



Elijah Freeman

Early College and TRiO Assistant

☎ (503) 555-1847 ✉ elijah.freeman@example.com

🌐 [linkedin.com/example/elijahfreeman](https://www.linkedin.com/example/elijahfreeman) 📍 Salem, OR 97302

STRENGTHS

- 👤 **Student Service**
Front desk questions became clear next steps through patient responses, timely appointments, and steady advisor follow up.
- 📁 **Records Stewardship**
FERPA sensitive files stayed organized and current, giving advisors reliable information for enrollment and reporting decisions.
- 📅 **Event Coordination**
FAFSA nights and orientations ran smoothly through practical schedules, attendance materials, family messages, and staff coverage.
- 📊 **Financial Accuracy**
Banner reconciliation and purchase records made discrepancies visible early, which helped leadership resolve issues with confidence.
- ✉ **Outreach Communication**
Families and school partners received useful updates through newsletters, email, social media, and direct phone support.

SKILLS

Student Services FERPA
Microsoft Office Banner Reports
Grant Databases Student Records
Eligibility Review Purchasing
Event Coordination
Transportation Logistics
FAFSA Support Inventory Control
Student Outreach Social Media
Project Coordination

SUMMARY

Administrative and student services professional with four years supporting college access, youth outreach, and education programs. Coordinates student and family inquiries, appointments, records, eligibility reviews, events, transportation, purchasing, **grant documentation**, and communications with steady attention to privacy and follow through. Maintains participant files, outreach records, Career Pathways trackers, and reporting inputs across web based databases and electronic systems. Uses Microsoft Office and **Banner financial reports** to reconcile expenses, prepare purchase orders, track supplies, and surface discrepancies for leadership review. Supports FAFSA nights, orientations, seminars, field trips, parent communications, and school partnerships. Experience with **Educational Talent Search** and Upward Bound activities brings practical insight into student needs, family questions, and advisor workflows. A calm, organized approach can support dependable access services and smooth **daily administration**.

EXPERIENCE

Program Administrative Coordinator

Willamette Student Success Collaborative 📅 October 2024 - Present 📍 Salem, OR

Coordinates front office operations for federally supported college access programming, serving students, families, advisors, school partners, and leadership. Owns records, reporting inputs, event logistics, purchasing, financial reconciliation, transportation planning, and confidential communications across multiple active program needs.

- Handled **student inquiries** and appointments through phone support, **email responses**, and advisor coordination.
- Validated eligibility records in tracking systems, protecting FERPA information during reporting and advising workflows.
- Reconciled Banner financial reports with program expenses, purchase orders, and travel documentation for leadership review.
- Coordinated **FAFSA nights**, orientations, seminars, rooms, attendance materials, transportation, and staff schedules.
- Prepared contact summaries and source files supporting grant monitoring and **annual performance reports**.
- Arranged buses, **permission forms**, **emergency contacts**, sign in sheets, evaluations, and supervised student transportation.

Administrative Services Specialist

Cascade Youth Opportunity Center 📅 October 2022 - September 2024 📍 Albany, OR

Supported youth education and career pathway services through reception, applications, **records**, outreach, inventory, purchasing, and event preparation. Connected schools, community partners, students, families, and advisors while keeping program information current and administrative records ready for review.

- Processed applications against **eligibility** criteria, then prepared status letters and electronic participant files.
- Built Excel trackers for attendance, outreach, **inventory**, and deadlines, giving staff one consistent view.
- Prepared newsletters, **informational emails**, and **social media** updates for students and families.
- Maintained grant funded supply and equipment inventories, processing orders with complete purchasing documentation.
- Resolved routine printer, laptop, and meeting room issues before escalating complex technical support needs.
- Coordinated reception, scheduling, school outreach, and community partner **communications** for youth services.

LANGUAGES

EnglishNative

SpanishBeginner

MY CAREER



- Program Administrative Coordinator at Willamette Student Success Collaborative (2 Years)
- Administrative Services Specialist at Cascade Youth Opportunity Center (1.9 Years)

PROJECTS

- College Access Event Operations** 📅 2025
- Coordinated FAFSA nights, orientations, seminars, and field trips through aligned schedules, transportation plans, attendance materials, family messages, and staff coverage.
- Participant Records and Reporting Workflow** 📅 2024
- Supported eligibility review, electronic filing, contact reporting, and grant documentation through consistent records practices that helped advisors and leaders act on current information.

LEADERSHIP & AWARDS

- Recognized for dependable coordination of student events, records, and family communications across active program schedules.
- Trusted with Banner reconciliation, grant documentation, and confidential participant files requiring careful follow through.
- Selected for recurring responsibility across FAFSA events, transportation planning, and annual reporting preparation.

EDUCATION

Associate of Applied Science in Business Administration
Chemeketa Community College 🎓 GPA: 3.5 📅 2022 📍 Salem, OR
***Coursework:** Office administration, accounting, business communications, records management*

CERTIFICATIONS

- FERPA for Higher Education Training 📅 2025
- Oregon Driver License 📅 2019

TECHNICAL SKILLS

- **Microsoft Office:** Microsoft Excel, Microsoft Word, Microsoft Outlook
- **Financial Systems:** Banner, financial reports, expense reconciliation
- **Grant Administration:** grant expense reports, purchase orders, travel advances
- **Student Databases:** web based databases, participant tracking, grant databases
- **Records Management:** electronic files, student records, document filing
- **Eligibility Processing:** application review, eligibility criteria, admission letters
- **Event Administration:** FAFSA nights, orientations, monthly seminars
- **Transportation Planning:** buses, college vans, permission forms
- **Communication Channels:** email, newsletters, social media
- **Reporting Practices:** contact reports, annual performance reports, source documentation
- **Privacy Compliance:** FERPA, confidential information, secure records
- **Inventory and Supplies:** inventory records, office supplies, equipment tracking

PROFESSIONAL AFFILIATIONS

- College access program operations, supporting Educational Talent Search and Upward Bound activities.
- Youth education outreach, collaborating with schools, advisors, admissions teams, and community agencies.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST