

## **JONATHAN EDWARD KELLY**

3215 Hazelwood Road, Knoxville, TN 37921

865.805.0971

[jkelly3@utk.edu](mailto:jkelly3@utk.edu)

[jonathankelly.com](http://jonathankelly.com)

---

### **Professional Experience**

**Department of Psychology | University of Tennessee**

**2014 – Present**

#### **Coordinator I**

Provide administrative support and strategic planning for the department, manage travel reimbursement training and processing, and human resources for approximately 110 graduate students in three graduate programs and approximately 40 faculty and staff members.

- Developing a database that will track student progress of the 110 students in the graduate program.
- Train faculty and graduate students on travel policy; served as presenter at the first year graduate student colloquium.
- Coordinate and maintain new hire paperwork and personnel changes.
- Use IRIS to process travel reimbursements for approximately 40 faculty members and 90 graduate students.
- Received 2017 Outstanding Staff Award.

**Center for Literacy, Education & Employment | University of Tennessee**     **2003 – 2013**

*A nonprofit grant-funded organization that conducts and coordinates large professional development events for the Tennessee Department of Education and other funders. (Formerly Center for Literacy Studies.)*

#### **Administrative Coordinator III (Promoted 2012)**

Oversaw event registration and provided implementation leadership within a team responsible for over 100 annual training / professional development events yearly as part of more than \$13M in grants and contracts.

- Designed online registration / event management systems tailored to funders' needs using State of Tennessee databases, Cvent Event Management software and other tools.
- Served as a key member of the team that provided logistics, event support and purchasing for 30,000 teachers at 75 different trainings across the state in a two month period.
- Played a primary decision-making role regarding event planning, including pre-event registration processes, event venues and training time-line.
- Ensured that all events achieved State-required standards for accuracy, consistency and quality by communicating effectively with funders throughout the planning and implementation process.

- Coordinated all event planning, registration processes and reporting for the 2013 Special Education Conference for 2,000 attendants.
- Directly supervised and trained up to 2 staff members to carry out logistical and event managing tasks.
- Contracted with individual venues, worked with each venue staff, compiled and analyzed data for planning, logistical arrangements and updates, and provided oversight and guidance for event staff.
- Utilized UT's SAP/IRIS system to enter venue contracts and travel reimbursements.
- Ensured availability of professional development and transcript information to adult education program supervisors and teachers throughout Tennessee.
- Ran reports for yearly grant auditing.
- Handled reporting registration and accountability support for a national online course system.
- Managed registration materials for all professional development events from small (4 to 7 participants) to large (700+ participants) including personalized schedules for the largest events.
- Updated information for financial rewards for professional development participation levels.
- Served as the Solve and Help Desk provider for all professional development inquiries.

### **Famous London Recording Studio | Knoxville, TN**

**2008 – Present**

*Full-service professional recording studio.*

#### **Co-Owner, Producer / Sound Engineer**

Work directly with clients on arrangements and performance, manage multifaceted marketing, budget for, select and purchase equipment.

- Highly proficient in audio recording and editing in Pro Tools
- Proficient in sound mastering in WaveLab
- Proficient in video editing with PowerDirector

## **Education**

### **Master of Science, Instructional Technology | University of Tennessee, Knoxville**

- Award winning program in Instructional Design and Technology
- Graduate Certificate in Online Teaching and Learning

### **Bachelor of Arts, English | University of Tennessee, Knoxville**

- Graduated Magna Cum Laude
- Member of Phi Beta Kappa