

Traci J. Emerson

- Objective** I am interested in acquiring a position working on a copy-editing desk. I believe the skills I have obtained throughout the years will help me succeed in such a position.
- Experience**
- 2001 - current Purdue University West Lafayette, IN
Graduate Secretary, Department of Political Science
- Provide support to graduate students, faculty, and staff. Monitor graduate student academic progress and conduct yearly review. Keep in constant contact with the Graduate School, in regards to appropriate forms and procedures. Process and review applications into the graduate program. Correspondence with prospective students, current graduate students, faculty and staff, along with numerous institutions.
- 2000 - 2001 Purdue University West Lafayette, IN
Clerical Assistant, Minority Programs, School of Pharmacy
- Provide clerical support and assistance to Director of Minority Programs as well as the Office of Student Services. Maintain databases, create correspondence, answer telephone and emails, and assist students, parents, prospective students, faculty, staff, and corporate representatives in regards to the School. Maintain and evaluate student records, assist in recruitment activities, supervise student employees and payroll. Plan and schedule meetings and events. Proof documents as they are obtained.
- 1997 - 2000 Purdue University West Lafayette, IN
Transcript Clerk, Office of the Registrar
- Request and distribute academic transcripts, retrieve archived records, assist students, faculty, and staff.
- Education**
- 1995 - current Purdue University West Lafayette, IN
- Current Major: Professional Writing/English
 - Previous Major and Minor: Accounting and Spanish
- 1989 – 1995 Benton Central High School Oxford, IN
- High School Diploma
 - Major: Accounting and Business