KALI ANNE DENO

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Career Summary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respected leader and dedicated worker with five years of thorough experience in higher education. Successfully handles deadlines, working under pressure, meeting budget demands and coordinating community outreach activities.

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Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Washington State University, Pullman, Washington

Edward R. Murrow College of Communication

B.A. degree in Communication with emphasis in Public Relations May 2008

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Related Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-GDA Junior, Seoul, South Korea

(ESL Teacher)

March 2010 – May 2010

* Foreign English Teacher
* Teach English to Kindergarten Students
* Create curriculum for multiple classes of up to 11 students
* Supervise and direct students on field trips

DeVry University, Portland, Oregon

(Admission Advisor)

September 2008 – Present

* Set goals to meet budgeting needs
* Successfully utilize Excel spreadsheets to track student progress
* Track and manage paperwork for large numbers of students
* Evaluate and compare transfer coursework with remaining degree completion
* Assist with scheduling needs for the working adult student
* Advise and counsel incoming students through admission process
* Maintain positive relationships with faculty members and alumni
* Complete 12 hours/week of prospective calling
* Set goals to meet budgeting needs
* Manage and operate Microsoft Office/Outlook on a daily basis
* Participate in college fairs

Washington State University Office of Admissions/Enrollment Management, Pullman,

Washington (Cougar Connector Supervisor/Telecounselor)

August 2004 – May 2008

* Interact and work with admission counselors and evaluators on a daily basis
* Complete unofficial evaluations of high school and college transcripts for prospective students
* Supervision of 50-60 staff; 10-12 staff members on a daily basis
* Update current employees of changing information regarding admission and financial aid information
* Maintain student databases and use multi line telephone system
* Lead daily tours to prospective students and parents in groups of 10-15
* Escort prospective students and parents at WSU recruitment events
* Assist admissions presentations in high schools and high school college fairs
* Advise and counsel students and parents of admission status and/or admission process
* Complete outgoing telephone recruitment calls to prospective students and parents

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Washington State University Cougar Quest, Pullman, Washington

(Camp Counselor)

Summer 2007

* Helped students through workshops regarding the admission and scholarship process
* Provided supervision and guidance appropriate to 12-18 years old 24 hours a day
* Academic mentor to prospective WSU students

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Internship Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Washington State University News Service, Pullman, Washington

(Intern)

January 2008-May 2008

* Prepared and distributed press releases regarding scholarships, graduation and honor roll
* Wrote stories about on campus events and staff
* Assembled, distributed and archived newspaper articles containing information on WSU
* Experience with Microsoft Outlook and Microsoft Office
* Interacted with WSU students and staff

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Skills and Training\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Microsoft Office - Microsoft Outlook - EMAS
* Stellent/Optika - Skillsoft Training - Diversity Training

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Telecounseling Coordinator

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Sol Jenson

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