

Corinna Greene

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Employment History

2006 – Present

Coordinator II, Administrative Services, Center for African Studies, University of Florida, Gainesville

- ♦ Oversee Center's financial accounts, prepare budgets, monitor spending, provide financial reports and data to Director and other campus units
- ♦ Oversee personnel appointments, graduate fellowships and stipends
- ♦ Assist faculty and staff with grant preparation, reporting, and administration
- ♦ Oversee design and production of all electronic and printed Center materials including content. Solicit and create content, edit and design Center's biannual newsletter. Responsible for content, design and overall maintenance of the Center's website

2001 – 2006

Office Manager, Center for African Studies, University of Florida, Gainesville

- ♦ Maintain Center's grant, overhead, UF Foundation, and state accounts, assist and advise director on budget issues, project expenditures, initiate transfers, prepare budgets for grant proposals, purchasing card authorizer, supervise purchasing of supplies and equipment
- ♦ Process employment appointments for faculty, staff, students, and international scholars; certify payroll, authorize leave, process fellowship appointments and tuition waivers
- ♦ Initiate and resolve visa matters for international scholars, faculty, and students
- ♦ Serve as Center's webmaster, responsible for updating site information and overall content
- ♦ Edit, write articles, and design Center newsletter as well as printed materials for Center activities
- ♦ Evaluate, edit and proofread articles for Center's peer-reviewed online journal

1999 – 2000

Production Coordinator, Johns Hopkins University Press, Baltimore, MD

- ♦ Creation and maintenance of book production schedules in FileMaker Pro database
- ♦ Proofing and routing of book, jacket, and cover proofs
- ♦ Liaison with printers and staff members for schedules, estimates, special orders, etc.

1995 – 1999

Production/Editorial Assistant, University Press of Florida, Gainesville

- ♦ Layout and typesetting of book manuscripts for printing; proof corrections to layout
- ♦ Electronic preview and troubleshooting of files from authors in preparation for editing and typesetting

Skills

Microsoft Office Suite, a variety of design & layout software (PageMaker, Photoshop, Illustrator), Dreamweaver, Eudora, FileMaker Pro 6

Education

B.S., Journalism, University of Florida (May 2009)