

COMMITMENT | LEADERSHIP | INTEGRITY

A proven visionary and strategic leader with years of hands-on experience in providing exemplary services to staff and students respectively. Possess superior management skills, capable of leading professionals, maximizing individual productivity and creating cohesive team environments. A well-versed professional that thrives within an evolving and dynamic environment. With integrity, operate with the best interest of my customers, employers, and the public. Dedicated to maintaining a reputation built on quality, service, and uncompromising ethics.

Key Competencies

- ✓ Accounting
- ✓ Analytical Skills
- ✓ Quality Assurance
- ✓ Process Improvement
- ✓ Staff Development
- ✓ Problem Solving
- ✓ Records Management
- ✓ Organizing & Planning
- ✓ Supervision/Management
- ✓ Interpersonal Relations
- ✓ Verbal & Written
- ✓ Event Planning/Coordination
- ✓ Program Management

Technical Skills

- ✓ MS Word
- ✓ MS Excel
- ✓ MS PowerPoint
- ✓ MS Outlook
- ✓ Wild Apricot
- ✓ WordPress
- ✓ Adobe
- ✓ PeopleSoft
- ✓ MailChimp
- ✓ ADP eTime
- ✓ Spectrum
- ✓ Procurement
- ✓ SharePoint

Education

Bachelor's History/ Minor Sociology, GPA: 3.70 (Cum Laude), Georgia State University, 12/2013

Masters of Heritage Preservation Candidate, 3.73, Georgia State University, 05/2018



Professional Experience

Curriculum Support Manager, Georgia Institute of Technology, 05/2018 – Present

- ∞ Spearheaded curriculum archival project, overseeing the documentation and imaging of 6000+ Curriculum documents.
- ∞ Coordinated and facilitated the building of the schedule of classes including monitoring available seats during registration periods, maintaining the academic calendar and final exam schedule.
- ∞ Participated in the development and maintenance of the degree audit system, particularly as related to quality control; participate in the degree certification to including auditing, running reports.
- ∞ Develop and maintain the Curriculum Archives site and preserved documents on the ICC website.
- ∞ Utilized word processing, graphics database, email and network software, such as Microsoft Outlook, Excel, Word, Etc. to prepare special reports, presentations and summaries.

Program Assistant, The Carter Center, RB/LF/SCH, 06/2016 – 04/2018

- ∞ Reduced department scheduling errors by 15% utilizing personal SharePoint scheduling system

- ∞ Improved department efficiency by overhauling previous internal unsystematic database structure
- ∞ Executed editing, mass printing and delivery of a 100+ page annual report on program activities
- ∞ Coordinated logistics and execution of annual Program Review conferences and meetings involving top Carter Center officials
- ∞ Created tables, charts, graphs, or diagrams to organize or show information
- ∞ Conducted editing of correspondences among authors, and journal-specific formatting required for scientific papers published by RB/LF/SCH team
- ∞ Analyzed maps and geographical data of endemic areas via ArcGIS software
- ∞ Administered cash reimbursements; balanced petty cash budget and monitored expenditures

Federal Work Study Program Manager, Georgia State University, Office of Civic Engagement, 08/2014 – 5/2016

- ∞ Reduced employee ADP errors by 30% by increasing work-study employee ADP accuracy and competency
- ∞ Increased efficiency of departmental Federal Work Study Program by eliminating redundant steps
- ∞ Initiated new departmental marketing ideas; ultimately adopted by department head
- ∞ Coordinated and maintained 30+ confidential student files for payroll, and Federal work study placement
- ∞ Processed 20+ employee ePAFs using ADP HR Enterprise software, besting previous departmental goal by 20%
- ∞ Recruited Work-Study eligible students bi-annually via internal University career site and career fairs
- ∞ Processed refunds, reconciliations, reimbursements and posted monies to departmental accounts
- ∞ Performed bi-weekly ledger and budget progress reports for 4+ departmental budget accounts totaling \$90,000
- ∞ Supervised up to 75 student workers, with 5 direct reports.
- ∞ Condensed student staff tardiness and absenteeism by implementing new time keeping system
- ∞ Served as lead for over 3 major campus wide student employment recruitment events
- ∞ Managed work-study employee data (new hires, terminations, data changes)
- ∞ Monitored departmental budget of \$70,000, reduced miscellaneous spending by 15%
- ∞ Composed and managed material for departmental website utilizing WordPress, meeting regional deadlines
- ∞ Ensured that all student employee payrolls are processed judiciously, accurately, and compliantly

Business Manager, Georgia State University, Human Resources, 05/2014 – 08/2014

- ∞ Dramatically increased journal entry efficiency by implementing new submission system
- ∞ Improved upon the operation direction of New Employee Orientation facilitation
- ∞ Knowledgeable of various business manager duties such as journal entries, budget progress reports, and running budget inquiries utilizing Spectrum 8.9
- ∞ Developed more efficient method of the course training certificates process, reducing errors by 20%
- ∞ Planned and coordinated briefings, meetings, conferences, or other events

Project Manager, M.H Mitchell Historic Preservation, Inc., Atlanta, Georgia, 06/2013 – 08/2013

- ∞ Exceeded project completion goals by 65%
- ∞ Performed site visits comprising 50% of travel to various destinations; averaging two per week
- ∞ Recorded and submitted geographical data to state and local government for project review and approval
- ∞ Presented PowerPoint presentation to state executives outlining overview of completed project
- ∞ Acted as liaison between government and local departments to ensure project completion

Accounts Receivable, Department of Natural Resources, Historic State Parks Division, 04/2012 – 12/2012

- ∞ Handled 30+ background checks daily using state issued P-Card
- ∞ Established statewide distribution list for notification of department needs
- ∞ Reviewed background checks and submitted to department of interest

- ∞ Established Excel database for inputting and tracking of insurance payments for state park volunteers for compliance of state regulations
- ∞ Conducted audits for year-end closeout of background checks
- ∞ Subject matter expert in dealing with confidential documents
- ∞ Updated volunteer information via government website