Recognition of Science and Technology (FIRST) Tech Challenge (FTC) brand, participation, and experience. Grew NC's FTC participation by 400% over three years.
- Managed annual budgets exceeding \$250,000.
- Developed and executed workshops, seminars, and symposiums for opportunity stakeholders, i.e., technical educators, donors, student participants.

Research Assistant

August 2012-August 2017

Joint School of Nanoscience and Nanoengineering

Greensboro, NC

- Developed a method to fabricate organized and aligned, self-assembled thin films of a collagenous biocomposite.
- Trained new users of the atomic force microscope and managed the associated lab.
- Assisted with course development, lecture preparation and delivery, and evaluation of a graduate-level "Surface Forces" course.
- Mentored junior colleagues and liaised appropriately to develop collaborations.
- Prepared and presented deliverables on findings.

Adjunct Instructor

August 2013-December 2015

ITT Technical Institute

High Point, NC

- Instructor for the following courses: Business Foundations, Calculus, College Algebra and Trigonometry, Marketing, and Intro to Computer Programming.
- Designed course structure and peripherals to meet desired learning outcomes necessary for personal, academic, and career success, in compliance with institutional standards.
- Developed rapport with students.
- Maintained academic records.
- Modeled professional standards.

Process Engineer**August 2004-August 2006****Eli Lilly and Co.****Shadeland, IN**

- Provided technical support for equipment and operational techniques to cross-functional teams.
- Identified, investigated, and resolved production issues utilizing root cause analysis methods.
- Developed and implemented unit project improvement activities to address capacity, process variability, and safety.
- Implemented process improvements that decreased cycle time by 13%.
Reduced process changeover time for managed equipment set in a flexible facility by 18%.

Education**Philosophical Doctorate of Nanoengineering**

North Carolina A&T State University

Greensboro, NC

Dissertation: Self Assembly and Alignment of a Chitin-Collagen

Biocomposite Grade Point Average: 3.8/4.0

Master of Business Administration

Elon University

Burlington, NC

Grade Point Average: 3.8/4.0

Bachelor of Science-Chemical Engineering

North Carolina A&T State University

Greensboro, NC

Grade Point Average: 3.6/4.0

Engineering, Mathematics, Physics, and Chemistry Coalition (EMPACC) Scholar

Affiliations and Committees

Big Thought, Board Member

June 2023-Present

Big Thought Racial Equity and Advocacy Board, Community Advocate

September 2022-June 2023

Engage Dallas, Class 10

January 2023-October 2023

North Carolina Central University McNair Advisory Board, Member

August 2021-Present

UNTD First-Generation Committee, Member

August 2021-Present

UNTD First-Generation Club, Advisor

August 2020-August 2021

UNTD Staff Council Professional Development Committee, Member

August 2019-August 2021

Techniques, Software, and Instrumentation

Academic Administration Proficiencies: Banner Student, Canvas, EB Navigate, Grants WorkCenter Microsoft Office Suite, PeopleSoft, Qualtrics

STEM Competencies: Atomic Force Microscopy, Cell and Tissue Culture, Fourier Transform-Infrared Spectroscopy, Gwyddion, GraphPad Prism, MatLab, Regulatory Compliance, Root Cause Investigation, Scanning Electron Microscopy, Study Development and Management, X-Ray Diffraction

Presentations and etc

Moderator and Judge; University of Maryland McNair Conference 2022
Presenter; NASPA National Conference, 2023

References

Included separately.