

Chelsea W Duncan  
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## **EDUCATION**

**Auburn University:** Auburn, AL

*B.S Education (Health Promotion) with Business Minor 2009*

**Records Coordinator** 10/2011 – Present

University of West Georgia-Office of Undergraduate Admissions Carrollton, GA

- Process Graduate and Undergraduate applications
- A point of contact for applicants coming in to the office to apply, check status of their application, etc.
- Evaluate college transcripts and scores
- Evaluate high school transcripts by determining College Prep Courses (CPC) and calculating

GPA and Freshman Index.

- Utilize Banner, as well as Xtender to maintain student records on a daily basis
- Determine admissions eligibility and make final admissions decisions
- Generate letters to be mailed to applicants
- Determine if Judicial Review is necessary as well as determine residency of applicant and send necessary forms to acquire further information.

**Membership Representative, Payroll Specialist, Office Administrator & Swim Coach 12/2009-09/2011**

East Alabama Medical Center – HealthPlus Fitness Center Auburn, AL

- Managed payroll for 80+ employees
- Managed work schedules of HealthPlus employees as well as the facilities monthly class schedules online.
- Head of purchasing for HealthPlus and communicated with the purchasing dept. at EAMC.
- Gave tours to prospective members and provided them with information about the facility.
- Improved the current policies to modernize them and implemented new policies in efforts to make the membership office more efficient.
- Completed necessary paperwork for new members and ensured that members were aware of our policies.
  
- Handled confidential documents and maintained compliance with HIPAA standards.
- Collaborated directly with the Marketing Director of EAMC and graphic designer for marketing projects for HealthPlus.
- Maintained organized files for invoices from vendors as well as files of our employees that contained sensitive information regarding complaints, write-ups, etc.
- Collaborated with Human Resources at EAMC in regards to all new hire interviews, paperwork, background checks, drug screens and orientation.
- Collaborated with the Wellness Director in planning and organizing community health fairs as well as health screenings for our corporate wellness accounts.
- Coached swim classes and lessons, private and group, to children ages 3 to 18.