

# Chasity Tousek

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Student Services Center | 318-357-6178 | tousekc@nsula.edu

## Professional Summary

Experienced in office administration and accounting techniques. Skilled computer operator and knowledgeable of Higher Education data management programs. Independent manager of daily operations, skilled communicator and knowledgeable of Higher Education standards and University operations.

## Education

Natchitoches Technical College, January, 1997 (Word Perfect 6.1)  
Natchitoches Technical College, August, 1996 (Integrated Accounting)  
Graduate of Lakeview High school, May 22, 1992

## Experience

### **ADMISSIONS RECORDS ANALYST** | NORTHWESTERN STATE UNIVERSITY | NOVEMBER 2, 2015 TO PRESENT

- Assisting the Director with the management and supervision of the Office of Admissions
- Coordination of Admissions Exception Appeals
- Responsible for ACT test score loads, suspense validations and running batch process to load into Banner
- Assisting Director with advisement of international (F1 VISA) students and the Federal Regulations
- Responsible for tracking available information for decision making regarding NSU admissions
- Other office duties as assigned

### **ADMINISTRATOR COORDINATOR 3** | NORTHWESTERN STATE UNIVERSITY | MAY 7, 2012 TO NOVEMBER 1, 2015

ADMISSIONS OFFICE

### **DATA ENTRY COORDINATOR** | THOMPSON HOME HEALTH | FEBRUARY 23, 2010 TO MAY 4, 2012

### **DATA ENTRY COORDINATOR** | SYNERGY HOME HEALTH | FEBRUARY 20, 2009 TO FEBRUARY 22, 2010

## Accomplishments/Honors

- Completed "Integrated Accounting" course, Natchitoches Technical College, Natchitoches, LA., October, 1996.
- Completed training in "WordPerfect 6.1", Natchitoches Technical College, Natchitoches, LA., March, 1997.
- Completed "Medical Terminology" course, Northwestern State University Division of Continuing Education, Natchitoches, LA., October, 2001.
- Completed "Entry-Level Coding" course, Northwestern State University Division of Continuing Education, Natchitoches, LA., December, 2001.
- Completed "Basic Training ICD-9 CM Coding Boot Camp," Louisiana Convention Centre, Alexandria, LA., August, 2002.
- Member of LACRAO (Louisiana Association of Collegiate Registrar & Admissions Officers)
- Member of NAFSA (National Association of Foreign Student Advisors)
- Assisting with Freshman Connection, Senior Day, Move-In Day, and other functions as requested
- Freshman Connection steering committee member