

Victoria Bliss Adkison

705 West Lakeside Drive, Florence, AL 35630. | 601-917-5545 | vbsavell@una.edu

Education

MBA | 2016 | UNIVERSITY OF NORTH ALABAMA

- Dual concentration: IS and ERP/SAP concentration
- Related coursework: Extensive module work within SAP, Business Process Integration within ERP systems, E-commerce.

BACHELOR OF ARTS | 2010 | UNIVERSITY OF NORTH ALABAMA

- Major: Music
- Minor: Business Administration

MINISTRY CERTIFICATE | 2007 | CONVERSION SCHOOL OF MINISTRY

- Major: General Ministry

ASSOCIATES DEGREE | 2006 | MERIDIAN COMMUNITY COLLEGE

- Major: Music

Experience

University of North Alabama-2014-present

Senior Administrative Assistant

This specialized clerical position involves the independent performance of numerous functions required for the realization of the responsibilities attendant to the Office of Institutional Research, Planning, and Assessment. Duties of the position require the incumbent among other things, to routinely handle confidential material; process correspondence and data which are vital to UNA (i.e. accreditation compliance with ACHE mandates, adhering to governmental and sponsor requirements); manage the flow of visitors, information, and communications; utilize computer applications (e.g. ARGOS, word processing, spreadsheets, databases, desktop publishing, flow-charting and presentation software); serve as the receptionist and initial point of contact for all visitors to the Office of Research; and to and interface with individuals from campus and the community. This position requires the individual to have excellent organizational, computer, and communications skills. Other requirements include the following: research information/topics as assigned by IR professional staff; schedule appointments; make travel arrangements; maintain calendar(s); prepare expense vouchers, disbursement requests, and budget requests as directed by the IR professional staff; process, distribute, and file documents according to office procedure manual; and prepare reports as requested ensuring accuracy of data and clarity of presentation. Assist department staff in managing activities, meetings, projects, etc.; act as a liaison between various offices and departments of the University, coordinating work and sharing appropriate information.

University of North Alabama-2012-2014

Administrative Specialist-Half Time

Helped coordinate large events for student organization. Submitted purchase orders, requisitions, and other payment methods for processing. Organized large mail outs (500+) to district and state schools, took payments for events, managed financial affairs of band organization. Booked and coordinated vendors for events in which the band participated (over 230 members). Worked with all Microsoft Office programs. Promptly met deadlines. Handled sensitive organization information with care. Maintained combined budget of over \$75,000 annually.

Renana Studios, L.L.C.-2011-present

Business Owner/Operator

Successfully operates and controls small business. All marketing and campaigning for business. Manages all business including books and accounting. Successfully makes a profit each year in business without debt or excessive overhead. Streamlines business processes. Organized multiple teacher schedules within studio. Certified in the International Kindermusik program. Teaches music classes for 0-7 year olds. Teaches private lessons in piano, voice, and woodwind instruments.

State Farm Insurance/Agent Marty Hinton — July 2010-April 2012

Sales Representative.

Licensed in Property and Casualty Line of Insurance. Took payments, made policy changes, kept files and journals of logged information/changes, created follow up profiles and keep policies current, submitted complete applications with all required criteria. Basic underwriting at initial stages of application. Followed guidelines for applications and provide all required paperwork need to complete applications. Constantly problem solved customer accounts. Maintained relationship with customer. Met annual sales goals. Acquired new business for agency. Built relationships with vendors working in partnership with agency. Efficient in State Farm ERP program-ABS and NECHO (sales representative view). Kept current call log of all conversations. Efficient in call marketing.

University of North Alabama Music— 2009-2010

Band Librarian

Helped maintain budget for fundraisers, and events. Helped organize fundraisers, events, and activities dealing with Band program. Handled/organized band activities and annual events with 300+ people in attendance.

El Reposo Nursing Facility — 2007-2008

Dietary Manager

Managed Dietary Staff of twelve people. Organized work schedules for entire department. Managed budget and also programs dealing with all orders and expenses of food. Programed all dietary files and resources on computer from old filing technique. Organized all menus and supplements for patients in nursing facility. Charted all fluctuations in dieting habit with each patient. Kept through documentation of all transactions of meals for all clients. Made budget cuts by extensively researching food programs and providers. Followed all State regulations for dietary menus, meals, supplements, filing, and documentation. Worked with other staff on committees to see the safety and provision of all patients. Worked on patient care teams to discuss patient eating habit and weight loss or gain.

Meridian Coach and Travel — 2003-2011

Marketing/Sales/Cleaning

Produce and design all pamphlets for educational programs. Web page design and maintenance. Book, schedule and order tour information when needed. Discuss budget needs for marketing and design. Discuss Marketing strategies and outlay an effective plan to reach targeted audiences. Cleaned buses and helped maintain facilities on bus.

Skills

ERP/SAP module work, coursework in business process integration with ERP systems, IS analysis and design coursework, knowledge of accounting and statistics, computer literacy skills, excellent oral and written communication skills, multi-tasking, Microsoft Office, organized, prompt, meets deadlines, ARGOS reports, Microsoft Access database skills, Microsoft Excel, Microsoft Outlook, Microsoft Visio, worked within Banner.