

Rebecca Doris

CONTACT

rdoris314@gmail.com
(508) 951-0729

Education

Harvard Extension School, Cambridge, Massachusetts

January 2011 – present

Candidate for ALM in Extension Studies, admitted January 2014

Concentration Information Technology

Major Digital Media Arts and Instructional Design

Boston University, Boston, Massachusetts

Sept. 2006 – Jan. 2010

Major Linguistics

Minor French

GPA 3.82



BARBARA ARGOTE JUNIOR AWARD IN LINGUISTICS 2009

KEN HALE AWARD 2010

COLLEGE OF ARTS AND SCIENCES COLLEGE SCHOLARS MEMBER

Work Experience

Harvard Extension School, Cambridge, Massachusetts

Oct. 2010 – present

Records Specialist, Academic Services Office

I serve as in-person, telephone, and email reception for a high-volume student service office. I process requests for transcripts and letters of enrollment, research student records, verify student status, and maintain confidentiality policies.

Harvard Summer School, Cambridge, Massachusetts

Feb. 2010 – Aug. 2010

I-20 Assistant, Registrar's Office

I processed paper applications for the I-20 Certificate of Eligibility for a student visa. I consistently performed timely, accurate data entry, handling a high volume of submissions.

Eastern Bank (formerly The Community Bank), Bridgewater, Massachusetts

May 2008 – Jan. 2010
(summer and winter breaks)

Teller

I provided exceptional customer service, made product sales, and contacted customers with updates. I frequently handled large cash transactions, balanced ATM transactions, scanned deposited checks, and filed regular reports.

College of Arts and Sciences, Boston University Boston, Massachusetts

Sept. 2006 – Dec. 2009
(during Fall and Spring semesters)

Office Assistant, Business Office

As a student employee, I assisted reception, accounting and payroll staff. I answered phones, filed records, copied and hand-delivered documents, made bank deposits, picked up and distributed paychecks.