

MITZI DEHART THOMPSON

Administrative Assistant, Executive

678-839-6518 | mthomps@westga.edu | Carrollton, GA

EDUCATION

Virginia Polytechnic Institute & State University

Blacksburg, VA

RESPONSIBILITIES

Overseeing Daily Operations

Managing Projects and Events

Organizing Meetings & Events

Managing Calendar

Managing Student Assistants

Serving as the Point of Contact

Providing Customer Service

Assisting Students, Faculty, and Staff

EMPLOYMENT

January 2016 – Present

Administrative Assistant

UWG School of Communication, Film, and Media

Carrollton, GA

November 2011 – March 2016

Secretarial Assistant

Glenloch Baptist Church

Roopville, GA