**Amy Gregory-Moore**

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**Summary of Qualifications**

* More than twenty years of administrative and legal experience.
* Ability to work under pressure, handle multiple demands, and meet deadlines.
* Proficient in Windows, Word, Excel, PowerPoint, Word Press and Outlook and Microsoft Teams.

**Education**

**University of Tennessee,** Knoxville, TennesseeAugust 2018 - Current

Working toward Bachelor in Global Engagement

Expected graduation date is June 2022

**University of Tennessee,** Knoxville**,** Tennessee August 2020 – May 2021

**UconnecT Program**

Professional Development Program for Leadership

**McDowell Technical Community College**, Marion, North Carolina August 1996 – June 1998

Associate Degree in Advertising and Graphic Design

**Experience**

**University of Tennessee**, Knoxville June 2017 - Current

Center for Global Engagement

Executive Assistant

* Serves as internal and external point of contact for the Vice Provost of International Affairs.
* Manages the Vice Provost’s calendars and compiles meeting agendas.
* Plans events for the Vice Provost that are strategic priorities and unit led initiatives.
* Coordinates elements of travel for Vice Provost and international visitors to campus.
* Coordinates internal strategic development initiatives for department.
* Maintains discretion and sensitivity regarding international affairs.
* Provides information and interprets policies and procedures for department.
* Supervises designated personnel and provides training to staff.
* Efficient in time entry, travel approval and reimbursement, accounting in ledgers, departmental money transfers, purchasing and balancing departmental procurement card.

**Accomplishments**

* Organized a working committee, Campus Partners, with a representative from each college and department from the University of Tennessee Knoxville campus.
* Coordinated the Ready for the World Grant which financed global initiatives including Violins of Hope and McCarthy Fest in coordination with the Department of Music and the Department of English.
* Served as a delegate on the Big Orange Campaign from 2017-2020.
* Created a media kit for a campus event by networking with a state department representative and is currently implementing International Education Week for the University of Tennessee in November 2020.
* Serves on the Employee Relations Committee within the Employee Relations Advisory Organization representing the Provost office.
* Serves on the Diversity and Inclusion working group for the Center for Global Engagement and leads staff in a common read and discussion group.

**Prestige Title Agency, LLC,** Maryville, Tennessee March 2016 – June 2017

Closing Coordinator

* Researched documentation of recorded documents and evaluated their effect upon title of property and implemented legal skills of clearing titles.
* Practiced research skills and communicated information in order to obtain title insurance for clients.
* Checked copies of records such as mortgages, liens, judgments, easements, plat and map books to determine ownership and legal restrictions.
* Recorded documents at the Register of Deeds and was licensed as a Notary Public.

**W. Hill Evans, P.A.,** Marion, North Carolina June 2008 – December 2010

Legal Assistant

* Prepared legal court documents including domestic, civil, criminal and estates.
* Balanced probate cases for Magistrate.
* Mediated communication between clients utilizing Conflict Management training.
* Shadowed attorney that wrote policy for the Secretary of State for North Carolina.

**Affiliations**

Phi Theta Kappa Honor Society 1996 - Present

Who’s Who Among College Students 1996 - 1998

Notary Public for the State of Tennessee 2016 - 2020

Notary Public for the State of North Carolina 2001 - 2012

Blount County Chapter of Rio Networking 2016 – 2017

**Language Skills**

* Basic verbal skills in Spanish, Mandarin, Korean, Japanese and Arabic
* Practiced greeting international students and scholars upon arrival to campus

**Community Experience**

* Volunteered at Saint Marks United Methodist Church serving food to community. 2009 - 2011
* Stocked, organized and distributed from food closet. June 2010 – February 2011
* Hosted Scholars at Risk event centered on Food Insecurities, January 14, 2020