

Ana Brown

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Education

University of Utah | Current Student

Bachelor of Science, Business- Accounting

Salt Lake Community College | May 2017

Associate of Science General Studies, Business

Work Experience

Salt Lake Community College

May 2017- Present

Student Leadership Specialist

- Provide office support to student leaders, answering and directing guests to different locations and general office coverage.
- Review and approve SLCCSA scheduling through Event Management System (EMS) and coordinating requests with Event Scheduling.
- Maintain and regulate SLCCSync software, troubleshooting concerns, approving portals, and updating forms and files.
- Assist Student Leadership Director and Administrative Assistant with approving student travel requests and student waivers.
- Assist professional staff in supporting student leaders through SLCCSync and provide trainings on how to effectively utilize it.
- Provide financial assistance to student clubs, groups traveling and details on travel requests.

Salt Lake Community College

October 2015- May 2017

Vice President to Clubs and Organizations

- Coordinate and executed club events, hosting more than 300 students on various campuses.
- Processed new club applications through SLCCSync and insured new clubs met requirements for approval.
- Kept account of 70+ clubs and worked with Admins to monitor club accounts in OrgSync and Banner using FGITBAL.
- Hosted new club orientation meetings and trained liaisons, club presidents and faculty on SLCCSA club manual policies and SLCCSync.
- Oversaw SLCC clubs and managed SLCCSA clubs board. Motivated and recruited students to become engaged student leaders on campus.

Intermountain HealthCare, Logan Regional Hospital

July 2013- March 2014

PBX Operator/Admitting

- Customer service with incoming patients and directing phone calls to correct individuals or departments.
- Accepting payments, processing health insurances and gathering patient information for patient profiles.
- Provide general coverage for the office, complete required paperwork and working closely with patients, nurses and doctors.

Progrexion Marketing

June 2008- Feb 2011

Quality Assurance Specialist/Admin Assistant

- Coached and trained employees on customer service, resolving concerns and professionalism.
- Performed clerical duties, scheduling meetings, running office reports and assisting leads with office needs.

Achievements

2017-2018 Staff Star Student Life and Leadership

2017-2018 Student Chair Student Center Advisory Board

2016-2017 SLCCSA Outstanding Executive Council Members

2016-2017 Lead Club Rush Event

2016-2017 President of Inter Club Council

2015-2016 Lead Clubs Award Ceremony

2016-2017 Student Chair Technology Fee Board

2015-2016 Lead Leadership Conference

References upon Request