

REBECCA L. SMITH
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**Relevant
Experience**

University System of West Georgia, Carrollton, GA

Assistant Director, Extended Learning (August 2008-Present)

- Assist in the administrative support of UWG Newnan
- Serve as the liaison between UWG Newnan and the main campus and between UWG and GHC at Douglasville, managing the UWG programs in Douglasville
- Manage center budgets, ensuring compliance with state and university regulations
- Provide leadership and supervise campus operations of UWG Newnan during extended hours
- Manage the facilities (technology, building scheduling, and personnel) and monitor compliance with policies and procedures
- Provide enrollment, retention, and facility usage reports
- Assist Senior Director & Chief Administrative Officer of Off-Campus Programs with academic course scheduling, program planning, short-range and long-range planning
- Provide backup to the UWG Newnan Director, as needed
- Serve on the USG eCore student success team
- Assist with the UWG State Authorization Project
- Serves on the Engage West Barrier Team, Staff Advisory Council, & Wolf Wellness Council
- Served on the UWG Master Plan Committee, the DLA Conference team, and the eMajor proposal task force
- Perform other duties and special projects as assigned by the Executive Director of Extended Learning & Dean of USG eCore

Board of Regents of the University System of Georgia of West Georgia, Atlanta, GA (November 2005-August 2008)

Auditor II, Internal Audit (July 2007-August 2008)

- Reviewed/analyzed financial and administrative data to determine the degree of compliance to relevant accounting and operating policies/procedures as well as measured the effectiveness of strategic initiatives and expected outcomes
- Communicated clearly and concisely, both verbally and in writing, with diverse audit populations, ranging from base-line operating staff to senior management
- Made oral or written presentations to management during and at the conclusion of audits, discussing deficiencies and recommending corrective action to improve operations and reduce cost
- Directed, counseled, and instructed staff assigned to the audit
- Reviewed entry-level auditors work for sufficiency of scope and for accuracy
- Independently conducted and led financial, operational, compliance, and outcome based auditing
- Participated in BOR special projects and initiatives
- Demonstrated, practiced, and implemented constructive leadership techniques
- Identified and resolved problems in a timely and practical manner
- Mentored and trained entry-level auditors
- Assumed additional leadership roles as needed

Auditor I, Internal Audit (November 2005-July 2007)

- Reviewed financial records, operations, and internal controls
- Complied audit findings and recommendations for improvement
- Managed the PeopleSoft to Banner reconciliation tracking project
- Assisted in training new auditors

University of West Georgia, Carrollton, GA

Coordinator Office Services, Department of Career Services (November 1996-November 2005)

- Recorded and reported overhead and general expenses for the department's state, sponsored, and federal dollars
- Processed purchase orders and approved petty cash requests
- Ordered supplies in compliance with state contracts and purchasing guidelines
- Processed travel expenses, annual/sick leave reports, and time cards
- Calculated, verified, and distributed payroll checks for the department

- Experienced in the recruitment of employers and clients
- Hired, trained, and supervised student workers
- Maintained the department's computer systems
- Coordinated the Co-op/Intern On-Campus Recruiting Program
- Provided career guidance for Co-op/Intern program participants
- Maintained relationships with the faculty, students, alumni, administration, and employers
- Assisted diverse population of students and alumni in resume writing, interviewing, and job search strategies
- Helped advise students participating in the Walt Disney World Internship Program
- Created a records management system to allow better accounting of office traffic
- Coordinated annual Job Expo events 2002-2005
- Assisted with Alumni Survey Report for years 1998-1999, 2001-2002, and 2003-2004

Hight Investments, LLC., Carrollton, GA

Part-Time Assistant Manager (January 2002-October 2005)

- Prepared and distributed weekly and monthly payroll
- Managed \$350,000+ in accounts receivable
- Processed accounts payable
- Balanced cash drawer, made all deposits, and handled bank reconciliation
- Planned employee meetings and social functions

Georgia Department of Corrections, Atlanta, GA

Accounting Technician 1 (October 1995-November 1996)

- Balanced ledgers for project budgeting
- Managed central repair and minor construction funds
- Processed field purchase orders for accounting and purchasing
- Completed minority procurement log for purchases

Education

University of West Georgia, Carrollton, GA

B.B.A., Accounting (June 1996)

Program Accredited by the American Assembly of Collegiate Schools of Business (AACSB)

Completed 150 hours with 30 hours of upper-level accounting courses

Skills

Computer:

Microsoft Word
Banner

Access
Quicken

Excel/Quattro Pro
Quick Books Pro

Communications:

Public relations

Public speaking

Facilitate value-added recommendations

Training

Georgia Center for Nonprofits' Alice Huffard Richards Nonprofit Board Leadership Training (2015)

U.S. Department of Education FERPA Awareness Training (2015)

University of West Georgia Social Media Marketing Certificate 6.5 CE units 65 instructional hours (2014)

Darkness to Light Stewards of Children Training (2013)

UC Irvine certificate course, "Society, Science, Survival: Lessons from AMC's 'The Walking Dead'." (2013)

Fred Pryor Seminars, Basic Supervision 0.6 CE units (2013)

State Authorization of Distance Education: Exploring the Current State of the Issue 1.5 hours (2012)

Kognito At-Risk Training 2011

The Institute of Internal Auditors' 2007 Southeastern Regional Conference 29 CPE credits

University of West Georgia's Leadership Development Program 3.6 CE units

Conferences

Distance Learning Administration Conference (2009-2015)

- Presenter (2013-2015)

Extended Learning Women's Leadership Retreat (2014-2015)

Meaningful Conference (2015)

National College Testing Association Conference (2015)

USG eCore Liaison Retreat, Stone Mountain (2011-2015)

- Presenter (2012-2015)

USG Summit, Augusta (2007 & 2014-2015)

- Co-Presenter (2014)

Inter City Leadership Conference with Coweta & Greater Columbus Georgia Chamber of Commerce (2014)
 National Association of Branch Campus Administrators (2012)
 USG Annual Computing Conference (2009)
 IAA's Southeastern Regional Conference (2007)

Memberships

Institute of Internal Auditors (2006-Present)
 National Association of Branch Campus Administrators (2012-Present)
 National College Testing Association (2015)
 Association of College & University Auditors (2006-2009)

Organizations

Carrollton Evening Sertoma Club

- Treasurer (2007-Present)
- Chairman of the Board (2006-2007)
- President (2005-2006)
- President-Elect (2004-2005)

- Sertoman of the Year (2003-2004 & 2004-2005)
- Chair for Carrollton People's Parade (2004-Present)
- Chair for Carrollton People's Parade (2004-Present)
- Assistant for Carrollton Empty Stocking Fund (2003)

Carroll County Veterans Memorial Park

- Treasurer (2014-Present)
- Friend of the Park (2013-Present)

Carroll County Emergency Shelter

- Board Member (2013-Present)

University of West Georgia Athletic Foundation

- Treasurer (2014-Present)
- Audit Chair (2013-Present)
- Board Member (2010-Present)
- Record breaking fundraising of \$2.9 million for the 2014-15 fiscal year
 - Increase of 164 percent from last year's \$1.1 million raised

Legacy Council

- Mentor (2013-Present)

Ambassador for Carroll County Chamber of Commerce

- Ambassador of the Quarter (Spring 2004)

Sertoma International

- North Georgia District Governor (2006-2008)