

Rochelle “Shelley” Denise Corbin

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Education:	Indiana Vocational Technical College Associate Degree, Computer Programming Purdue University Some College Credit, Business Management Purdue University Accomplished Clerical Excellence – ACE 29	Lafayette, Indiana West Lafayette, Indiana West Lafayette, Indiana
Employment History:	Krannert School of Management Administrative Office Manager to Dean <ul style="list-style-type: none">• Project and team management• Attention to detail• Professional• Support Dean of School Krannert School of Management Schedule Deputy and Administrative Assistant to Associate Dean <ul style="list-style-type: none">• Classroom Scheduling• Meet tight deadlines• Close attention to detail• Supervising one full-time employee• Improve/develop processes• Key resource for faculty and staff questions Krannert School of Management Administrative Assistant Master’s Department (ELI) <ul style="list-style-type: none">• Developed processes for new program• Managed legal documents• Managed SharePoint sites• Travel planning and forms Krannert School of Management Administrative Assistant / Journal Management <ul style="list-style-type: none">• Managed manuscript reviews for professional journals• Developed and implemented journal’s manuscript processing procedures• Developed and scheduled agenda for biannual International Economic Conference• Responsible for securing confidential information• Supported faculty teaching Tippecanoe School Corporation Title I Instructional Assistant <ul style="list-style-type: none">• Instructed on an individual and classroom basis• Developed instructional tutor schedule• Managed inventory and ordering of supplies Gibson Greeting Cards Merchandiser <ul style="list-style-type: none">• Managed purchasing, receiving and stocking Mayoras and Hittle Software Co. Project Leader <ul style="list-style-type: none">• Designed and developed County Court and Property Assessment software• Assisted customers in the field and on company help line	West Lafayette, Indiana July 2015 – present West Lafayette, Indiana September 2011 – July 2015 West Lafayette, Indiana August 2009 – September 2011 West Lafayette, Indiana March 2003 – July 2009 Lafayette, Indiana August 1998 – March 2003 Cincinnati, Ohio April 1993 - December 1994 Lafayette, Indiana August 1986 - May 1988

Skills: Word, Excel, Outlook, PowerPoint, MathType, Adobe Professional, Adobe Photoshop, SharePoint, Katalyst, Unitime, Timetable, Banner, COGNOS, ACE program, Editorial Express, ZOOM