

Tonya S. Giddens

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EDUCATION:

2003 University of Alabama at Birmingham
School of Health Related Professions
MS in Health Informatics

1998 University of Alabama at Birmingham
School of Health Related Professions
BS in Health Related Professions
Certificate in Respiratory Therapy

EXPERIENCE:

4/2008-present

University of Montevallo

Program Coordinator, McNair Scholars Program

- Graduate School Visitations
- Graduate Exam Preparation
- Recruitment/Selection of program participants
- Mentoring/counseling program participants
- Individual Education Plans

2004 - 2008

University of Alabama at Birmingham

Graduate School

Program Coordinator II

- UAB Oracle:
 - FN Documentation, Requisitions, Purchase orders, ACT
 - TEL- student time sheet submission
- UAB Banner
- Oversee the daily operations of the Ronald McNair & Bridges Programs
 - Travel arrangements
 - Organization of meetings
 - Paying UAB Vendors and External Vendors
 - Student packet and Record assimilation and management
 - Performance analysis completion & submission for the Dept. of Education
 - Recruitment/Selection of undergraduate program participants
 - Payment of stipends
 - Mentoring/counseling program participants

2000 - 2004

University of Alabama at Birmingham Graduate School

Office Service Specialist III

- Graduate School Recruitment
- Graduate school fairs & college career days
- Seminars/talks with potential grad students
- Collection and management of graduate recruitment information
- Summer program designing and implementation
- Facility identification and planning of seminars
- Preparing performance reports and documentation of activities
- Grant proposal information collection
- Attending Professional Development Seminars/Conferences
- Non-degree Graduate Students Continuation process
- Assistant to the Program Manager
 - maintaining records of the Ronald E. McNair Scholars Program
 - maintaining contact with the program participants
 - ordering of necessary material and supplies for the program

PC SKILLS:

Microsoft Office (Word, PowerPoint, Access, Publisher, Excel, and Outlook), Works Suite, Visual Basics, Adobe, Corel (Word Perfect), Blumen-data management and reporting program