

Danielle Parks

University of Montevallo
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EDUCATION

Bachelor of Science in Interdisciplinary Studies
Concentration in Human Relations & Management May 2019
The University of Montevallo – Montevallo, Alabama

AREAS OF EXPERTISE

- Executive experience in handling confidential paperwork, organization, and administrative duties
- Skillful leadership abilities including: advising, coordinating, human resources and management
- High degree of proficiency in recording data using appropriate software, 72 wpm
- Professional experience in non-profit organizations (fundraising, event planning, PR and volunteer management)

EMPLOYMENT HISTORY

Administrative Assistant – College of Education – University of Montevallo – Montevallo, AL 3/15-Present

- Schedule department and advising meetings
- Supervise student workers and graduate assistants, including hiring, work schedules and approving time
- Organize information: benchmark data, syllabi, book adoptions, travel forms, and schedules
- Manage department budget, personnel action forms, traveling arrangements, supply orders and summer pay
- Coordinate department events: Honors Day, Advisory Council
- University American Council on Higher Education Institutional Representative
- Technology Support: Troubleshooting, Solution Center ticket requests
- Aid in student recruitment and retention; networking with School Districts and university
- Assists with Graduate Admissions Process
- Coordinate campus interviews: schedules, travel accommodations, hiring, etc.
- Proficient usage of Banner 9, Argos, Canvas, Microsoft Office
- Recipient of the *2017 Bill Fancher Staff of the Year Award*

Regional Donor Data Specialist – American Red Cross – Hoover, AL 8/11-3/15

- Recorded and managed donation data for the Alabama Region
- Internal Virtual Merchant software processor (credit card and online donations)
- Established stewardship planning, including trackers to monitor major gift projects over \$1k
- United Way internal participant for campaigns

Records Room Manager – Seraaj Family Homes Inc. – Homewood, AL 10/08-08/11

- Intake and Placement for family preservation unit for Therapeutic Foster Care
- Scheduled interviews and handled all paperwork for new hires (internal human resources)
- Intake/Referral for new client relations with the Department of Human Resources
- Marketing and web tech representative and trainer using Welligent software

COMMUNITY SERVICE & LEADERSHIP EXPERIENCE

- Best Buddies Advisor, Montevallo Chapter
- National Society of Leadership and Success Advisor, Montevallo Chapter
- Women's Fund Conference Collaboration Institute 3.0 (Shelby County) grant writing
- Member of Diversity Committee, University of Montevallo
- Google Digital Marketing Certified
- Member of Phi Chi Theta Business Fraternity
- Dean's List (Academia)