

George T. White Jr.

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PROFESSIONAL SUMMARY

- Highly experienced administrative professional with a strong academic service and technical background, skilled at managing daily workflows and operations within university settings
- Proven track record in providing exceptional support to department leadership, faculty, staff, students, and visitors.
- Skilled in optimizing processes, facilitating communication, and ensuring efficient departmental operations.
- Demonstrated ability to lead projects, manage work assignments, and maintain high levels of customer satisfaction.
- Proficient in SAP, Excel, Access, Outlook, and Word, with attention to detail and excellent multi-tasking abilities.

PROFESSIONAL EXPERIENCE

University of Kentucky, Lexington, KY

College of Arts and Sciences, Administrative Support Associate I, Aug, 2013-Present

- Receive goods, often chemicals or biological substances and hold for contacts
- Provided technical support for legacy software installation during earlier term along with research of team use of College ticketing system for project management
- Provide Schlage lock support by programming locks, and updating software for multiple departments

Department of Earth and Environmental Sciences, Staff Support Associate, 2008-July 2013

- Distributed departmental information of various formats in a coherent fashion: Provided faculty information by phone and email, alumni records from Microsoft Excel spreadsheets, student record by paper file, and mini-application by text from a UNIX server, for example
- Developed scheduling experience such as entering course data into SLCM, processing pink sheets, and issuing course overrides
- Lead software installation of Microsoft XP operating systems on departmental "Undergraduate" computer lab machines, hall display PC, and main office, many of which required extra knowledge Windows configurations
- Performed other software installation on the machines mentioned above and for professors including Microsoft Office, Dell drivers, and Matlab
- Lead in local software installation of campus eBARS program for departmental inventory
- Coordinated in-house production of departmental newsletter by desktop publishing and printing on departmental copier

Department of Modern and Classical Languages, Literatures, & Cultures/Department of Philosophy, Staff Support Associate, 2005-2008

- Received and directed calls as well as visitors in Philosophy front office
- Produced departmental fliers for Department of Philosophy
- Edited web page for MCLLC department

Statistics Department/Department of Philosophy, Staff Support Associate, 2002-2005

- Provided Chair and faculty support such directing visitors, copying, and answering telephone
- Updated Philosophy website using tools such as Dreamweaver, Filezilla, and ftp – also having knowledge of telnet/ssh

EDUCATION/SKILLS

- Transylvania University, Lexington, KY, B.A. in Spanish Language and Literature, and Computer Science Minor
- Transylvania University, Lexington, KY, Sigma Delta Pi (National Spanish Honorary)
- Computer Languages (professional or personal): C, Perl, Shell Scripting, VB/VBA, and Batch files

COMMUNITY SERVICE EXPERIENCE

- 2001-2006 ESL Instructor: Jesús El Buén Pastor (Hispanic Catholic Center), Lexington, KY
- 2002-2003 Bilingual GED Instructor: Jesús El Buén Pastor, Lexington, KY