

Ms. Harris brings a wealth of experience to her role as Administrative Assistant in the South Atlantic Conference Office of Education (SACED), given her prior employment history in state government and with public and private sector firms. Under minimum supervision, she has worked for senior and mid-level management providing project coordination, report preparation, client contact, and other advance and routine administrative tasks. She has a strong work ethic, excellent organizational and communication skills, and is proficient in Internet and computer technology. She accepts and understands the importance of her responsibility to render quality service to the office of education and to the teachers, staff, and students in schools throughout South Atlantic.

Before joining the SACED team, Ms. Harris was employed with the Southern Union Conference (SU) as Administrative Assistant to the Director of Education. Responsibilities included overseeing projects and assignments with all SU conference education administrative assistants and office assistants in the departments of early childhood, elementary, and secondary education; assisting the union registrar with various tasks, monitoring departmental budgets, maintaining committee lists, preparing annual SU, NAD, and GC education reports, updating the union school board manual, employment manual and the PreK-12 education code book, coordination of all special projects, planning departmental meetings, and collection of data and school information from all conferences for the production of the annual SU Directory.

For more than 15 years, Ms. Harris was admin assistant, marketing coordinator, and marketing director with local and national design firms (architects, engineers, interior designers, graphic designers, etc.). The main focus and priorities in these positions were business development, public relations, proposal writing, and company growth and promotion. Responsibilities ranged from supervision and training of secretarial and clerical staff to client database management and development of company profiles. She worked a few years as independent marketing consultant to small, minority, and female-owned businesses. She was also recruited into the Sears Management Training Program, which resulted in employment as a retail division manager and then regional training coordinator.

Ms. Harris is a graduate of Oakwood University (Huntsville, AL), receiving a bachelor's degree in Business Administration. A significant accomplishment since college is her successful completion of study to earn the prestigious designation of Certified Administrative Professional (CAP). This is an accelerated course of study and professional certification training developed by the International Association of Administrative Professionals (IAAP) for office and administrative professionals. It is the only recognized professional certification in the administrative profession that encompasses all areas of an office environment.

She continues her professional growth by attending workshops, maintaining membership in professional organizations, and participating in industry functions and events.