Heather Adams

Administrative Specialist

# Knoxville, TN | 865.850.5286 | EM-Ehresman6@outlook.com

# Objective

To obtain a position with a new challenge in an administrative role where I can use my many years of experience.

# Experience

## University of Tennessee | MABE Engineering Advising Admin Spec. II June2019-August2024

* Assistant to Associate Department Head
* Maintained MABE Undergraduate Timetable
* Managed MABE Junior and Senior Labs
* Worked closely with Faculty

## University of Tennessee | College of Engineering Advising Admin Spec. I February2014-June2019

* Worked closely with students and parents
* Managed appointments and helped with preparation
* Worked closely with Advisors to make sure students meet minimum grade requirements

## University of Tennessee | Financial Aid Specialist I December2007-February2014

* Worked closely with students and parents
* Managed the TN Hope Lottery Scholership
* Main contact for the scholarship for UT and the State
* Reviewed and processed appeals before they went to the final committee for decision

# Education

## Roane State Community College, AAS Business Management 2005

Major: Business Management

## Powell High School 2003

High School Diploma

# References

Doug Aaron

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