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EXPERIENCE

**JANUARY 1, 2019 – PRESENT UNIVERSITY OF MISSISSIPPI
GRADUATE SCHOOL/ACTIVITIES SPECIALIST**

I COORDINATE AND MONITOR RECORDS. RECEIVES AND PROCESSES APPLICATION FOR GRADUATE DEGREES; NOTIFIES DEPARTMENTS AND /OR STUDENT ABOUT GRADUATION APPLICATION REQUIREMENT; ADVISE STUDENTS REGARDING DEGREE COMPLETION REQUIREMENTS. PROVIDE ASSISTANCE AND INFORMATION TO STUDENTS, APPLICANTS AND UNIVERSITY PERSONNEL REGARDING THE GRADUATE SCHOOL/PROGRAM, POLICIES AND REQUIREMENTS. PROCESS GRADUATE SCHOOL FORMS.

**JULY 2015- DECEMBER 31, 2018 NMRC, OXFORD MS, 38655
PROGRAM COORDINATOR/DIRECTOR V**

I SUPERVISED, TRAINED AND EVALUATED STAFF PERFORMANCE ON ALL ASPECTS OF JOB DUTIES WITHIN THE DEPARTMENT. I CONDUCTED INTERVIEWS FOR A DIRECT CARE WORKER, GENERAL SERVICE AND JANITORIAL POSITIONS. HELP ENSURED THAT PAPERWORK IS TIMELY AND CORRECT. ORDERING, PURCHASING ITEMS USING STATE AND INDIVIDUAL FUNDS AND MAINTAINING ACCURATE RECORDS.

**OCTOBER 2007 – JULY 2015 NMRC, OXFORD, MS 38655 SUPPORT COORDINATOR
HOME AND COMMUNITY BASE SERVICES**

I COORDINATED INDIVIDUALS' MEDICAL EQUIPMENT, PUBLIC SCHOOL SERVICES, AND EARLY INTERVENTION SERVICES. DOCUMENTED ALL CONTACTS WITH INDIVIDUALS, FAMILIES, AND AGENCIES MADE ON, ABOUT, OR ON BEHALF OF INDIVIDUALS SERVED IN THE HCBS ID/DD WAIVER PROGRAM. I ASSISTED WITH INDIVIDUAL AND DEPARTMENTAL RECORD SET-UP AND MAINTENANCE. I CONDUCT INDIVIDUAL HOME VISITS AND UPDATED RECORD INFORMATION AND DETERMINING APPROPRIATENESS OF SERVICE, QUALITY OF SERVICE, AND UNMET NEEDS.

EDUCATION

University of Mississippi - Oxford, MS BSW in Social Work, August 2007

SKILLS

Microsoft Office - Word, Excel, and PowerPoint.
Internet Search and Directory Listings.

