

Gloria Rhodes

Seeking an administrative assistant/clerical position with a dynamic organization where I can utilize my extensive organizational, and customer service skills with my ability to multi-task in a fast pace environment.

Professional Experience

Information Specialist/Department of Student Financial Aid & Scholarships

Grambling State University, Grambling, LA

July 2013 – December 2023

Organize and supervise the Front Desk area, greet parents and student and give specific and detailed information concerning institution, state, federal financial aid. Organize review, post and distribute documents at are submitted at the Service Desk. Organize student appeals for review by the SAP Committee. Complete reports/documents related to financial aid awarded. Other duties assigned by Director

Administrative Assistant II/ Department of Student Financial Aid & Scholarships

Grambling State University, Grambling, LA

07/2006 – July 2013

Typing, filing, answering the phone, make appointment for the Financial Aid Director & Counselors. Input requisition, travel request, expense report. Sorts and distributes incoming mail. Take minutes at the scholarship meeting. Input scholarship checks on transmitter and take to Cashier Office. Other duties assigned by Director.

Secretary

Arcadia High School Arcadia, LA 71001

November 1990 – March 2004

Typing, filing, answering the phone, greeting student and parent, sorts and distributes incoming mail, make appointment for teacher, and sit in conference with principal and parents and other duties assigned by Principal.

Education

Master of Science

Grambling State University, Grambling, LA 71245

August 7, 2020