



- Revolutionized the Optional Practical Training (OPT) Reporting methods and office procedures to provide efficiency and convenience to approximately 400 OPT students by creating an eForm for reporting, automatic reminder emails for approaching reporting deadlines, and designing a reporting calculator website.
- Perform various duties carried over from previous job title of Administrative Assistant including staff hiring, onboarding, and supervision; Immigration Document Review; and project maintenance.

*Administrative Assistant III – International Student and Scholar Services*

Colorado State University

Fort Collins, Colorado

August 2017 – June 2018

- Maintained the financial accounts for the department's annual million dollar budget including travel arrangements, reimbursements, account reconciliation, accounts receivable, and accounts payable.
- Hired, trained, supervised, and mentored 4-6 staff members including the maintenance of the CSU hiring system.
- Processed initial documents for thousands of international students during their initial admit phase up through their arrival in the United States ensuring each student met immigration requirements and regulations before their immigration records could be activated.
- Organized and lead the annual Grant Lee Scholarship provided for students from South Korea.
- Performed general office management duties through the ordering of supplies, providing troubleshooting to staff on procedures and technology, taking meeting minutes, and customer service coverage at the front desk reception area.

*Accounting Aide – Outreach School*

University of Wyoming

Laramie, Wyoming

August 2016 – August 2017

- Collected and processed monthly payroll and issued leave balance reports for the Outreach School administration, faculty, and support staff totaling over 50 employees dispersed across the state of Wyoming and beyond.
- Maintained open communication across statewide campuses regarding timesheets, timecards, PARS, and leave balances.
- Managed the Outreach School's multimillion dollar operating budget by maintaining accurate records of all transactions related to the University internal processes, procedures, and policies.
- Collaborated with University of Wyoming departments, community colleges, regional, and state agencies to support the daily operations of the Outreach School Accounting offices.

*Administrative Assistant – Outreach School*

University of Wyoming

Torrington, Wyoming

June 2015 – July 2016

- Routinely managed the daily operations of the Regional Center including scheduling classrooms for instructional and community use, on site and within the region, such as internal and external video conferencing events.
- Provided technical support, training, and guidance to over 200 students, conference participants, and presenters on equipment and software usage as needed.
- Supervised five staff members throughout the Eastern Wyoming region by providing training, scheduling assignments, hiring and firing of staff, collecting and maintaining payroll and reports, and organizing regional communication. This duty often included tele- and video-conferences for interviews.
- Maintained equipment inventory, databases, and information related to UW internal processes and procedures and policies as well as track student registrations across the region.
- Performed various accounting duties including managing the individual Regional Center's operating budget of approximately \$40,000.

*Enrollment Services Clerk / Enrollment Services Assistant*

Umpqua Community College

Roseburg, Oregon

August 2012 - June 2014

- Managed three front counter Enrollment Services Clerks.
- Provided motivation, direction, and cross-training to colleagues during the merger of the independent offices of Enrollment Services into a new, single building on campus known as the Welcome Center.
- Assisted with recruiting, testing, advising, and registration activities as well as special events such as commencement, fair booth, and orientation.
- Collaborated with staff members from other Oregon community colleges to broaden our outreach and services for students.
- Performed administrative support activities such as scheduling meetings and interviews, securing requested information, verifying and maintaining computerized data files, preparing summary reports, and participating on and leading hiring committees.

## PUBLICATIONS

---

Cooper, Beaux. *Dust*. Morington: Tirgearr, 2016. eBook. (Release Date: March 9, 2016)

Cooper, Beaux. *Beaux Cooper*. 01 Aug. 2015. Web. <<http://www.beauxcooper.com>>. Weekly Publication

Cooper, Beaux. "The Art of Criticism: How to Be Constructive." *Writing Wyoming*. Susan Vittitow, 26 Jan. 2016. Web. 28 Jan. 2016.

## COMMUNITY INVOLVEMENT and VOLUNTEER WORK

---

### *Volunteer*

International House Summer Programs      Fort Collins, Colorado      June 2019

- Yoga in the Park/Recreation Room (weather depending)

### *Volunteer*

Goshen County School District #1      Torrington, Wyoming      Sept 2014 – 2016  
Backpack Program

- Worked as a collective to fill backpacks with food items for underprivileged students in the county.

### *Volunteer*

Feed the 'Burg      Roseburg, Oregon      Oct – Nov 2013

- Prepared and served homemade dinners during a weekly community outreach event geared toward providing hearty meals for our homeless population.

## BRIEF OUTLINE OF RELATED EXPERIENCE

---

- Fiction and Non-Fiction writing, editing, formatting, and dissemination
  - Website Management – 5+ Years
  - WordPress – 5+ Years
  - Copy Writing and Editing – 15+ Years
- Related Formal Education:
  - Marketing
  - English/Communications
    - Editing
    - Creative Writing
    - Narrative Design
    - Formal/Technical Writing
    - Public Speaking
    - "Writing for the Web"
      - Blog
      - Content
      - Social Media
    - Web Design
- World Famous Chocolate Chip Cookies