

# ELIZABETH C. HUTCHESON

## EDUCATION

University of West Georgia, Carrollton, GA

### **B.S. in Education**

Major: Early Childhood Education

2011

## EMPLOYMENT HISTORY

Records Coordinator: UWG ESC

March 2012-

Present

- Process enrollment certification/verification requests
- Process transcript requests, enrollment verifications and degree verifications through the National Student Clearinghouse
- Process transcript requests that are submitted through Banweb
- Process and assist students, faculty and third parties with course descriptions
- Assist students with Financial Aid and Registrar questions
- Assist students with registration
- Maintain and respond to student, faculty and staff emails
- Assist the Front Desk with maintaining ESC Oracle CRM account
- Work in Banner, Banweb, and Wolf Watch daily
- Assist co-workers when needed
- Assist with ESC walk-in student traffic

Departmental Assistant: Customer Service Representative, UWG ESC

March 2012-

Present

- Assist students with Financial Aid and Registrar questions
- Assist students with registration
- Maintain and respond to student, faculty and staff emails
- Maintain ESC Oracle CRM account
- Work in Banner, Banweb, and Wolf Watch daily
- Assist co-workers when needed
- Process educational assistance verification forms

Student Assistant/Departmental Assistant: UWG Geosciences Department June 2009-Nov 2011

- Maintain and run the Geoscience Department Office
- Assist faculty, staff and students
- Upkeep and maintain office records and files
- Coordinate department events, beginning/end of semester projects, and department meetings
- Developed organized Excel spreadsheets used by the department and the UWG Book
- Store to effectively provide textbook request information
- Screened and transferred calls
- Prepared official school correspondence

## KEY SKILLS

Office Skills: Office management, Records Management, Database, Spreadsheets/Reports, Calendaring, Front-Desk Reception, Travel Coordination

Computer Skills: MS Word, MS Excel, MS PowerPoint, MS Outlook, Banner Database, Banweb student interface, Application Xtender,