
DAWNIEL ALLENE CARLOCK STEWART

A highly motivated, holistic, person-centered, collaborative clinician with strong clinical background in women's health, excellent work ethic and interpersonal skills, and background in college student support and advising seeking academic position in PA education.

EDUCATION

- 2023-Present** **Master of Physician Assistant (MPA)**
West Coast University, Los Angeles CA (Upcoming Graduation - December 2024)
- Completed ARC-PA accredited and nationally recognized graduate PA program
 - Over 2000 hours of clinical clerkships completed in the following fields:
 - OBGYN: Three separate clerkships, totaling 15 weeks and bookending clinical phase of program
 - General Surgery – including plastics
 - Emergency Medicine completed at inner city hospital
 - Psychiatry – including telepsychiatry
 - Pediatrics completed at inner city impoverished patient practice
 - Internal Medicine
 - Family Medicine
- 2022** **Premedical Coursework Completed**
University of California, San Diego
- 2008-2010** **Premedical Coursework Completed**
Oklahoma State University
- 2005** **Bachelor of Journalism, Concentration in Journalism & Mass Communication**
University of Texas, Austin

WORK AND NON-PROFIT EXPERIENCE

- 2010-2023** **DONA Certified Doula, Lactation Consultant, Childbirth Educator**
Self-Employed
- Act as an evidence-based, holistic, collaborative, clinical educator, advisor, and advocate for the birthing person and their family by providing physical, emotional, and informational support before, during and after childbirth to achieve the healthiest, most satisfying experience
 - Holistic birthing approach
 - Physical support during labor
 - Advocate for an empowering birthing experience - one that restores the natural, uncultivated power within
 - Provide non-medical physical, emotional and culturally appropriate support to an expectant person and their family during labor and childbirth
 - Assess health and environmental concerns
 - Serve as a bridge between the expectant person, their family, and the health care system and/or the social services available in the community
 - Establish a trusting relationship with clients based on the provision of emotional support, availability, and nurturing that begins during the prenatal period
 - Prepare birthing person and partner for childbirth
 - Develop birthing plans
 - Educate on pregnancy and the birthing process

- Provide emotional support before, during and after childbirth

2006-2023

Photographer and Event Planner

Self-Employed

- Marketing and networking
- Work closely with clients and define the purpose and scope of the event desired
- Plan and execute commissioned events to ensure it focuses on the ultimate goals of the event set forth by the client; ensuring the event achieves the set goals as smoothly, without a hitch, and within the set budget
- Plan, budget, and manage finances by keeping track of all transactions
- Selection and hiring of event talent and entertainment
- Create and revise room and space layouts for each event
- Design packages for specific themes
- Design and create décor and invitations
- Supervision and execution of event setup and take down of décor, chairs, tables, food, lighting, props, and other equipment
- Capturing and processing images using artist talent and technical skill
- Conduct research by making site visits and finding resources to help in the decision-making process regarding event locations
- Administrative tasks such as billing, pricing, account, etc.
- Excellent Communication, Organizational and Negotiation skills both in person and on the phone
- Ability to think outside the box, think on my feet and troubleshoot problems before and during the event

2020-2022

Social Media Strategist

Simplicity of Socials, LLC

- Simplify and strategize to save businesses time, resources, and stress while increasing engagement, exposure, and sales
- Design successful communication plans, develop relationships with target markets, and create sustainable revenue
- Create new accounts and optimization
- Podcasting
- Create posts and edit video content for social and digital media platforms
- Graphic Design
- Target audiences with a personalized online strategy
- Automated postings
- Teach businesses how to use digital media platforms, social media channels, and online tools to effectively implement communication strategies and campaigns

2016-2019

Founder, President/CEO: *Women's March - San Diego, CA*

- Developing relationships and partnering with other community organizations, to help ensure our collective directives, policies, and resolutions are carried out
- Leading, managing, and developing the organization's board members, volunteers, and organizational culture
- Developing, implementing, monitoring, and assessing the organization's programs—including community, state, federal and global impact
- Social media strategist
- Major and minor event planning
- Structuring and writing organizational bylaws for 501c3 and 501c4 affiliations
- Ensuring the organization's activities are compliant and in furtherance of its mission and vision
- Developing, implementing, monitoring, and assessing sound and compliant financial management practices—including budgeting
- Developing, implementing, monitoring, and assessing sound and compliant fundraising practices as well as cultivating and soliciting major foundation grants and individual gifts
- Developing and maintaining beneficial relationships with donors, funders, supporters,

- collaborators, allies, vendors, and other stakeholders
- Ensuring effective external communications about the organization and its mission, priorities, importance, programs, and activities
- Championing the organization and advocating its mission to internal and external stakeholders
- Keeping informed and the organization's leadership informed of significant developments and changes in the internal and external environment
- Leading the organization's planning processes
- Ensuring legal compliance (including all required filings) and sound risk management practices

2013-2016

External Admissions Reader

University of California, San Diego

- Participated in a comprehensive 2-day training to ensure that the undergraduate applications are read through an unbiased perspective consistent with guidelines set forth by the University of California Office of the President undergraduate admissions guidelines as well as the Academic Senate and Admissions Committee at the University of California, San Diego.
- Identify, review, and screen academically both Domestic and International eligible students to assess their potential to excel in the University's challenging academic environment through an unbiased perspective.
- Assist the Office of Admissions and Relations with Schools at the University of California, San Diego to admit and enroll a student body that demonstrates strong academic achievement and exceptional personal talent - students who represent the broad diversity of talents, abilities, personal experience, and backgrounds characteristic of California.

2015

Administrative/Fiscal Coordinator

University of California, San Diego

- Serve as a liaison for all funding sources to ensure compliance with funding source rules and regulations, and maintain program cash flow
- Responsible for the preparation and maintenance of financial records and reports for the Social Sciences
- Provide financial support to the department through bookkeeping, banking, reporting, reimbursements, and financial data management
- Maintain all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial operation of the department, focusing on accuracy and transparency
- Hosting and coordinator accommodations for visiting professors and speakers

2008

Academic Advisor

University of Central Oklahoma

- Advise students regarding academic endeavors
- Provide guidance to students in selection of a major
- Provide support and orientation classes to first-year students
- Act as a resource person for academic information and decision-making strategies
- Assists students in the enrollment process
- Create an academic enrichment environment that fosters an appreciation of cultural diversity by providing opportunities for all segments of the undergraduate campus community to participate in international education and cross-cultural exchange.

2006-2008

Academic Counseling Professional

University of Oklahoma-Gaylord College of Journalism and Mass Communication

- Advise undergraduate students in the Gaylord College
- Supervise office staff and student employees
- Student conduct and judiciary case management
- Experience in the hiring and training of employees
- Special event planning: Gaylord College graduation ceremonies—fall and spring, Journalism Jumpstart, Sooner Saturday, Majors/Minors Fair, Transfer Student Days, Howdy Week
- Maintained, wrote, edited, and published *Monday Memo*: a weekly newsletter sent to students, faculty and staff of the Gaylord College community

- Coordinated and Planned Community College and High School visits
- Develop and maintain helpful, concise, diverse, and creative recruitment materials—both print and web-base
- Undergraduate Curriculum Committee: Create and maintain database of all Oklahoma and Texas high schools
- Author, edit and maintain the University Student Services Manual
- Maintain graduation and commencement database
- Monitor contract and probation students
- Develop programming strategies
- Develop and implement media-based informational programming
- Develop strategies for admission, retention and graduation of current and prospective students
- Identify, notify, and confirm graduation requirements for undergraduate majors and minors
- Knowledge of state regents, university and college rules, regulations and policies
- Transfer credit evaluation
- Review and audit transcripts
- Process course appeals and add/drops
- Communicate and develop contacts in various university departments
- Nomination and Submission of Phi Beta Kappa candidates
- Selection and submission of Scripps Howard Foundation scholarship candidates
- Meet with prospective and new transfer students
- Process all course and curricular changes
- Respond to inquiries about the College degree programs
- Update degree requirement check sheets
- Knowledge of Customer Information Control System (CICS), Degree Navigator, Online Enrollment and Student Services Server

2002-2006

Director/Advisor for Longhorn American Indian Council

University of Texas at Austin, Multicultural Information Center

- Outreach programming and marketing
- Major and Minor gifts fundraising
- Devise and conduct fundraising programs
- Author proposals and solicit contributions from individual members of the community, public organizations, businesses, etc.
- Author, edit and publish *Longhorn Native*—a newsletter I created and sent out to the campus and community weekly
- Manage organizational budgets and distribution of funds
- Create and design promotional materials
- Develop and implement media-based promotional programming
- Implement promotional strategies for events and membership
- Scheduling of travel itineraries and talent accommodations
- Strategize and manage campus wide events: UT Powwow, Austin Powwow, Film Festival, Campus Fusion, Welcome Event, Forty Acres Fest
- Design space layouts, crowd control and risk management for aforementioned events
- Develop and maintain helpful, concise, diverse and creative recruitment materials—both print and web- based
- Develop strategies for admission, retention and graduation of under-represented current and prospective students
- Create and maintain organizational website and social media platforms
- Volunteer Coordinator
- Leadership of under-represented groups
- Meet and work with high-ranking university officials to better organization function
- Provide support and information to prospective, incoming and current students as well as faculty and staff
- Advise and instruct students on scholarship opportunities

- Perform executive duties and administrate organizational affairs

2001-2006

Waiver Officer Executive Associate/Administrative Executive

University of Texas at Austin, University Interscholastic League

- Handled sensitive and confidential information regarding school conduct and student athletic eligibility
- Proofread documents, Process four-year, parent residence, over-age waiver applications, and Previous Athletic Participation Forms
- Waiver Review Board meeting preparations: Prepare agenda, copy and mail case file packets to board members, Type and mail appeal notification letters to appellants
- School administration: prepare folders, type procedures and decisions, minutes taken and typed, Audio record hearings, Set-up and take down of meetings, Travel reimbursements
- Copy, Fax, File; Mail and E-mail correspondence as well as daily phone conversations with school administrative staff, parents and students
- Help manage and operate State Tournament and Championship events

2003-2005

News and Sports Department Anchor, Producer, Reporter, Writer

Texas Newswatch/KVR-TV

- Write, edit and log news and sports stories for daily broadcasts and updates, file video
- Produce, Assistant Produce, Anchor, Live Shots, On-set Reporting, Field Reporting,
- Anchor live one-person band weekly updates, Stand-ups, Interviews, manage station
- Create timely rundowns for airing of Texas Newswatch
- Delegate tasks to insure an efficient mock and live cable network news program
- Creation of an enthusiastic and healthy newsroom
- Production I (One) certified to run camera shoots on location, transfer DV to Macintosh for editing, voice over and scene splicing.
- Run camera with manual focus, audio switchboard, computer graphics for freeze frames and name identification, Run I-Movie and cue video for news and sports stories all on live broadcasts for news, sports, and other television shows
- Radio: Record interviews using Mini Disc, scriptwriting, Deck Editor for editing story pieces, created stories for live broadcasts, voiceovers
- Performed and held all managerial positions associated with running a student-operated cable television station

2003-2005

KTBC-Austin FOX7 Sports Intern

- Edit video, write scripts, log games and press conferences, stand-ups for packages, voiceovers, file video, shoot footage and interviews
- Interview subjects for stories
- Prepare news reel, prepare and receive live feeds, editing with non-digital equipment
- Video tape and disc conversion

2000-2001

Resident Assistant

University of Central Oklahoma

- Assist residents with transition to university and residence hall life
- Enforce university and residence hall rules and regulations
- Remain available to residents while on-call
- Assist in supervising residents and responding to complaints, reports, requests, and emergencies
- Submit reports on infractions, violations, and safety issues
- Promote residence hall events
- Inform residents about relevant campus and local activities
- Facilitate resolution of disagreements between residents
- Manage front desk and sign students and visitors in according to security protocols
- Attend and participate in staff meetings and training sessions
- Organize and direct regular floor meetings with residents
- Support residence hall team efforts by accomplishing related tasks as needed

LEADERSHIP AND SERVICE EXPERIENCE

- Ethics & Diversity Committee - Indigenous Peoples Representative (West Coast University)
- Founder and President (*Women's March San Diego*)
- Volunteer Doula for Afghan Refugee (*San Diego County*)
- Care Giver to the Elderly Community (*La Jolla*)
- Media Coordinator, Talent Lead and Social Media Manager (*Women of Color ROAR*)
- Board Director and Social Media Strategist (*Lifting Generations*)
- Board Director and Social Media Strategist (*MarchOn*)
- Founding Member and Board Director (*Women's March California*)
- Co-Founder (*Women's March San Diego, Inc.*)
- Chair, Campus Fundraising (*Torrey Pines Elementary Foundation*)
- Drama Director (*Torrey Pines Christian Church*)
- President, Stillwater Early Head Start Program (*Stillwater, Oklahoma*)
- Director, Multicultural Information Center (*The University of Texas at Austin*)
- Secretary, Residence Hall & UCO Student Association (*University of Central Oklahoma*)
- National Communications Coordinator (*University of Central Oklahoma*)
- Homecoming Activities Board (*University of Central Oklahoma*)
- Student Government Council Member (*The University of Texas at Austin*)
- Communications Council (*The University of Texas at Austin*)

COMPUTER SKILLS

- Macintosh and PC, Parallels, Internet Explorer, Netscape, FireFox, Safari, Mozilla, Calculator, Microsoft Word/Excel/PowerPoint/Access/Entourage, Mail Merge, Spreadsheets, FileMaker Pro Database, Adobe Acrobat Reader 6.0, Appleshare, Picture Project, Final Cut Pro, iPhoto, iMovie, iWeb, Adobe Illustrator and Photoshop, Photoshop Lightroom, Photoshop Elements 11, Degree Navigator, Online Enrollment, Customer Information Control System (CICS), E-mail and Microsoft Outlook

CERTIFICATIONS

- American Heart Association: ACLS, CPR, AED & First Aid Certified

HONORS & AWARDS

- Alpha Epsilon Delta Premedical Honor Society (*Oklahoma State University*)
- Joe Jamail Scholarship (*The University of Texas at Austin*)
- Kappa Tau Alpha Journalism Honor Society (*The University of Texas at Austin*)
- Phi Theta Kappa International Honor Society (*The University of Texas at Austin*)
- School of Journalism Scholarship (*The University of Texas at Austin*)

MEMBERSHIPS

- American Academy of Physician Assistants, Member
- Association of Physician Assistants in Obstetrics and Gynecology (APAOG), Member
- Native American Student Association Member (*Oklahoma State University*)
- Pre-Physician Assistant Club Member (*Oklahoma State University*)