

Ashley R. Reece

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- EDUCATION** University of West Georgia Carrollton, GA
Bachelor of Arts, Psychology; Minor: Criminology (Cum GPA 3.49) May 2007
- RELEVANT EXPERIENCE** University of West Georgia Registrar's Office Carrollton, GA
Departmental Associate September 2010 – Present
- Assume responsibility for the transfer area in absence of supervisor
 - Manage new Transfer Evaluation Requests from admissions
 - Manage and update the Transfer Articulation Manual
 - Evaluate transfer coursework for new and continuing students
 - Explain transfer policy & procedure to students, faculty, and staff
 - Assist with daily maintenance of the Banner Transfer Articulation catalog
 - Assist with graduation ceremony as needed
- University of West Georgia Registrar's Office Carrollton, GA
Departmental Assistant – Intermediate November 2007 – August 2010
- Evaluate transfer coursework for new and continuing students
 - Explain transfer policy & procedure to students, faculty, and staff
 - Assist with daily maintenance of the Banner Transfer Articulation catalog
 - Assist with graduation ceremony as needed
- Carroll County Department of Family and Children Services Carrollton, GA
Foster Care Case Manager May 2007 – September 2007
- Managed cases for multiple families
 - Arranged visitation for parents and children
 - Reported to the court on the status of current cases
 - Referred families for needed assistance in family education, substance abuse, and mental health
- Coweta County Department of Family and Children Services Newnan, GA
Investigations Intern August 2006 – May 2007
- Assisted with documentation and correspondence
 - Accompanied investigators on home visits with clients
 - Observed court proceedings, visitations, and child interviews
- University of West Georgia, Career Services Office Carrollton, GA
Student Assistant July 2003 – May 2007
- Assisted students with the internship/co-op application process
 - Maintained job postings on GeorgiaHire.com/MonsterTrak.com
 - Scheduled student interviews with Career Services Staff
 - Maintained Federal Work Study Budget records
 - Assisted with preparation and reporting for Job Expo
- COMPUTER SKILLS** Banner Microsoft Excel Microsoft Word
Windows Microsoft Publisher Microsoft Outlook
- REFERENCES** Available Upon Request