

# REGINA WALTON

11672 Herefordshire Drive · St. Louis, Missouri 63128 · (314) 438-9365

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## CAREER OBJECTIVE:

Seeking a career that will allow me to demonstrate administrative skills and be able to contribute to the efficient operation of the establishment.

## EDUCATION

**Bachelor of Sciences in Communications & Theatre · May 1986**

Tennessee State University, Nashville, Tennessee

## PROFESSIONAL EXPERIENCE

July 2014

Present

**SAINT LOUIS UNIVERSITY – DIVERSITY & COMMUNITY  
ENGAGEMENT**

### **Executive Staff Assistant**

Assist Vice President for Diversity & Community Engagement with a number of cultural and diverse support services. More importantly promoting multicultural awareness and education to historically underrepresented and marginalized student populations through intentional collaborations, experiences, initiatives and programs. Maintain office budget for the Cross- Cultural Center and the Office of Diversity. Assist with preparing and planning over one-thousand guests for the annual Dr. Martin Luther King, Jr. Memorial Tribute and the Clock-Tower Accords. Assist in planning, supporting and co-sponsoring events led by many community organizations such as the Urban League of Metropolitan St. Louis, Boys Hope/Girls Hope, Diversity Awareness Partnerships, Better Family Life, NAACP and the Sista Strut Breast Cancer Walk. Other duties include making travel arrangements, confirming board meetings and student led meetings along with other SLU community constituents.

May 2007

to June 2014

**SAINT LOUIS UNIVERSITY – ALUMNI RELATIONS**

### **Senior Administrative Assistant**

Provide administrative support to the Associate Vice President for Alumni Relations. Prepared travel expenses and organized alumni events sponsored by the Office of Alumni Relations.

March 2006

May 2007

**SAINT LOUIS UNIVERSITY – COMMUNITY RELATIONS**

### **Senior Administrative Assistant**

Provide support to the Vice President for Community Relations. Responsible for making sure that Vice President is prepared with appropriate documents to take to specific meetings. Assist Vice President with the preparation of budget proposals for salaries and operating expenses. Prepared dictations for Vice President to meetings and engagements he must attend.

July 2002 to

March 2006

**CHILDREN'S ADVOCACY CENTER OF GREATER ST. LOUIS**

### **Office Supervisor**

Performed administrative duties and assisted the Executive Director and Associate Director with grant applications, proposals and summaries. Made travel arrangements; arranged conferences and meeting sessions; composed and typed correspondence; maintained confidential files and records; supervised clerical, student employees, and volunteers.

October 1997 to  
July 2002

UNIVERSITY OF MISSOURI-ST. LOUIS, St. Louis, MO

**Administrative Assistant to the Director of Admissions**

Compiled data for special reports and projects; developed and monitored office budget. Planned, coordinated, and conducted campus tours and presentations for prospective students and parents; composed letters, memos, and other clerical support to the Director

February 1995 to  
October 1997

UNIVERSITY OF MISSOURI-ST. LOUIS, St. Louis, MO

**Executive Staff Assistant to the Vice Chancellor for Academic Affairs**

Developed and managed office budget; supervised office clerical support staff in providing administrative support to the Vice Chancellor; made hiring decisions and salary recommendations for promotions, disciplinary actions, and terminations; processed and reviewed a considerable amount of confidential and sensitive information in support of administrative activities; developed and produced new hire training manuals, and trained new employees; assisted the Vice Chancellor with academic searches and performances; reviewed, processed, and approved payroll for staff; assisted Vice Chancellor with annual workshops, events, retreats, and other activities sponsored by Academic Affairs.

Continued – Regina Walton

**ORGANIZATIONS AND ACTIVITIES**

National Association for Female Executives  
National Businesswomen's Leadership Association  
Who's Who of Professionals  
Former Miss Tennessee State University  
Delta Sigma Theta Sorority, Incorporated  
Outstanding Young Woman of America  
UM-St. Louis Employee of the Month 2004  
Woman of the Year 2019 – Saint Louis University

**COMPUTER SKILLS**

Microsoft Word, PowerPoint, Excel, Access, Publishing, Dictation, Outlook, Internet, People soft 8.0, Top Producer, Admit, CICS, APS, HTML, SOS Office Manager, TouchNet Deposits, Banner 7.3, Gateway, Curtis 1000, ConCur Expenses, WebFocus, Standard Register - Software for Stationary Orders, Kintera, and IMODULES, Banner Self Service, Cognos, Agiloft and Billiken Buy.

## **REFERENCES**

**Jeffrey N. Wherry**, Ph.D., ABPP  
Rockwell Professor  
Director, Institute for Child and Family Studies  
Human Development and Family Studies  
Box 41230  
Texas Tech University  
Lubbock, TX 79409-1230  
(806) 742-3000, ext. 242 (office phone)  
(806) 742-0285 (office fax)  
[jeffrey.wherry@ttu.edu](mailto:jeffrey.wherry@ttu.edu)

Relationship: Former supervisor at the Children's Advocacy Center

**Dorothy Lockridge**  
Associate Vice President for Student Affairs  
Tennessee State University  
3500 John A. Merritt Blvd.  
Nashville, TN 37203  
(615) 963-5648 (office phone)  
(615) 963-5051 (office fax)  
[dlockridge@tnstate.edu](mailto:dlockridge@tnstate.edu)

Relationship: Former supervisor at Tennessee State University

**Roosevelt Wright**, Ph.D.  
Professor  
The School of Social Work  
The University of Oklahoma  
[1005 S. Jenkins Avenue](#) – Rhyne Hall  
Norman, OK 73019-0475  
(405) 325-2821 (office phone)  
(405) 325-7072 (office fax)  
[rwright@ou.edu](mailto:rwright@ou.edu)

Relationship: Former supervisor at the University of Missouri – St. Louis