

# Dustie Litton

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Student Services Center | 318-357-6276 | littond@nsula.edu

## Professional Summary

Office Management, Human Resources, Accounting and Payroll and Data Entry. Data Entry Administrator in Higher Education and Private Sector. Over 13 years' experience in Higher Education Enrollment Management

## Education

**ASSOCIATES OF GENERAL STUDIES, NORTHWESTERN STATE UNIVERSITY**

## Experience

**STUDENT EMPLOYMENT OFFICER, NORTHWESTERN STATE UNIVERSITY, 2015 - PRESENT**

- Student employment budget tracking
- Matching student job skills with departmental needs

**DATA ENTRY CLERK, Northwestern State University, 2003 - 2015**

- Data processing
- Summary report preparation for the University; monthly/quarterly & yearly
- Verified data processing for accurate information daily

**MANAGER/PAYROLL CLERK, Louisiana Quick Recover, Inc., 1997-2003**

- Invoicing
- Weekly & semi-monthly payroll
- Quarterly tax preparation
- Extensive reporting due to constant contact with lienholders