

LARAMIE SMOVIR

620 Skyline Drive NE, Great Falls, MT 59404 · 406-239-9446

Laramie.smovir@gfcmsu.edu

EXPERIENCE

01/2017 – PRESENT

ENROLLMENT SPECIALIST, GREAT FALLS COLLEGE MSU

Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

11/2015 – 01/2017

DENTAL CLINIC MANAGER, GREAT FALLS COLLEGE MSU

Assisted students and faculty in successfully running the dental clinic for the Dental Hygiene and Dental Assisting programs, assisted in accreditation, maintained inventory, managed digital patient software, and other office management tasks.

EDUCATION

MAY 2021

BACHELOR OF SCIENCE – LIBERAL STUDIES, MSU-BILLINGS

Extensive coursework in communications, marketing, and multi-media

MAY 2015

ASSOCIATE OF ARTS, UNIVERSITY OF MONTANA

General Education

SKILLS

- Social Media Marketing Certified
- Excellent People skills
- Creative problem solving
- Passion for higher education

ACTIVITIES

- Great Falls College Staff Senate President
- Montana University Staff Senate Association Vice-Chair
- MPSEOC Virtual Task Force