

## Anneliesa D. Finch

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Over eight years experience in planning, developing, managing and analyzing strategies for gifted education in an early-entrance to college program. Coordinated fundraising events to generate scholarships for the Advanced Academy. Demonstrated exceptional oral and written communications skills. Trained conflict mediator in the area of Alternative Dispute Resolution.

### EXPERIENCE

**Advanced Academy of Georgia - University of West Georgia** 1999-Present  
Program Specialist

- **Responsible** for the promotion of the Academy by visiting local, regional and national high schools, college fairs, counselor workshops, professional conferences, and organizations for gifted students.
- **Planning and organization** of site visitations for prospective Academy students, guidance counselors, and parents.
- **Manage** direct mailings for high-potential academic students.
- **Point** of contact for prospective students via verbal and written communications.
- **Program administrator** over the applications process including but not limited to evaluation of student transcripts, interviews, reference letters, other documentation.
- **Accountable** for the development of marketing and recruitment strategies for summer camp for rising eighth and ninth grade students in the target population model.
- **Coordinator** of fundraising events to promote the Advanced Academy.

**Internal Revenue Service** 1989 – 1999  
Tax Examiner

- **Developed** budget plans for taxpayers, adjusted tax returns, filed levies and tax liens.
- **Recipient** of Performance Awards for three (3) consecutive years for quality communications and customer service skills.
- **Initiated** a teambuilding program for the department.
- **Served** as mentor and trainer for new employees.

**North Georgia College** 1987 – 1989  
Minority Advisory Coordinator and Recruiter

- **Created** the Minority Advisory Program at North Georgia College.
- **Improved** student retention of minority students.
- **Utilized** improvement strategies in academic counseling
- **Initiated** Career Field Day. Served as staff advisor for Students for Social Awareness group

## **OTHER SKILLS**

**Operating Systems:** MS Windows XP  
**Budgets:** Analysis

## **PROFESSIONAL MEMBERSHIPS, HONORS and CIVIC**

Staff Advisor- Advanced Academy of Georgia Ambassadors  
Member National Association for Gifted Children  
Member Georgia Association for Gifted Children  
Member National Consortium for Specialized Secondary Schools of Mathematics,  
Science and Technology  
Member Delta Sigma Theta Sorority  
Committee Member –Campus Alternative Dispute Resolution  
Board of Directors Member-Carroll County Mentor Education Foundation  
Campaign Coordinator- University of West Georgia, State Charitable Contributions  
Program

## **EDUCATION**

### **VANDERBILT UNIVERSITY**

NASHVILLE, TENNESSEE

M.Ed. in Higher Education Administration 1994

### **MERCER UNIVERSITY**

MACON, GEORGIA

B.A. in Communications 1987