

Donna K. Haley
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- ABILITIES:**
- Exceptional Organizational and Communicative Skills
 - Above average experience in Higher Education Administration
 - Proven ability to direct and manage human and informational resources

EXPERIENCE

University of West Georgia
University Registrar

Carrollton, GA
9/2008 - present

- Manages and oversees the office of the University Registrar to include hiring and supervising staff, preparing and monitoring assigned budgets, and developing initiatives which provide vision in the development of services essential to the academic community.
- Supervises the preparation of the schedule of classes, the University's Undergraduate Catalog, production of student grade reports, transcripts, registration, athletic eligibility of student athletes and graduation clearance.
- Plans policies and procedures for records and registration management; ensures that student record data are entered, processed, handled, and interpreted correctly both internally and externally.
- Plans for the development, implementation, and oversight of student information systems, including Web systems.
- Actively participates on University Academic Policy and Planning committees and represents the University at regional and national conferences and meetings.

Wake Forest University
Senior Associate Registrar & Divinity Registrar

Winston-Salem, NC
12/2002 - 9/2008

- Directs the daily registrar operations for the Divinity School by assisting in the development and continuing maintenance of policies and procedures, providing technical assistance, certifying full-time attendance, tracking graduation and degree-audit processes. Maintains documentation, policies manual and website.
- Certifies all undergraduate candidates' graduation requirements, and other Commencement-related duties, such as all Reynolda Campus diplomas.
- Administers storage, security, accuracy and preservation of academic credentials in accordance with University policy, accreditation standards and federal privacy laws.
- Provides academic advising and acts as a resource for internal and external agencies for research, consultation and statistical information.
- Participates in development, implementation and maintenance of policies and procedures, objectives, short-and-long range planning consistent with those of the University; develops and implements projects and programs to assist in accomplishment of established goals.

Davidson County Community College
Director of Admissions & Retention

Lexington, NC
9/2001 - 12/2002

- Direct and manage the operations of the Admissions Office.
- Supervise 3 professional, 2 clerical and 3 student personnel.
- Develop strategic enrollment management plan that supports institutional vision and mission.
- Receive and investigate student issues/complaints. Administer first level disciplinary decisions.
- Provide information, answer questions and advise students and their families. Evaluate student credentials, administer admission decisions and recommend additional supporting services.

Central Georgia Technical College
Director of Student Services

Milledgeville, GA
12/2000 - 8/2001

- Manage the day-to-day admissions, financial aid, registration, security, and career services activities of two satellite campuses.
- Supervise 7 professional and 8 clerical personnel.
- Oversee \$50k departmental budget allocation.
- Develop and market technical education programs to area high schools, businesses and civic organizations to increase enrollment and job placement.
- Facilitate student disciplinary programs including grievance procedures and academic and attendance appeals.

Mercer University
Associate Director of Admissions

Macon, GA
02/1994 - 12/2000

- Executed daily operations of the Office of Undergraduate Admissions, including supervision of 11 professional and 9 clerical staff personnel.
- Consistently exceeded enrollment goals for three consecutive years.
- Coordinated and oversaw \$1.7 million departmental budget.
- Created and implemented intensive telemarketing plan for territory managers.
- Composed and managed marketing plans specifically targeted to increase enrollment of students of color, engineers, teachers and male students.

EDUCATION

1999 Georgia College and State University Milledgeville, GA
Master of Business Administration

1996 Mercer University Macon, GA
Bachelor of Science, Business Administration

REFERENCES AVAILABLE UPON REQUEST