

Ancy Thomas

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Objective

To work for a recognized organization on the administrative front and to employ my acquired skills and abilities to increase the welfare and success of the team I work for, alongside of professional growth for self.

Skills and Abilities

- **Banner (4+ years exp.):** Used it for student enrollment, retention, and entering semester class schedules.
- **Microsoft Word & Excel:** Well-versed, used them for managing administrative and academic data.
- **Departmental Recruiting:** Played a role in increasing enrollment and retention.
- **Confidential Stewardship:** Experienced steward of student records, personal and/or academic, for Graduate and Post Graduate degrees; protected critical student data by adhering to core ethical values of confidentiality in the workplace and academia.
- **Supervision:** Supervised student workers and graduate assistants as an administrator.
- **Fortis:** Trained in using Fortis including uploading documents, indexing etc.
- **Laserfiche:** attended training on Laserfiche while working at the Department of Educational Leadership.
- **Concur, Canopy, Cascade (2+ years exp.):** Processed employee expense reports, budgets, and travel funds.
- **Event Coordination (2+ years exp):** Coordinator for several educational conferences – for example, the Meadows Principal Improvement Program and Texas Association of School Board; Served with a team to plan departmental events (get-togethers, holiday parties, etc.).
- **Textbook Management:** Submitted orders for required texts each semester, coordinating with the campus bookstore and several publishers, and maintained a library for teaching faculty.
- **Mane Market/AggieBuy:** Confident submitting requisitions and processing purchase orders for contracted services, vendors, conference speakers, and invoices.
- **Administration:** Confident with navigating through TAMUC websites, handling phone calls, emails, scan and print jobs, shipping mail via university postal services, scheduling meetings, managing and re-stocking office supplies, and tending to office equipment.
- **Professional:** Prioritizes efficiency, organization, and timeliness; team-oriented and empathetic, meticulous, and diligent, committed and patient, an effective communicator, and a cheerful personality.

Education

Texas A&M University, Commerce, Texas	2016- 2018
Master of Science in Health, Kinesiology and Sport Studies	
Nizam's Institute of Medical Sciences, Hyderabad, India	2010 - 2015
Bachelors of Physiotherapy	

Work Experience

- Employed at Educational Leadership as Administrative Associate **(2019 - Present)**
- Employed as a Graduate Assistant – Research to The Coordinator of Enrollment and Retention at the Educational Leadership Department at Texas A&M University-Commerce **(2016-2018)**
- Worked as an internee for six months at AnyTime Fitness and shadowed a Personal Trainer.
- Worked as an assistant during my undergraduate study, where I provided meaningful contribution by carrying out research programs, data collection activities, data analysis and document review.

Interests and Hobbies

- Enjoy listening to music and hold an interest in travelling and exploring distant cities.
- I consider coffee a soul food and include visiting coffee shops as part of my travel diaries.
- I enjoy crocheting as a hobby and love putting efforts into different creative projects.
- Meeting new people interests because I get to learn from their life experiences.