

Edie Hering

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Summary of Qualifications

- 11 years of higher education experience
- Knowledgeable in multiple operating systems, including SIS, IUIE, KFS, Canvas, and Microsoft Office
- Knowledgeable in university policies, including FERPA, purchasing, and travel
- Experience advising prospective students on various educational paths
- Excellent communication and organizational skills
- Event planner for all ages

Professional Experience

Indiana University (2011—Present)

Office Services Assistant Senior, Executive Degree Programs (EDP), Kelley School of Business

- Manage webinars, including coordinating technical support, participant registrations, and online course management tools
- Advise potential students on EDP certificate programs, including post-certificate degree programs
- Managed application and enrollment process for the Institute for Defense and Business's Strategic Strategies Fellowship program (52 Students)
- Assist Program Managers in creating plans of study for students
- Coordinate annual Commencement Dinners for over 150 guests
- Run reports and analyze data for informational purposes and presentations
- Collect course materials, prepare coursepacks, and distribute the updated information to students
- Manage EDP social media sites (Facebook and LinkedIn)
- Process reimbursements (including IUF and KFS), including faculty and staff travel

Administrative Secretary, Department of Environmental Health, School of Public Health

- Coordinated Environmental Health Course offerings with the Dean's Office
- Processed department payroll
- Responsible for department purchasing, including laboratory supplies and equipment
- Arranged travel and processed travel reimbursements for faculty
- Coordinated department administrative activities, including managing the chair's schedule, organizing meetings, developing agendas, updating department marketing materials, and composing correspondence

Medical University of South Carolina (MUSC, 2006—2010)

Administrative Coordinator, Office of the President, Office of the Provost & Academic Affairs

- Efficiently managed procurement for six major academic units, including the President's Office, the Provost & Academic Affairs, Equal Employment & Affirmative Action, the Quality Enhancement Program (Creating Collaborative Care), International Support, and Academic Compliance
- Assisted the inaugural Humanities Scholar in Residence
- Managed and reconciled state purchasing card transactions
- Managed faculty and staff leave time for six major academic units

Metro Maryland Counseling Center (2003—2006)

Office Manager/Administrative Assistant

- Managed seven therapists schedules
- Communicated with a variety of clients, including scheduling appointments, answering account questions, and resolving insurance issues.
- Responsible for billing clients and insurance companies

Education

Indiana University, Bloomington, Indiana (2015—present)

- M.S. Education in Adult Education student—Graduating, Spring 2018
- Adult Education Graduate Certificate Program student—Program Completion, Spring 2018

University of Baltimore, Baltimore, Maryland (2004—2006)

- Completed 18 hours of course work towards a Master's Degree in Applied Psychology

Gardner—Webb University, Boiling Springs, North Carolina (1999—2003)

- B.S., Psychology
- B.A., Religious Studies, Education Emphasis

Accomplishments

- Completed IU HR Services Excellence Training Certification for Support Staff (2012—2013)
- Served as President of the School of Public Health Support Staff Council (2011—2012)

Community Involvement

National Organization for Women (NOW) Monroe County Chapter

- Served on the Leadership Council as NOW established the new chapter in Monroe County (2017)
- Campus Action Network (CAN) Committee Liaison

Campus Action Network, Indiana University

- Faculty/Staff Advisor

Monroe County American Poolplayers Association, Bloomington, Indiana (2011—Present)

- Serve as Captain, currently
- Serve as a Co-Captain, currently
- Compete in Amateur tournaments
- Participate in fundraising tournaments for local individuals

Dragon Boat Charleston (DBC), Charleston, South Carolina (2006—2010)

- Communications Director (2008—2010)
- Organized and participated in events to benefit fitness and wellness program for cancer patients and survivors
- Steersperson and Coach for the cancer survivor teams and community paddlers
- Assisted the Charleston Dragon Boat Festival Director

References available upon request.