

Professional Summary

Detailed-oriented administrative professional with experience in supporting higher education operations to include registration, course scheduling and orientation. Proven ability to manage complex academic calendars and enrollment processes. Strong commitment to confidentiality and procedures. Energetic team player with the ability to prioritize and manage several projects simultaneously and ability to work well with or without direct supervision.

Core Competencies

- Organizational Skills
- Record Retention
- Communication Skills
- Problem-Solving
- Strategic Planning
- Data Analysis
- Orientation Coordination
- Academic Support/Advising
- Microsoft Office Suite (Word, Outlook, Excel)

Professional Experience

Arkansas Department of Community Corrections
Business Operations Specialist/Fiscal Support
West Memphis, AR 72301

Aug 2022- July 2025

- Purchasing
- Budget/Accounting
- Order Processing
- Inventory Control
- Reports

City of Forrest City

Finance Clerk

Forrest City, AR

April 2021-August 2022

- New Hire Paperwork/Benefits
- Assist Payroll Clerk
- Daily Department Reconciliations
- Process Invoices
- Process Payments
- Daily Receipts
- Compile Spreadsheets
- Assist the Public

ASU Mid-South Community College

Purchasing Specialist

West Memphis, AR

Aug. 2018- March 2021

- Process Purchase Orders
- Monthly/Quarterly Reports
- Process Travel/Reservations
- Assist Cashier

NEA Baptist Hospital Billing Office

Billing Analyst

- Commercial/PPO Billing/Follow-up
- Patient Accounts
- Research Accounts

Jonesboro, AR

July 2017-Aug 2018

Crowley's Ridge Technical Institute

Fiscal Support Specialist II/Receptionist

- Maintain balance owed on student accounts
- Academic Support/Advising
- Post payments to accounts/refunds
- Student Course Schedules
- Student Orientation

Forrest City, AR

Feb 2017-July 2017

Nov 2012-Mar 2016

Core-mark, Inc.

Pricing Coordinator

- Assistant for sales department
- Process credits to customer invoices
- Manage pricing profiles
- Set-up new customer accounts
- Generate reports

Forrest City, AR

Mar 2016-Feb 2017

Core-mark, Inc.

Account Payable Clerk

- Processed electronic invoices
- Track/monitor vendor payments
- Invoicing

Forrest City, AR

Dec 2011-Nov 2012

Woodridge Behavioral Care

Administrative Assistant/Human Resources

- Assistant to Executive Director
- Coordinate New Hire Orientation/Benefits
- Process Background/Drug Screening requests
- Schedule Interviews/Meetings
- Maintain Employee Files/Training
- Bi-weekly Payroll/Accounts Payable

Forrest City, AR

Oct 2007-Oct 2012

Education Background

University of Phoenix

Phoenix, AZ 85040

Master's Degree

January 2024-Current

Arkansas State University

Jonesboro, AR 72401

Bachelor's Degree-General Studies

Aug 2013-December 2023

University of Phoenix

Phoenix, AZ 85040

Associate's Degree- Business

Nov 2011-Jul 2013