

Angelee Hammond
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Education

University of Wisconsin Oshkosh
B.A. Human Services
Oshkosh, WI
December 2008

Appleton East High School
High School Diploma
Appleton, WI
May 1993

Work Experience

Political Science Department, UW Oshkosh, Oshkosh, WI
Administrative Assistant II 2002 – present

- Provide administrative assistance to the department chair and faculty
- Monitor and maintain budget for various accounts within the department (i.e. general accounts, various grant accounts, vending account, and Endowed Professorship accounts)
- Manage budget and year-end balancing.
- Possess final signature authority on all budget transactions
- Advise undergraduate students
- Hire student assistants, provide human resource hiring assistance, and maintain accurate human resource paperwork

ELS, College of Education, UW Oshkosh, Oshkosh, WI
Limited Term Employment, Program Assistant 1 2000-2002

- Provide administrative assistance to Dean and faculty of the ESL grant program
- Provide assistance to students that have questions or concerns with tuition for school and courses
- Manage budget and year-end balancing. Possess final signature authority on all budget transactions
- Hire student assistants and provide human resource hiring assistance

Additional Experience

American Family Insurance, Carol Schultz Agency, Neenah, WI
Office Assistant 1999-2000

- Cold call for insurance quotes
- Answer calls, set up insurance claims and answer insurance questions
- Greet guests that enter office
- Enter payments and print bills and receipts

PreCollege Programs, UW Oshkosh, Oshkosh, WI
Student Office Assistant 1994-1999

- Provide office assistance (answer phones, file, etc...)
- Communicated with campus departments and ensured all documentation was submitted
- Type and Print grammatic documents

McDonalds, Appleton, WI

1990-1995

Trainer and Cashier

- Greet guests and take orders
- Train new employees on greeting guests and placing orders
- Collect money and reconcile registers at the end of the night shift
- Able to cook food when called upon

Honors and Awards

- College of Letters and Science Service Recognition Award (2019)
- Outstanding Performance Award (2016)
- Chancellor's STAR Award (2012)
- College of Letters and Science Service Recognition Awards (2011 & 2012)

Committee Participation

- Member of the University Staff Senate (2022 – present)
- Selection committee member for the Regents University Staff Excellence Awards (2021-present)
- Co-Chair, Awards and Recognition Committee (2016 – 2022)
- Member, Programs Committee for USPDD (2016 – present)
- Member, Awards and Recognition Committee (2014-2016)
- Member of Academic Computing User Group (2015)

Computer Skills

- WordPress
- MS Office Word
- MS Office Publisher
- Outlook
- SharePoint
- OneDrive
- Teams
- Internet Explorer
- Google Chrome
- Google Calendar
- Plone (webpage developer)