

PROFILE

- Excellent interpersonal communication skills with ability to relate to other to effectively accomplish goals
- Ability to execute a plan and drive results
- Experienced in negotiating and executing agreements
- Extensive experienced in recruiting
- Diplomatic and tactful with professionals and non-professionals at all levels
- Talent for quickly mastering technology
- Flexible and versatile – able to maintain a sense of humor under pressure
- Poised and competent with demonstrated ability to easily transcend cultural differences
- Willingness and ability to maintain and upgrade my skill set and knowledge through continuing education
- Ability to work with little to no supervision
- Ability to build relationships and partnerships within the community

SKILLS SUMMARY

- Project Management
- Recruitment
- Written Correspondence
- General Office Skills
- Fundraising
- Computer Savvy
- Customer Service
- Scheduling
- Team Building & Leadership

PROFFESIONAL EXPERIENCE

Volunteer

Wake Forest University Athletic Department, Winston-Salem, North Carolina, 2009 - Present

- CHAMPS/Skills Life Program
- Redesigned and administered the questionnaire for the Athletic Exit Interview
- Community Service Projects
- Planned and executed events on and off campus.

Contracts Administrator, Legal (Promotion)

Targacept Inc., Winston-Salem, North Carolina, 2007 - Present

- Draft contracts for all departments within Targacept, including confidentiality, consulting, Temporary Staff Agreements
- Coordinate with internal and external parties execution of all contracts for Targacept
- Coordinate and train internal employees for database utilization
- Work in conjunction with Finance Department to resolve any issues related to contract payments and/or expenses
- Maintain accuracy and completeness of all internal databases
- Oversee offsite document management program
- Communicate with vendors and other outside parties regarding contractual issues and other company matters
- Provide support with to the Senior Vice President, Legal Affairs, General Counsel and Secretary with Executive Agreements
- Communicate with CEO and CFO regarding contractual issues and internal issues

Senior Administrative Assistant, Human Resources, Legal, Finance, Information Technologies

Targacept Inc., Winston-Salem, North Carolina, 2006 – 2007

- Managed all travel, scheduling and interviewing with recruits
- Hired as temporary employee July 2005; offered full time employment January 2006
- Provided support to Vice President, Senior Directors, and Upper Level Management
- Accounts Payable
- Support Executive Assistant to the CEO and CFO when needed
- Monitor the distribution and return of legal contracts
- Mange all travel, conference, and meeting schedules
- Oversee offsite document management program

Administrative Assistant – Temporary Work

Banner Pharmacaps, Inc., High Point, North Carolina, 2005

- Human Resource Department
- Managed travel, meetings, and conference schedules
- Managed Equal Employment Opportunity Forms
- Assisted with recruitment of manufacturing workers

Assistant Volleyball Coach/Recruiting Coordinator

High Point University, High Point, North Carolina, 2004

- Provided support to Head Coach with regards to but not limited to:
 - Recruiting Assistant
 - Office support
 - Facilities Management
 - Practice support
- As the Volleyball Adjunct Instructor, developed syllabus and overall course structure
- Served as Student Athlete Study Table Monitor
- Advised Student-Athletes' on study habits and career development

Assistant Volleyball Coach/Recruiting Coordinator

University of Charleston, Charleston, West Virginia, 2001 - 2004

- Assumed responsibility for the daily operations of the Recruiting Coordinator, including but not limited to:
 - Met with parents and potential students athletes
 - Coordinated all team travel arrangements
 - Review of NCAA requirements and University requirements
 - Weekly phone conversation with potential recruits
 - Weekly administrative updates i.e.; paperwork, emails, and school information to recruits
 - Scheduled and coordinated on campus visits
- Managed and developed training programs for practices and recruiting procedures
- Planned and aided fundraisers
- Volunteer and coordinated with various departments on campus with functions such as the University of Charleston's Winter Formal and Admission's Preview Day.

EDUCATION

MBA, Sports Management, 2010

Tiffin University, Tiffin, Ohio

MA, Human Resource Management, 2004

University Of Charleston, Charleston, West Virginia

BA, Human Services Management, Non – Profit, 2001

University of Tennessee at Chattanooga, Chattanooga, Tennessee