

Joy Miller

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SUMMARY

Academic administration professional with six years supporting university programs, interdisciplinary initiatives, faculty activities, student appointments, purchasing, travel, reporting, and **office operations**. Coordinates **shared email**, calendars, **correspondence**, meetings, records, grant activity, reimbursements, and confidential communications with sound judgment. Advanced Microsoft Office skills include Word, Excel, Outlook, PowerPoint, Teams, and OneDrive, supported by experience with BuyWays, Summit reporting, **shared file systems**, and institutional workflows. Manages competing deadlines, frequent interruptions, sensitive information, and detailed assignments without losing follow through. Partners effectively with faculty leaders, business offices, academic units, students, vendors, and external contacts. Brings accurate recordkeeping, polished writing, practical bookkeeping, and dependable program support that helps academic centers operate smoothly.

EXPERIENCE

Office Manager, Interdisciplinary Programs

August 2023 - Present

Granite Coast University

Providence, RI

Leads daily administration for an interdisciplinary academic initiative, supporting faculty leadership, grant activity, purchasing, travel, reporting, records, and student services across campus partners.

- Coordinated **shared calendars**, email, correspondence, **meetings**, records, purchasing, travel, and student appointments.
- Processed faculty seed grant **submissions**, awardee communications, **business office** requests, expenditures, and final reports.
- Researched purchasing options and assembled exception documentation for timely approval through institutional procurement workflows.
- Arranged travel, reconciled **corporate card** receipts, prepared reimbursements, and retained complete supporting records.
- Compiled recurring operational and financial reports in Excel for consistent leadership planning and review.
- Handled sensitive requests across faculty, students, vendors, and campus units with discretion and **independent follow through**

Senior Administrative Coordinator

July 2021 - July 2023

Bayview College

Warwick, RI

Coordinated administrative services for two academic programs, maintaining leadership support, student records, purchasing, travel, reporting, correspondence, and shared electronic files.

- Maintained leadership calendars, correspondence, meeting logistics, student **records**, and recurring program deadlines.
- Edited **memoranda**, **reports**, meeting materials, and correspondence in Word and Outlook for campus distribution.
- Organized Teams and OneDrive files, improving retrieval of current documents and administrative records.
- Prepared **travel arrangements** and reimbursement packages, checking **receipts** and approvals against college procedures.
- Tracked **purchasing** requests through procurement software and resolved documentation gaps before fiscal deadlines.
- Compiled enrollment, activity, and expenditure data in Excel, validating source records before distribution.
- Protected confidential student and personnel materials while triaging inquiries for appropriate administrative offices

Administrative Assistant

July 2020 - June 2021

Eastern Rhode Island University

Kingston, RI

Provided front office and **program administration** for an academic unit, supporting students, faculty, visitors, campus partners, purchasing, reporting, records, and daily communications.

- Served as a professional contact for students, faculty, visitors, and campus partners during daily inquiries.
- Maintained **shared calendars**, scheduled **meetings**, monitored departmental email, and drafted information responses.
- Applied consistent naming and retention practices across electronic records for reliable document retrieval.
- Prepared purchasing documentation, tracked office orders, and reconciled records for **business office** processing.
- Compiled program statistics and formatted recurring reports in **Excel** and **Word** for administrative review.
- Protected confidential records while prioritizing assignments independently amid frequent interruptions

PROJECTS

Faculty Pilot Grant Administration 📅 2024

Coordinated submission intake, awardee communication, business office processing, expenditure documentation, and final reporting for faculty seed grant activity.

Academic Travel and Corporate Card Records 📅 2023

Organized itineraries, traveler information, receipts, reimbursements, and corporate card records into a clear review workflow.

LEADERSHIP & AWARDS

- Recognized by academic leadership for dependable coordination of interdisciplinary program operations.

- Commended by campus partners for accurate records, clear correspondence, and responsive administrative support.
- Selected to manage sensitive grant, travel, purchasing, and reporting workflows requiring independent judgment.

EDUCATION

Bachelor's Degree in Business Administration

2020

Rhode Island College GPA: 3.5

Providence, RI

Coursework: Business communication, accounting, organizational management, information systems

CERTIFICATIONS

- Microsoft Office Specialist 📅 2024
- FERPA Training Certificate 📅 2023

TECHNICAL SKILLS

- **Microsoft Office:** Word, Excel, Outlook, PowerPoint
- **Collaboration Platforms:** Teams, OneDrive, shared calendars
- **University Systems:** BuyWays, Summit, institutional reporting
- **Grant Administration:** Pilot grants, submissions, awardee reports
- **Travel Systems:** Travel arrangements, traveler records, reimbursements
- **Financial Records:** Corporate cards, receipts, expenditure records
- **Procurement:** Purchasing research, no bid justifications, purchase tracking
- **Reporting Tools:** Excel reports, statistical compilation, departmental reporting
- **Document Management:** Electronic files, records retention, document retrieval
- **Administrative Operations:** Correspondence, meetings, office records
- **Communication Tools:** Telephone etiquette, email, memoranda
- **Bookkeeping:** Basic bookkeeping, transaction records, fiscal documentation

SKILLS

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|---------------------------|--------------------------|-------------------------|------------------------------|
| • Office management | • Prioritization | • Calendar management | • Confidential records |
| • Academic administration | • Records management | • Travel administration | • Independent follow through |
| • Program administration | • Basic bookkeeping | • Grant administration | • Interpersonal skills |
| • Written communication | • Microsoft Office Suite | • Student appointments | |

PROFESSIONAL AFFILIATIONS

- Academic administration and interdisciplinary program operations across university campus units.
- Professional collaboration with faculty, students, business offices, vendors, and external contacts.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST