

**Relevant  
Experience**

*University of West Georgia, Carrollton, GA*

**Assistant Director, Extended Learning & eCore Support** (August 2008-Present)

- Assist in the administrative support of UWG Newnan
- Serve as the liaison between UWG Newnan and the main campus and between UWG and GHC at Douglasville, managing the UWG programs in Douglasville
- Manage center budgets, ensuring compliance with state and university regulations
- Provide leadership and supervise campus operations of UWG Newnan during extended hours
- Manage the facilities (technology, grounds, building maintenance, personnel, cleaning and security) and monitor compliance with policies and procedures
- Provide enrollment, retention, and facility usage reports
- Assist Director with academic course scheduling, program planning, short-range and long-range planning
- Provide backup to the UWG Newnan Director, as needed
- Serve on the USG eCore student success team
- Assist with the UWG State Authorization Project
- Served on the UWG Master Plan Committee, the DLA Conference team, and the eMajor proposal task force
- Perform other duties and special projects as assigned

*Board of Regents of the University System of Georgia of West Georgia, Atlanta, GA*

**Auditor II, Internal Audit** (July 2007-August 2008)

- Reviewed/analyzed financial and administrative data to determine the degree of compliance to relevant accounting and operating policies/procedures as well as measured the effectiveness of strategic initiatives and expected outcomes
- Communicated clearly and concisely, both verbally and in writing, with diverse audit populations, ranging from base-line operating staff to senior management
- Made oral or written presentations to management during and at the conclusion of audits, discussed deficiencies and recommended corrective action to improve operations and reduce cost
- Directed, counseled, and instructed staff assigned to the audit
- Reviewed entry-level auditors work for sufficiency of scope and for accuracy
- Independently conducted and led financial, operational, compliance, and outcome based auditing
- Participated in BOR special projects and initiatives
- Demonstrated, practiced, and implemented constructive leadership techniques
- Identified and resolved problems in a timely and practical manner
- Mentored and trained entry-level auditors
- Assumed additional leadership roles as needed

**Auditor I, Internal Audit** (November 2005-July 2007)

- Reviewed financial records, operations, and internal controls
- Complied audit findings and recommendations for improvement
- Managed the PeopleSoft to Banner reconciliation tracking project
- Assisted in training new auditors

*University of West Georgia, Carrollton, GA*

**Coordinator Office Services, Department of Career Services** (November 1996-November 2005)

- Recorded and reported overhead and general expenses for the department's state, sponsored, and federal dollars
- Processed purchase orders and approved petty cash requests
- Ordered supplies in compliance with state contracts and purchasing guidelines
- Processed travel expenses, annual/sick leave reports, and time cards
- Calculated, verified, and distributed payroll checks for the department
- Experienced in the recruitment of employers and clients
- Hired, trained, and supervised student workers
- Maintained the department's computer systems
- Coordinated the Co-op/Intern On-Campus Recruiting Program
- Provided career guidance for Co-op/Intern program participants
- Maintained relationships with the faculty, students, alumni, administration, and employers
- Assisted diverse population of students and alumni in resume writing, interviewing, and job search strategies
- Helped advise students participating in the Walt Disney World Internship Program
- Created a records management system to allow better accounting of office traffic

- Coordinated annual Job Expo events 2002-2005
- Assisted with Alumni Survey Report for years 1998-1999, 2001-2002, and 2003-2004

*Hight Investments, LLC., Carrollton, GA*

**Part-Time Assistant Manager** (January 2002-October 2005)

- Prepared and distributed weekly and monthly payroll
- Managed \$350,000+ in accounts receivable
- Processed accounts payable
- Balanced cash drawer, made all deposits, and handled bank reconciliation
- Planned employee meetings and social functions

*Georgia Department of Corrections, Atlanta, GA*

**Accounting Technician 1** (October 1995-November 1996)

- Balanced ledgers for project budgeting
- Managed central repair and minor construction funds
- Processed field purchase orders for accounting and purchasing
- Completed minority procurement log for purchases

**Education**

*University of West Georgia, Carrollton, GA*

**B.B.A., Accounting** (June 1996)

*Program Accredited by the American Assembly of Collegiate Schools of Business (AACSB) \*Completed 150 hours \**

**Skills**

**Computer:**

Microsoft Word	Access	Excel/Quattro Pro
Banner	Quicken	Quick Books Pro

**Communications:**

Public relations	Public speaking	Facilitate value-added recommendations
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**Training**

University of West Georgia Social Media Marketing Certificate 6.5 CE units 65 instructional hours (2014)  
 Darkness to Light Stewards of Children Training (2013)  
 UC Irvine certificate course, "Society, Science, Survival: Lessons from AMC's 'The Walking Dead'." (2013)  
 Fred Pryor Seminars, Basic Supervision 0.6 CE units (2013)  
 State Authorization of Distance Education: Exploring the Current State of the Issue 1.5 hours (2012)  
 Kognito At-Risk Training 2011  
 The Institute of Internal Auditors' 2007 Southeastern Regional Conference 29 CPE credits  
 University of West Georgia's Leadership Development Program 3.6 CE units

**Memberships**

Institute of Internal Auditors (2006-Present)  
 Association of College & University Auditors (2006-Present)

**Organizations**

**Carrollton Evening Sertoma Club**

- |   |   |
|---|---|
| · Treasurer (2007-Present)                  | · Sertoman of the Year (2003-2004 & 2004-2005)            |
| · Chairman of the Board (2006-2007)         | · Chair for Carrollton People's Parade (2004-Present)     |
| · President (2005-2006)                     | · Chair for Carrollton Empty Stocking Fund (2004-Present) |
| · President-Elect (2004-2005)               | · Assistant for Carrollton Empty Stocking Fund (2003)     |
| · Vice President of Memberships (2003-2004) |   |

**Carroll County Veterans Memorial Park**

- Treasurer (2014-Present)
- Friend of the Park (2013-Present)

**Carroll County Emergency Shelter**

- Board Member (2013-Present)

**University of West Georgia Athletic Foundation**

- Audit Chair (2013-Present)
- Board Member (2010-Present)

**Legacy Council**

- Mentor (2013-Present)

**Sertoma International**

- North Georgia District Governor (2006-2008)

**Ambassador for Carroll County Chamber of Commerce**

- Ambassador of the Quarter (Spring 2004)