

Elizabeth Christine Smith

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Assistant Director of Auxiliary Services - Administrative Services

April 2011-Present

University of West Georgia
Carrollton, GA 30118

Description: Responsible for Auxiliary Administrative Office, Wolves Card Office, University of West Georgia Summer Conference Program, Auxiliary Services Marketing

EXPERIENCE:

The Mommies Network

August 2009-April 2011

High County Mommies
Ashe, Avery, Watauga Counties, NC

Description: Serving on both the Events and Community Outreach Committees. Planning and hosting multiple countywide events each month. Assisting with planning and execution of region wide charitable events. During the time period of 10/09-1/11 took on additional responsibilities as Ashe County Moderator including correspondence with all new members, moderating online forums, editing and releasing region wide monthly newsletter, and serving as county representative at group wide events and administrative meetings.

Auxiliary Services

August 2007-March 2009

University of West Georgia
Carrollton, GA 30118

Description: Assisting in Summer Conferences including logistical planning, overseeing of access card production, year long communication with conference directors, communicating with departments across campus to ensure mutually beneficial scheduling, daily supervision of student staff during conference season, record keeping pertinent to each conference, running weekly conference meetings throughout summer, as well as managing all billing and preparing year-end reports. Presenting on behalf of Auxiliary Services during Orientations. Serving as a representative of Auxiliary Services during Preview Days. Taking on projects encompassing all facets of Auxiliary Services including Parking & Transportation, the Bookstore, Food Services, and HigherOne. Running reports and maintaining records on office transactions. Assisting with the daily function and customer service aspects of the Auxiliary Services office.

AmeriClaim of Atlanta

August 2005-August 2007

402 Adamson Square
Carrollton, GA 30117

Description: Inputting claims and managing claim status in cooperate administration system. Receiving, reviewing, and assigning new claims to adjusters. Typing up reports, compiling documents pertinent to the claim, and reporting back to the assigning insurance company. Invoicing and managing collection of past due invoices. Balancing company checking account.

EDUCATION:

State University of West Georgia
Carrollton, GA
Cumulative GPA: 3.6 (cum laude)
May 10, 2006

Degree: Bachelor of Arts
Major: Spanish