

Erin Norris

Oxford, MS | 601-670-1090 | ednorris@go.olemiss.edu | erin_delane7@yahoo.com
www.linkedin.com/in/erin-norris

Education

The University of Mississippi University, MS

Bachelor of Business Administration— May 2019

Major: Marketing & Corporate Relations

Overall GPA: 3.55

Jones County Junior College Ellisville, MS

Associate Degree in General Business— May 2017

Overall GPA: 3.7

Work Experience

University of Mississippi Department of Human Resources August 2017- December 2017

Office Clerk

- Accurately maintained confidential files for over 500 active/inactive student employees
- Updated files of current employees, which included driver's licenses, social security cards, and birth certificates
- Answered multi-phone line system and directed incoming calls to appropriate departments
- Served as runner for efficient movement of inter-departmental correspondence

Smith County Circuit Clerk's Office

June-July 2015, 2016, 2017

Office Clerk

- Answered multi-phone line system and directed incoming calls to the deputy clerks
- Assisted 75 people with voter registrations
- Assisted over 50 people with marriage licenses
- Input and filed civil and non-civil court dockets into computer system

Work Based Learning Office Jones County Junior College

March 2016 – May 2017

Office Clerk

- Assisted the senior secretary with maintaining and updating student employment records
- Input, edited, and recorded 60 students' information in computer system
- Created excel spreadsheets for each student employer
- Answered multi-phone line system and directed incoming calls to appropriate departments

Honors and Activities

- Dean's Honor Roll 2015-2017
- Phi Theta Kappa Award Recipient 2017
- Member of Student Government Association 2015- 2017
- Presidential Scholarship Award Recipient 2015-2017
- Color Run Marathon Volunteer 2017
- Jones Memorial Business Scholarship (UM Business School) 2017
- Community College Excellence Transfer Scholarship 2017

Skills/ Relevant Courses

- Microsoft Word, PowerPoint; Intermediate Excel
- Marketing Principals
- Advertising and Promotion
- Consumer Behavior
- Experienced in multiple social media platforms