

Ashley R. Reece

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EDUCATION University of West Georgia Carrollton, GA
Bachelor of Arts, Psychology; Minor: Criminology (Cum GPA 3.49) May 2007

RELEVANT EXPERIENCE University System of Georgia-eCampus Carrollton, GA
Collaborative Programs Support Specialist October 2015 – Present

- Audit essential processes across 23 institutions and three programs.
- Provide support to at-risk and withdrawing students
- Coordinate admittance, registration, and grade submission for non-affiliate transient students
- Create and maintain documentation for faculty, staff, and students
- Coordinate course schedule for eMajor Program

University of West Georgia Registrar's Office Carrollton, GA
Transfer Evaluation Coordinator September 2010 – Present

- Assumed responsibility for the transfer area in absence of supervisor
- Managed all aspects of transfer for students A-L including new student, readmit, transient, and international evaluations
- Managed and updated the Transfer Articulation Manual
- Assisted with training and cross training on transfer procedures
- Evaluated transfer coursework for new and continuing students
- Explained transfer policy & procedure to students, faculty, and staff including presentation for Orientation to 100+ students and guests
- Assisted with daily maintenance of the Banner Transfer Articulation catalog
- Assisted with graduation ceremony as needed

University of West Georgia Registrar's Office Carrollton, GA
Departmental Assistant – Intermediate November 2007 – August 2010

- Evaluated transfer coursework for new and continuing students
- Explained transfer policy & procedure to students, faculty, and staff
- Assisted with daily maintenance of the Banner Transfer Articulation catalog
- Assisted with graduation ceremony as needed
- Assisted with registration as needed

Carroll County Department of Family and Children Services Carrollton, GA
Foster Care Case Manager May 2007 – September 2007

- Managed cases for multiple families
- Arranged visitation for parents and children
- Reported to the court on the status of current cases
- Referred families for needed assistance in family education, substance abuse, and mental health

COMPUTER SKILLS Banner Microsoft Excel Microsoft Word
INGRESS Microsoft OneNote Microsoft Outlook

REFERENCES Available Upon Request