

# Elizabeth Latimer

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## Experience

**Registrar, International Student Coordinator, and Office Manager | March 2016 – August 2019**  
Napa Christian Campus of Education | Napa, CA

- Coordinated with International student agents to recruit, admit and house international students, ensuring all necessary immigration paperwork was kept current for their F-1 status.
- Spearheaded design of master class schedule to ensure all students could complete graduation requirements.
- Audited student progress towards graduation and assigned schedules to meet their academic needs.
- Managed confidential student and staff database of grade reports, attendance, and personal data.
- Prepared and submitted annual curriculum and enrollment reports to governing entities.
- Presented quarterly reports and action items to School Board and Administration.
- Submitted curriculum for approval with UC a-g, NCAA Eligibility Center, and other academic bodies.
- Coordinated communications to stakeholders on a weekly, monthly, and as-needed basis for upcoming events, newsletters, grade reports, and special announcements.
- Fielded and directed communications between the main office, the faculty, and the community.
- Planned and coordinated events such as Back-to-School registration, Awards Banquet, and Open House.
- Designed and produced the school yearbook publication with a team of students.
- Organized Varsity Athletics game and referee schedules.
- Taught grades K-8 Math, English, Science, Social Studies, and Religion on a substitute basis.
- Managed event calendar and facility rentals.

**Executive Program Assistant and Administrative Coordinator | June 2014 – December 2015**  
LEAPNOW: Transforming Education | Calistoga, CA

- Served as point of first contact for students and parents interested in study abroad programs.
- Supported students through discussion facilitation, mediation, and curriculum feedback.
- Directed parents and students through financial aid, enrollment, and visa processes.
- Liaised with accrediting institution to ensure all students were properly registered.
- Maintained website and social media presence, creating uniformity in branding and design.
- Responded to customer phone and email inquiries quickly and accurately.

**Special Project Marketing and Communications Lead | September 2013 – May 2014**  
Guria: Freedom Now | Calistoga, CA and Varanasi, India

- Volunteer project: Fundraised \$20,000 and launched a micro-lending goat bank in rural India with a group of three peers and a local NGO.

**English Teacher for Grades 7 and 8 Immersion Camp | June 2012 – August 2012**  
Sabiha Süt İlkokulu Ortaokulu | Denizli, Turkey

**Front Office Assistant | June 2007 – July 2011**  
Napa Christian Campus of Education | Napa, CA

## Education

**Goddard College**  
**Bachelor of Arts in Individualized Studies | August 2016**

- Self-designed course of study culminating in an undergraduate thesis examining the privilege, power, and neocolonial attitudes that shape experiential learning for American students in India.