## ANGELLA BAKER

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# WORK EXPERIENCE

**MISSISSIPPI STATE UNIVERSITY**

 **College of Business,** Mississippi State, Mississippi

Administrative Assistant I, June 2011 to present

* Purchase necessary office supplies by procurement card
* Process bimonthly payroll for all support staff and student workers
* Coordinate PhD program
	+ Process offer letters for all new incoming doctoral students for college of business
	+ Prepare required graduate school paperwork for all doctoral students for each step of their program
	+ Send out announcements to faculty and doctoral students about any upcoming doctoral student presentations and events
	+ Assist doctoral students with registration each semester
* Process all admission applications for MBA, MSIS, MBA, MPA, MTX, and PhD prospective students
* Process all clearing paperwork for MBA, MBA-PM, MSIS, and PhD graduation candidates
* Assist in planning departmental orientations, meetings, and social events
* Manage department office and supervise 2 graduate assistants

**MISSISSIPPI STATE UNIVERSITY**

 **Department of Human Sciences,** Mississippi State, Mississippi

Accounting Assistant, December 2010 to June 2011

* Reconciled department funds using Banner and Quicken
* Processed all cost transfers
* Purchased supplies for different projects

**NISCAYAH, INC. (formerly Securitas Systems), D**uluth, Georgia

 Buyer, November 2006 – January 2010

* Processed all purchase requests for up to seventeen branches
* Processed all return authorization credits
* Rectified errors between invoices and purchase orders
* Assisted with yearend inventory

**MISSISSIPPI STATE UNIVERSITY**

 **Center for Advanced Vehicular Systems,** Mississippi State, Mississippi

 Purchasing Assistant/Procurement Card Administrator, April 2003 to September 2006

* Processed all purchase orders and invoices, receivables incurred, and accounts payable
* Handled all procurement card purchase requests and reconciled procurement card at the end of each cycle
* Reconciled fund financial reports to detailed spreadsheet and distributed reports
* Processed all cost and interdepartmental transfers
* Assisted faculty, staff, and student employees with human resources matters and payroll concerns
* Updated Insite Studio webpage with Frontpage software
* Assisted with training of new InSite Studio Users
* Utilized Dreamweaver and Frontpage to create various webpages when requested

**MISSISSIPPI STATE UNIVERSITY**

 **Office of Admissions, Mississippi State, Mississippi**

 Staff Assistant, May 1999 – April 2003

* Balanced the budget for Office of Admissions
* Processed application fees and made weekly deposits
* Processed all procurement card purchase requests and reconciled the procurement card bill at the end of each cycle
* Reconciled financial accounts at the end of each month and year
* Basic budget forecasting
* Processed any receivables incurred
* Accounts payable
* Compiled detailed production reports for the entire office at the end of each month
* Processed admissions applications and worked with students during Registration and Orientation sessions

**MISSISSIPPI STATE UNIVERSITY**

 **Payroll Office**, Mississippi State, Mississippi

 Accounting Assistant, August 1997 - May 1999

* Processed the nine-month and bi-weekly payroll
* Processed insurance refund checks,
* Distributed campus W-2s

**MISSISSIPPI STATE UNIVERSITY**

 **Budget Office,** Mississippi State, Mississippi

 Accounting Assistant, December 1996 – August 1997

* Entered employment action forms for various departments on campus.
* Assisted with the annual budget for the entire campus

# EDUCATION

**Mississippi State University**

*Bachelor of Business Administration*

December 2000

# Center for Legal Studies – University of Georgia

*Paralegal Certificate*

September 2008

**Mississippi State University**

Master of Public Policy and Administration

August 2015 to present

# COMPUTER SKILLS

* Proficient in Microsoft Word, Excel, and PowerPoint
* Proficient in Microsoft Access, Acrobat Reader, Dreamweaver, Fireworks, FrontPage, Photoshop, and Great Plains
* Proficient in Quicken and MAS 200

# AWARDS

2015 Community Service Award - Volunteer Starkvile

2011 MSU College of Business Young Alumni Advisory Board Alumni of the Year

2008 Niscayah Outstanding Employee Award (First Quarter)

2003 Distinguished Staff Award Nominee