

Carlee Beard

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portfolio.carleebeard.agnesscott.org

PROFESSIONAL SUMMARY

- Higher Ed Administration
- Writing and Digital Communication
- Communication in Higher Ed

SKILLS

- Excellent communication skills: writing, digital, oral, interpersonal
- Digital storytelling and developing content for the web and social media
- Search Engine Optimization and web accessibility
- Adobe Creative Suite: Photoshop, Premiere Pro, After Effects, InDesign; MS Office Suite; Cascade; WordPress; QuickBooks

EXPERIENCE

Emory University

Atlanta, GA

Program Coordinator

January 2017–present

- Manage the Emory College Faculty Governance website
- Administer the Emory College Honors Program by coordinating with academic departments, the faculty Honors Committee, and 200+ students pursuing honors in their senior year
- Produce accurate information for College Honors Ceremony and Commencement Program
- Maintain records for faculty governance committees including the College Faculty Senate, Curriculum Committee, and Honors Committee
- Create newsletters to communicate work of the College Faculty Senate to the College Faculty at large

Program Administrative Assistant

August 2015–December 2016

- Provide administrative support for Assistant Dean, Office for Undergraduate Education
- Supervise budget for Emory College Faculty Senate
- Manage course proposals and major/minor proposals for Curriculum Committee
- Record official minutes for meetings of the College Faculty, Faculty Senate, & Standing Committees

Center of Theological Inquiry

Princeton, NJ

Office Manager (Interim)

April 2015–June 2015

- Coordinated and managed events: Board Meetings, Symposia, Young Scholar Workshops, Public Lectures
- Prepared work orders, purchase orders, and entered billing invoices into QuickBooks
- Acknowledged receipt of incoming gifts and payments

Receptionist

February 2013–April 2015

- Assisted Director and Center Administrator with daily operations and special events
- Digitized and maintained database records
- Edited publications and mass mailings

EDUCATION

Master of Arts, Writing and Digital Communication, Agnes Scott College, Decatur, GA, Expected May 2020

Relevant coursework: Digital Storytelling, Web Writing and Editing, Developing Content for Social Media

Bachelor of Arts, Organizational Communication, Cum Laude, Northwest University, Kirkland, WA, May 2012