

Katie A. Ross

CAREER OBJECTIVE

I am seeking a position that will both utilize and help to develop my skills and experience in postsecondary education, particularly in the area of Admissions and Student Affairs. I am also eager to face new challenges and meet new goals along my career path.

EDUCATIONAL PROFILE

B.A., English *December 2005*

University of West Georgia, Carrollton, Georgia, GPA: 3.72, Major GPA: 3.92

EMPLOYMENT HISTORY

Real Estate Assistant *April 2006 to September 2006*

Thomas M. Witcher, Attorney-at-Law, Bremen, Georgia - Editing and proofreading legal documents (i.e. Deeds), heavily utilizing Microsoft Word to present important letters and information to clients mainly through Mail Merge, researching property Titles at the Courthouse, gathering information from and meeting with clients, answering telephones, helping with filing, composing letters, etc.

Admissions Secretary *September 2006 to February 2007*

University of West Georgia Office of Admissions, Carrollton, Georgia – Answering telephones, greeting guests to the University of West Georgia, opening and sorting mail, managing application fees, using the Banner Student Information System to check applicant status, occasionally helping to enter recruit information into Banner

Admissions Counselor *February 2007 to April 2008*

University of West Georgia Office of Admissions, Carrollton, Georgia – Answering emails from prospective students, meeting with prospective students regarding admissions, counseling those students on the admissions process, reviewing the files of prospective students and making admissions decision based on admissions requirements, using the Banner Student Information System to check applicant status, as well as to edit students information (i.e. checklist information, personal information, etc.), recruiting at high schools and two-year colleges, attending campus events to promote UWG, assisting in the planning and organization of recruitment events, such as Scholarship Day and Transfer Preview Day, assisting with the development of recruitment publications

Data Collection Specialist II *May 2008 to November 2008*

University of West Georgia Office of Admissions, Carrollton, Georgia-Editing and proofreading Admissions correspondence letters, preparing letters and mailing to be sent out to recruits, applicants, and accepted students, utilizing Banner Student Information System to create population selections for mailings and to code recruits and applicants for specific purposes, using Red Dot CMS to edit and add information to UWG admissions website, assist with UWG Orientation Reservation system, developing plan to better communicate with prospective students through letters, emails, and other correspondence

Admissions Counselor *November 2008 to December 2012*

West Georgia Technical College, Carrollton, Georgia – Answering emails and phone calls from prospective students, counseling students on admissions policies and procedures, visiting local area

high schools for recruitment events, helping coordinate and develop on-campus recruitment events, evaluating student applications and admissions files, using Banner Student Information System to key admissions applications, high school transcripts, college transcripts, and assign applicant decisions, as well as update Admissions checklist, satisfy outstanding requirements, etc., supervising Federal Work Study student, serving on various committees and sub-committees, researching and proposing new recruitment activities, including social media recruitment

Contributing Writer October 2011 to Present

West Georgia Living, Carrollton, Georgia – Researching a variety of topics and assignments for local regional magazine, interviewing contacts for assignments from editor, composing magazine features for inclusion in regional magazine, meeting stringent deadlines for assignments

Assistant Director of Admissions Operations December 2012 to Present

University of West Georgia, Carrollton, Georgia - Serving as lead team member for Admissions Operations team, assisting Associate Director of Admissions with projects dedicated to improving the efficiency of the Operations team, providing training to various team members regarding Banner and Xtender applications, processing Admissions applications in Banner, including transfer, graduate, freshman applicants, etc., in absence of Associate Director act in leadership role for Operations team, utilizing Banner to improve the efficiency of application processing.

SKILLS

Communications: Writing (creative and technical), Analysis, Research, Social Media

Technology: Extensive experience using Microsoft Word, PowerPoint, Excel; Experience using Digital Photo Programs, such as Microsoft Picture It!, Photo Impact; Banner Student Information System (Oracle) (i.e. the entering of information into the system, as well as utilizing the system to gather information on recruits and applicants and to retrieve data from the database); some personal experience in website design (html, css)

Organizational Skills: filing, re-engineering job tasks to improve efficiency

Customer Service: answering telephones, meeting with clients, taking client information and questions, interviewing contacts

Document and Publication Preparation: including legal documents, letters, University publications and correspondence, etc.

PUBLICATIONS

"A Tradition Continues." *Constructs: West Georgia College of Arts and Sciences Newsletter*.
Carrollton: University of West Georgia, May 2004

"A Shame About Mrs. James' Colonial Blue Carpet." *Southern Gothic*. WordsArt, Inc.: Jeff Crook,
March 2006

"The Beauty of a Sno-Cone Stand." *West Georgia Living*. Fall 2010.

"One Mississippi." *Muscadine Lines: A Southern Journal*. Volume 35, July – September 2011

"Words Do Hurt Me: The Very Real Pain Caused by Cyberbullying and What Parents Can Do About It." *West Georgia Living*. December/January 2011/2012

"From Toddlers to Teens: How to Get Your Family Moving." *West Georgia Living*. February/March 2012

SCHOLARSHIPS AND ACCOMPLISHMENTS

Honor Graduate, University of West Georgia, August 2001 to December 2005 -

Maintained above a 3.5 grade point average through college, also made Dean's List every semester

George W. Walker English Scholarship, University of West Georgia, April 2004 -
Awarded to a Junior or Senior English major who has made significant contributions to the University of West Georgia English Department and who has maintained an overall 3.20 Grade Point Average