

Helen Smythe

anninh@chowan.edu | PSC 474 Box 1405, FPO, AP 96351
Yokosuka Naval Base, Yokosuka Japan

CAREER OBJECTIVE

Driven Administrative Assistant adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy and efficiency and achieve organizational objectives.

PROFESSIONAL EXPERIENCE

DoDEA, Zushi, Japan

April 2016 - Present

Substitute Teacher

- Instructed up to 20 students individually and in groups.
- Set up lesson materials, bulletin board displays and demonstrations.
- Adapted teaching methods and materials to meet students' varying needs and interests.
- Observed and evaluated students' performance, behavior, social development and physical health.
- Encouraged interactive learning by incorporating educational software and the Internet.
- Supervised an average of 60 students in classrooms, halls, cafeterias, and schoolyards
- Encouraged students with special academic interests to fully pursue those subjects.
- Fostered team collaboration between students through group projects.
- Enforced the school's student discipline code to deal with problem situations.
- Preserved the confidentiality of student records and information at all times.

EASTERN VIRGINIA MEDICAL SCHOOL, Norfolk, VA

June 2014 – June 2015

Program Coordinator

- Oversaw, managed, and was responsible for the daily activities related to administration of three programs; Biomedical Sciences Ph.D., Research Master's and Biotechnology Master's.
- Monitored the academic status of and initiated all correspondence with students, including grades, registration and completion of required training. Maintained student records; provided and processed required documents for the Office of the Registrar, Office of Financial Aid, Human Resources and departments in which students work. Corresponded with all applicants regarding the status of their applications.
- Worked with the Program Director and Faculty to coordinate course scheduling and student evaluations.
- Reviewed student theses and dissertations for formatting and interacts with students to make corrections.
- Prepared requisitions for ordering supplies and food through Procure+. Reallocated departmental credit card bills and process necessary paperwork.
- Completed Travel Vouchers to include travel advances, reimbursements and final reconciliation.
- Routed and tracked Travel Vouchers for approval and review to the appropriate parties.
- Managed and oversaw the completion of the annual tuition comparison report and the Faculty Workload study/time and effort reports.
- Oversaw marketing and recruiting activities for the programs. Functioned as main email contact (to the public) and responded to all inquiries pertaining to the Biomedical Sciences Programs. Invited selected applicants interview.
- Monitored the completion of applications, worked with Admissions Committee to prepare applications for review, and monitored completion of requirements for incoming students.

- Managed social media output via Program Facebook group.
- Corresponded with colleges and universities to set up faculty seminars and send marketing emails.
- Coordinated NIH-NSF Graduate Student Survey data collection and entry.

EASTERN VIRGINIA MEDICAL SCHOOL, Norfolk, VA December 2011 – June 2014

Administrative Assistant

- Prepared typed copy (e.g., correspondence, minutes, memoranda, briefs, agendas, contracts, reports, etc.) from written or oral information in order to produce error-free documents.
- Screened incoming telephone calls in order to provide assistance or refer call to appropriate staff member.
- Composed correspondence from rough drafts and transcription tapes regarding a wide variety of subjects.
- Entered information (e.g. call logs, signs, supply inventory, journal reviews, etc.) into a computerized tracking system in order to originate, update, reconcile, transfer, and track data.
- Researched purchase options and/or payment information in order to purchase necessary supplies and equipment, complete forms, reconcile errors, and ensure accuracy of document information.
- Managed assigned unit's mail; screened incoming correspondence in order to refer correspondence to appropriate staff member for response and prepared unit's outgoing mail for pickup and filing.
- Greeted visitors (e.g. Department personnel, residents, and the general public) in person in order to provide assistance or refer to appropriate staff member.
- Confirmed scheduling appointments.
- Performed detailed work with a high degree of accuracy.
- Worked within stringent deadlines.
- Replace weekly lab coat for the chairman.
- Reserved "General Use" rooms for meetings using the Meeting Room Manager system.
- Edited and faxed chairman's Office Notes using the Allscripts system.
- Order monthly office supplies for the Department, and requisition checks upon request, using the Procure Plus system.
- Held materials for upcoming meetings.
- Performed other duties as assigned

SOUTHERN HOSPITALITY AUTOMOTIVE GROUP, Norfolk, VA April 2011 – December 2011

Service Department Cashier

- Utilized Automatic Data Processing (ADP) software and DSDA for Windows.
- Accepted and transferred all incoming calls to the Service Department.
- Accepted and transferred all calls to the dealership when the receptionist was off-duty.
- Corresponded with customers to set appointments for service.
- Closed and archived repair orders.
- Accepted payments for service from customers and extended warranty companies.
- Accepted and receipted down payments for vehicles and warranties from Sales customers.

CHOWAN UNIVERSITY, Murfreesboro, NC August 2009 – May 2010

Executive Assistant to the Deans of Arts & Sciences, Business (Work Study)

- Responsible for training the new student worker in the job of assisting the Dean of the School of Arts & Sciences and the Dean of the School of Business
- General assisting duties for the Dean of the School of Arts & Sciences and the Dean of the School of Business

CHOWAN UNIVERSITY, Murfreesboro, NC

August 2007 – May 2009

Assistant to the Dean of Arts & Sciences (Work Study)

- Organized collections of data into Excel Spreadsheets Responsible for setting up, publicizing, and monitoring the progress of the Student Evaluations of Instruction Survey using Blackboard Learning Suite
- Transcribed hand-written notes into coherent Microsoft Word documents
- Managed the business calendar for the School of Arts & Sciences Wrote academic Four-Year Plans for various departments in the School of Arts & Sciences for use in academic advising
- Corresponded with professors in the School of Arts & Sciences for various inter-departmental networking needs
- Assisted in the researching needs of the Dean of the School of Arts and Sciences

EDUCATION

Bachelor of Science in Religion, CHOWAN UNIVERSITY, Murfreesboro, NC December 2010
Phi Alpha Theta Honor Society | Who's Who in American Universities and Colleges, 2009

SKILLS AND ACCOMPLISHMENTS

- Proficient in Microsoft Office Applications
- Fast learner with software/computer programs
- Strong interpersonal skills
- Excellent in scheduling/coordinating
- Excellent in record-keeping
- Excellent communication skills