

JULIA MAYO

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EDUCATION

PhD Candidate

New Testament and Christian Origins

University of Edinburgh

Expected Thesis Submission: March 2024

Post-Graduate Studies

Graduated December 2020

Master of Theology, New Testament and Systematic Theology

Western Seminary, Portland, Oregon

Graduated with Highest Honors

Recipient of William Kerr Award in Theology

Graduate Studies

Graduated April 2014

Master of Arts (Biblical and Theological Studies), Exegetical Track

Western Seminary, Portland, Oregon

Graduated with Highest Honors

Recipient of the Outstanding Senior Achievement Award

Undergraduate Studies

Graduated June 2010

Bachelor of Science, Business Administration

Oregon State University, Corvallis, Oregon

Graduated with Honors

PROFESSIONAL EXPERIENCE

JANUARY 2021 – FEBRUARY 2023

Associate Dean of Academics and Accreditation Liaison Officer

Western Seminary, Portland, Oregon, USA

- Provided support for Vice President of Academics, including management of academic committees, multiple schedules, and academic project management
- Lead budget manager for Academics, overseeing +2 million dollar budget including thirteen separate departments, including projecting, drafting, tracking, and reporting on financial status of departments
- Processed reimbursement requests for all academic departments
- Managed various events including off-site faculty events, accreditation visits, and guest lecturers

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- Submitted school metrics and data annually as well as managed, drafted, and submitted written reports as necessary to evidence the school's compliance with accreditation standards to both regional and professional accrediting bodies
 - Successfully managed multiple institution-wide self-assessments, resulting in full reaccreditation with zero notations for the school's professional accreditor (2018) and regional accreditor (2020)
 - Established, maintained, and monitored procedures for collecting, publishing, and maintaining accurate information regarding academic policies and procedures
 - Member of school's Diversity Task Force since September 2020, focused on understanding and improving the schools equality, diversity, and inclusion initiatives and providing recommendations to executive leadership

JULY 2017 – JANUARY 2021

Assistant Dean of Academics

Western Seminary, Portland, Oregon, USA

- Oversaw creation and completion all faculty and adjunct contracts
- Led course planning and scheduling optimization to ensure courses were offered according to degree plan completion and at days and times suitable for students
- Managed annual program assessment activities including both direct and indirect assessment measures
- Gathered, analyzed, and provided data to for the decision-making needs of the campus and presented this data to executive leadership

JULY 2015 – JULY 2017

Executive Assistant to the Vice President of Academic Affairs

Western Seminary, Portland, Oregon, USA

- Managed faculty and adjunct contracts
- Assisted with course scheduling
- Assisted with management of Academic Department budgets
- Assisted program directors with annual program assessment activities including both direct and indirect assessment measures
- Provided feedback regarding academic policies and processes to Vice President of Academic Affairs

SEPTEMBER 2022 – SEPTEMBER 2023

Tutor

University of Edinburgh, School of Divinity

- Fall 2022 facilitated weekly student discussion group and graded student submissions for History of Christianity as a World Religion course
- Spring 2023 led weekly student discussion group and grading student essays for The Use of Bible in Literature course

MARCH 2023 – JUNE 2023

Financial Operations Assistant (Interim)

University of Edinburgh, School of Divinity and Health in Social Science

- Process student and non-student expenses for the School of Divinity and School of Health in Social Science
- Assist with procurement for the School of Divinity and School of Health in Social Science

MARCH 2023 – JULY 2023

Equality, Diversity and Inclusion (EDI) Assistant (Intern)

University of Edinburgh, Moray House School of Education and Sport

- Assist with data collection, analysis, and report drafting for renewal of the Athena Swan Bronze Award renewal
- Lead writer for Athena SWAN bronze application

MAY 2023 – MARCH 2024

Open Access (Portfolio) Facilitator

University of Edinburgh, College of Arts, Humanities and Social Sciences

- Reviewed student submissions

Papers and Presentations

When Women Fail Women: A Hybridized Postcolonial Reading of Lydia's Collaboration in Acts 16:11-18,
European Association of Biblical Studies Annual Conference, July 2023

PROFESSIONAL MEMBERSHIPS

British New Testament Society, member (since 2021)

European Association of Biblical Studies, member (since 2022)