

JAYMEE WOOLHISER

EDUCATION

<i>B.A., Anthropology</i> Colorado State University	Fort Collins, Colorado	Spring 2021
<i>NARA Records Management Certification – Levels I, II, III</i> National Archives & Records Admin.	College Park, Maryland	January 2020
<i>Supervisor Development Program Certificate</i> Colorado State University	Fort Collins, Colorado	July 2019
<i>A.A., General Studies</i> Umpqua Community College	Roseburg, Oregon	June 2013

PROFESSIONAL EXPERIENCE

<i>Director, Author</i> Beaux Cooper.com	Fort Collins, Colorado	June 2015 – Present	40 Hrs/Wk
<ul style="list-style-type: none">Published my debut novel under the publishing house, <i>Tirgearr Publishing</i>, in eBook format in 2016 under the pseudonym Beaux Cooper.Created and continue ongoing maintenance and marketing for the Beaux Cooper website as well as multiple social media accounts. This includes creating the content of the website and the websites for other authors and related fields.Manage and contribute to online communities geared toward writers and editors.Participated in large, paid speaking engagements across Wyoming as part of my book release campaign.Network with authors around the world to orchestrate blog interviews, marketing, and literature sharing to increase mutual exposure.Provide mentorship to budding writers through writer conferences and daily correspondence as well as editing services.			
<i>SEVIS Coordinator – International Student and Scholar Services (ISSS)</i> Colorado State University	Fort Collins, Colorado	July 2018 – Present	40 Hrs/Wk
<ul style="list-style-type: none">Co-lead the Communications Committee created to remodel all communications to students as well as internal and external communities including emails, alerts, website information, and social media accounts.Successfully lead the migration and reconstruction of the ISSS consolidating over 250 pages from the old website down to 150 pages on our new website, updating landing pages for visual appeal and dynamic organization, and creating new content within a two-month deadline while organizing and monitoring tasks assigned to our team of 10 people. We completed the project a week ahead of schedule.Serve as the ISSS website manager to include all content updates, creation, and alert maintenance designed to better serve our student and scholar populations in addition to telling our story to the greater global community in an effectual, engaging way.Overhauled the general communications sent to students and scholars to create a uniform template suite that is informative, inviting, and useful.Responsible for accurately maintaining approximately 2,300 immigration records for F-1 and J-1 Visa holders by submitting daily, quarterly, semesterly, and annual reports to SEVIS. This often includes record clean-up for inaccurate details provided by the US government and the submission of Correction Requests or Data Fixes to remedy the inaccuracies.Advise international students on immigration procedures and requirements, often requiring in-depth knowledge of immigration regulations created by SEVIS, USCIS, and DHS.Revolutionized ISSS's 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 schedule 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 40 Hrs/Wk

- 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 20 Hrs/Wk

- 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 40 Hrs/Wk

- 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 40 Hrs/Wk

- 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 EDUCATION AND EXPERIENCE

- Related Formal Education:
 - Records Management
 - NARA Certification – I, II, III
 - Marketing
 - English/Communications
 - Editing
 - Creative Writing
 - Narrative Design
 - Formal/Technical Writing
 - Public Speaking
 - "Writing for the Web"
- Fiction and Non-Fiction writing, editing, formatting, and dissemination
 - Website Management – 5+ Years
 - WordPress – 5+ Years
 - Copy Writing and Editing – 15+ Years
 - Blog
 - Content Creation and Maintenance
 - Social Media
 - Web Design