

# Heather Orenstein

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## Experience:

### **Columbus State University**

#### **Admission Specialist – CRM**

Responsible for receiving, mapping, uploading and maintaining accurate data from various sources regarding prospective and current students as well as communicating with them via email, text and printed documents. Map, troubleshoot and resolve data management methods. Microsoft Office, TargetX, Salesforce, Informatica, Cloudingo, Ellucian's Banner, Hyland OnBase and Mongoose Cadence are primarily used to accomplish these tasks.

#### **Data Entry Specialist**

Worked as part of the team to receive, record and process student data and documents with accuracy and efficiency using Banner and Nolij. Communicated with students to resolve issues, primarily via email. Assisted Enrollment and Admissions as requested.

### **Gwinnett County Public Schools**

#### **Grace Snell Middle School – School Administrative Clerk**

Responsibilities included scheduling 1200 students and 125 faculty members in a narrow time frame and within the confines of state and district parameters, meeting with parents to resolve obstacles preventing them from registering or withdrawing their students, monitoring state and county educational applications, maintaining all student records both online and on paper, planning and executing annual registration days. Additionally, assisted Vice Principal with organizing, distributing and overseeing state and federal exams for the building under strict regulations and time frames as well as providing support to all other administrative and clerical personnel as necessary.

#### **Snellville Middle School – Academic Support Clerk**

Worked alongside the assistant principal to manage electives, textbooks, field trips and the student mentor program for over 2100 students. Additionally responsible for organizing, distributing and overseeing state and federal exams for the building under strict regulations and time frames.

### **Various Part Time Positions**

While my children were young, I worked in a number of positions such as retail customer service, waitress, deli worker, antique store clerk, eBay sales, and in a call center.

### **Kos Kam, Inc.**

#### **Office Manager/Contract Administrator**

Kos Kam was a general contractor performing renovation of housing on Ft Dix in NJ. Responsibilities included being the primary contact person between the owners, engineers, and military officers as well as lawyers and accountants, supervising front desk staff, light bookkeeping, as well as maintaining crew schedules and contract files.

## **Strengths and Skills:**

- Highly Organized and Detail Oriented
- Able to set Priorities and meet Deadlines
- Typing speed of 80 + wpm
- Strong Work Ethic, Honest, Trustworthy
- Able to Identify Weaknesses in a Process and Resolve them
- Quick and Willing Learner
- Versatile and Flexible

## **Education:**

### **Ocean County College, Toms River, NJ**

Program: Business Administration

Degree: Not achieved. Stopped 4 classes shy of my Associates degree

### **Wall High School, Wall Township, NJ**

Graduated in the top 10% of the class with a business focused diploma

## **Hobbies:**

- Serving the homeless and food insecure with m2540, a local non-profit
- Hiking
- Crafting
- Spending time with family and friends

## **References:**

- Stephanie Walton, Assistant Director of Admission Communication / former supervisor  
706-566-3000
- Gary Bush, Executive Director of Admissions (recently resigned)  
229-333-5793 (office)  
404-831-1398 (cell)
- Karen Eccles, former co-worker at GCPS  
770-865-2542
- Christine Santelli, lifelong friend  
609-240-3110