

Elizabeth R. Hyman
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Profile and Objective

Administrator backed by a Bachelor of Science in Mathematics and Statistics. I am organized, timely professional with strong customer service, editing, scheduling skills with ability to advance the department's interest.

Work Experience

Georgia Institute of Technology Assistant to the Chair I October, 2012-Present

- Personal Assistant to two prominent researchers: maintain calendars, plan corporate events, minor editing, statistical data entry related to faculty and year-end reports, travel reimbursements, filing, and project webpage (www.cepl.gatech.edu) maintenance.
- Maintain the functionality of the office: Building liaison between maintenance, space planning, and building occupants, manage calendars for conference room reservations, manage after-hour building security,
- Proficient in graphs, charts, statistical data comparisons.
- Provide excellent customer service: Purchase supplies and equipment, handle travel reimbursement documents, support individuals with daily tasks and assist with normal business operations.

Payment Solutions Company Administrative Assistant July, 2011-Sept., 2012

- Organized daily work flow among the different departments.
- Enacted efficient storing/filing system to make organization run smoother.
- Prepared training classes for all new hires, including organizing paperwork and notebooks.
- Daily contacted business owners to schedule appointments, and follow-up communication.
- Managed daily reporting, including calculating figures, and establishing charts/graphs for easy analysis.
- Ensured rates were being implemented and appropriate changes were being made on a weekly basis.
- Published the company newsletter, and other company documents.

Campus Coordinator (Campus Clubs) July, 2008-July, 2011

- Contacted prospective students and community people on a daily basis.
- Worked with students to help them achieve their personal and professional goals
- Planned and coordinated events at Georgia State University and Colorado State University.
- Established a new outreach program on Colorado State University campus.

Education

Georgia State University *Bachelor of Science in Mathematics and Statistics*
Graduated Cum Laude GPA of 3.65, August 2006.

Continuing Experiences

Completed 23 of the GT Trains courses (Fall 2012-Present).

In process of completing "GT Financial Fundamentals Certificate Program" and "GT Financial Specialist Certificate Program" (Fall 2012-Present).

Continuing Education-Accounting classes at Georgia State University and Front Range Community College (Since 2011) GPA: 4.0+.

Proficient in Power Point, Excel, MS Word, and Adobe.

Awards and Honors

Recipient of the Distinguished Staff Award (April 18, 2017)