

Ashley Elizabeth Caine

EDUCATION

University of Connecticut, Storrs, CT

Bachelor of Arts, Human Development and Family Studies, May 2017

Minor: Psychological Sciences

SKILLS

Computer: PeopleSoft (UConn-Administrative System); OSCARS Database; Microsoft Outlook, Word, PowerPoint, Excel

Social Media: Twitter, Facebook

ADMINISTRATIVE EXPERIENCE

University of Connecticut, Storrs, CT

Center for Students with Disabilities, August 2017-Present

- Compile accommodation reports for professional staff to improve overall exam policies and procedures
- Coordinate work assignments for student employees involved in exam accommodations to ensure exam integrity
- Correspond with students and faculty about scheduling exam requests through Microsoft Outlook
- Organize student exam accommodations and requests by utilizing OSCARS Database and Microsoft Excel

University of Connecticut, Storrs, CT

Office of the Registrar-Administrative Assistant, August 2015-May 2017

- Advised students on how to complete enrollment and academic request forms by explaining document procedures
- Managed incoming calls and US mail, FedEx, and UPS regarding academic transcript requests, enrollment verifications, certifications, dean certifications and schedule revisions to better organize student documents for the office
- Processed transcript requests by utilizing PeopleSoft System to provide students with certified educational documents
- Trained student workers on registrar policies and document procedures through a hands-on experience and verbal instruction
- Transmitted all registrar correspondence through the use of Microsoft Outlook in order to meet requests in a timely manner

University of Connecticut, Torrington, CT

Administrative Assistant, August 2014-August 2015

- Answered phone calls in order to provide customer service and help prospective students learn about the University
- Facilitated campus tours to prospective students, families, and visitors to provide information regarding campus services
- Addressed student and parent concerns about admission, academic, and enrollment procedures by utilizing Microsoft Outlook
- Created slides on Microsoft PowerPoint to promote campus events on plasma screens to advocate campus involvement

LEADERSHIP EXPERIENCE

University of Connecticut, Storrs, CT

Center for Career Development-Career Intern, August 2016-October 2016

- Advised students on how to tailor a résumé to a specific internship or job to gain better employment opportunities
- Developed tweets to promote internships and co-programs to UConn students on Twitter
- Facilitated internship-related presentations to familiarize 50 students about internship and co-op program opportunities

University of Connecticut, Torrington, CT

Orientation Leader, August 2014-August 2015

- Coordinated activities for orientation events to educate upcoming freshmen about the University's policies and procedures
- Educated new students by utilizing interpersonal and verbal communication skills during group discussions about how to navigate the University's online registration system, email, and waivers

ADDITIONAL EXPERIENCE

University of Connecticut, Torrington, CT

Tabitha Foundation-Bulgaria, August 2015

- Collaborated with peers to refurbish the children's rooms and communal bathrooms to ensure a better living environment