

Victoria Franklin

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EDUCATION

Martin Methodist College

Master of Business Administration

Pulaski, TN

May 2018

Martin Methodist College

Bachelor of Business Administration

Pulaski, TN

May 2017

Emphasis in Management

GPA 3.9/4.0

Columbia State Community College

Associate of Science

Columbia, TN

May 2015

Emphasis in Accounting/Business Administration

GPA 3.9/4.0

EXPERIENCE

Martin Methodist College

Assistant Registrar

Pulaski, TN

July 2017-Present

- Provide students with academic services
- Design the master class schedule for the semester in CAMS
- Maintain the master calendar with college events
- Work with faculty to resolve issues related to students
- Produce transcripts for current students and alumni

D1 Sports Training and Medicine

Human Resource Intern

Franklin, TN

May 2016- August 2016

- Created new employee documentation
- Participated in Human Resource audit
- Assisted accounting department with cash management tasks

Martin Methodist College

Student Worker Registrar's Office

Pulaski, TN

2015-2017

- Organized student records
- Completed projects on time using advanced skills in Word
- Receptionist

Columbia State Community College

Student Worker Office of the President

Columbia, TN

2013-2015

- Coordinated Contracts
- Assisted with special projects for the president
- Maintained mailing list

Williamson County Government

Risk Management Office

Franklin, TN

Summer 2011

- Filed claims into the proper channels to be processed
- Processed billing for insurance claims
- Provided customer service

SKILLS

Technical: Advanced skills in Word, Excel, and PowerPoint

Personal and Career Skills: Good interaction skills, Strong analytical and leadership skills, Time management skills and able to work independently

HONORS AND ACTIVITIES

- President's Award – Martin Methodist College
- Member of Alpha Chi – Martin Methodist College
- Member of Sigma Beta Delta – Martin Methodist College
- Member of Omicron Delta Kappa – Martin Methodist College
- President's Leadership Society - Columbia State Community College
- Social Media Secretary Phi Theta Kappa – Columbia State Community College
- Volunteer Leader of Elementary Class at Riverside United Methodist Church
- Volunteer at Columbia CARES