

Carla Powers

EMPLOYMENT HISTORY

September 2010-present:

Accounting Assistant II

University of West Georgia, Office of Financial Aid

Awarding and approving ACCEL student's applications with Georgia Student Finance Commission. Awarding students who are HOPE eligible, reconciling the HOPE/ Accel/LEAP program with Georgia Student Finance Commission, reconciling departmental budget, reconciling the Direct Loan Program with Department of Education. Responsible for Federal Work Study program, spending reports for all departments on campus and questions from departments, awarding Federal Work Study to eligible to student, preparation for the orientations and working all orientations, coordinating and scheduling workers for orientations, purchasing for the Financial Aid Department.

January 2008-September 2010: **Records Coordinator II**

University of West Georgia, Office of Financial Aid

Responsible for posting private, athletic and departmental scholarships to student accounts, adjusting HOPE amounts on student accounts, awarding students who are HOPE eligible, reconciling the HOPE/LEAP programs with Georgia Student Finance Commission, reconciling departmental budget, completing financial aid verification assistance forms for Department of Family and Children Services and Vocational Rehabilitation, helping with the financial aid disbursement process and refunds to students. Responsible for Federal Work Study spending reports and questions from departments, awarding Federal Work Study to eligible to student, preparation for the orientations and working all orientations, coordinating and scheduling workers for orientations, purchasing for the Financial Aid Department.

June 2006-January 2008:

Financial Aid Asst I,

University of West Georgia, Office of Financial Aid

Responsible for answering phones and assisting students with their questions, organizing and disbursing all incoming faxes, preparing outgoing mail and distributing incoming mail, and helping students at the financial aid window with their financial aid questions.

October 2005-June 2006:

Casual Labor,

University of West Georgia, Office of Admission

Responsible for entering in all undergraduate applications and filing.

January 2005-October 2005:

Accounting Clerk,

Ellison Accounting & Payroll Service

Responsible for all the book keeping clients, preparing monthly financial reports for all book keeping clients, invoicing clients, processing payroll for outside companies, preparing bank deposit, answering phone, and filing.

May 2002-January 2005:

**Office Manager,
Southland Insurance Company**

Responsible for accounts payable/receivables, payroll, preparing monthly financial reports, responsible for all incoming payments and closing out/balancing all cash drawers at end of the day, preparing bank deposits/taking deposits to bank at end of day.

December 2000-April 2002:
February 1989-May 1995:

**Customer Services/Order Entry,
Houghton International, Inc.**

Responsible for entering sales orders into computer, handle incoming calls from customers and twenty-five salesmen, and filing.

EDUCATION

2011 to present

West Georgia Technical School-AA (In progress)