

Christine Coffman

256-529-0679 | chcoffman@crimson.ua.edu | www.linkedin.com/in/christine-coffman

Skills & Expertise

- Skilled in internal communications and maintaining employee and customer satisfaction
- Experienced in data analysis and management with programs such as SCADA and OnBase
- Proficient in Microsoft Excel, Word, PowerPoint, and Adobe Photoshop

Education

The University of Alabama, Tuscaloosa, AL

Master of Business Administration, Expected May 2022

The University of Alabama, Tuscaloosa, AL

Bachelor of Science in Business Administration, May 2020

Majors: Finance and Marketing

GPA: 3.7

Work Experience

Administrative Assistant

August 2019-May 2020

Office of the Dean, The University of Alabama Graduate School

- Served as the liaison between 5,000 + graduate students and the Graduate School Administrative staff
- Operated online data systems such as OnBase, Banner, and several different global electronic transcript delivery networks
- Processed and filed student applications, transcripts, and test scores for admission counselors, registrars, and all UA colleges

Student Assistant

January 2019-August 2019

The Graduate School Registrar, The University of Alabama

- Prepared, sorted, and scanned approximately 10,000 current and former Graduate School student records
- Maintained daily and consistent workflow to ensure all student records were scanned in a timely manner
- Implemented and became familiar with the office's digital filing and internal data systems

Student Project Coordinator

February 2018-August 2018

Office of the Dean, The University of Alabama College of Continuing Studies

- Organized and planned professional development workshops, certification courses, and leadership training programs for the college employees
- Worked in Microsoft Excel, Word, and Adobe Photoshop analyzing data for ACCESS teachers and students
- Communicated with employees and students via email and phone; transported mail and other documents between different UA colleges

Full Time Clerical Assistant

Summer 2017

Huntsville Utilities Electric Company, Huntsville, AL

- Utilized Excel and SCADA software mapping and managing electronic RTU's across 3 counties in Alabama
- Created a main database for 600 + company employees to have access to all RTU programming systems and locations
- Communicated in conjunction with TVA and the Department of Energy

Sales Associate

November 2015-October 2016

The Pants Store, Huntsville, AL

- Implemented effective sales strategies and marketed company products in a customer-centered manner
- Operated the POS system and assisted with daily and monthly accounting procedures
- Managed incoming and outgoing merchandise and maintained a high volume of inventory

Honors/Awards/Activities

Dean's List (4)

President's List (1)

Recipient of Alabama Collegiate Scholarship

Recipient of Alabama Alumni Scholarship

National Society of Collegiate Scholars

Phi Sigma Theta National Honor Society

Sigma Alpha Lambda Honor Society

Delta Delta Delta Sorority

St. Jude Charity Fundraising