

EMPLOYMENT HISTORY

Executive Assistant to the President/CEO, Academic Impressions

August 2016 – October 2018

- Managed CEO's electronic calendar in fast-paced and ever-changing environment
- Handled confidential information with discretion
- Scheduled and coordinated CEO's travel of over 100 days per year including: identifying best travel arrangements, providing written travel itineraries, and accounting for credit card reconciliation
- Prioritized conflicting needs and follow-through on projects to successful completion within deadlines
- Monitored and guided CEO's workflow and day-to-day priorities
- Supported various company-wide projects including content migration for new website, accounts receivable using QuickBooks, and Salesforce integration testing and data updates
- Managed 360 evaluation product and process for over 300 external clients
- Spearheaded creation and oversaw process for all on-campus workshops including client/speaker communication, contract creation, execution of logistics, travel arrangements, and billing/reimbursement

Associate Director of Housing and Dining, Campus Village Apartments, EdR

July 2014 – August 2016

- Managed operations for a 685-bed student housing complex including Residential Life, Leasing, Accounts Receivable, Maintenance, and Dining
- Oversaw entirety of the spring and fall building turnover process including creating, communicating and monitoring cleaning, maintenance, and room improvement schedules as well as move-in/-out schedules for summer conference groups and residents while taking internal moves, placement and roommate requests into account
- Responsible for the timely and accurate processing all accounts payable including purchase orders, petty cash, reimbursements, and corporate credit card
- Created and monitored \$12 million budget encompassing payroll, expenses, and capital projects
- Responsible for vetting, negotiating, and executing vendor contracts
- Processed bi-weekly payroll through ADP for 30 employees

Assistant Director, Residential Life, Beloit College

January 2010 – July 2014

- Hired, trained, supervised, and evaluated three full-time Area Hall Directors and indirectly supervised 47 undergraduate Resident Assistants (RAs)
- Oversaw entirety of summer conference operations: recruitment, contracts, billing, lodging, dining, facility reservation, staffing, customer service, and communication with multiple constituencies
- Planned logistics and content for annual Fall (two-week) and Winter (four-day) RA trainings
- Partnered with external vendors to negotiate contracts and served as primary contact for renovation projects
- Coordinated annual selection processes including marketing, hiring committees, logistics, interview weekends, and administration for all departmental positions
- Responsible for department website maintenance

Payroll Clerk, Hennessey and Roach Law Firm

July 2008 – December 2009

- Processed payroll through ADP for 40 employees
- Reconciled expense reports
- Communicated with firm administration regarding bonuses and special processing requests

EDUCATION

Certificate: Full Stack Web Development

University of Denver, Anticipated September 2019

Master of Science: Educational Leadership

Minnesota State University, Mankato, May 2006

Bachelor of Business Administration: Finance, Minor: Spanish

University of Wisconsin – Whitewater, May 2004