

**ADMISSIONS/RECORDS & GRADUATION DEPARTMENT
STAFF CONTACTS
August, 2008**

DISTRICT PROCESSING OFFICE

Name	Title	Key Responsibilities	Phone
WEST CAMPUS	Mail Code 4-8		
	Fax 407-582-1866		
Lisa Larson	Coordinator, Admissions/Records	Supervise, Data Processing - XYZ	1556
Alina Porter	Technical Document Specialist	Data Processing - ABC	1638
John Drimbea	Technical Document Specialist	Data Processing - DEF	1107
Christa Perez	Technical Document Specialist	Data Processing - GHI	1525
Gonzalo Pagan, "JR"	Technical Document Specialist	Data Processing - JKL	1508
Adria Murray	Technical Document Specialist	Data Processing - MNO	1108
Kim Augustus	Technical Document Specialist	Data Processing - PQR	1106
Marva Purcell	Technical Document Specialist	Data Processing - ST	1509
Lou Marasco	Technical Document Specialist	Data Processing - UVWXYZ	1377
Vacant	Mail & Folders	Folder Process & Distribution	5698
Myrna Calderon (P/T)	Mail & Folders	Folder Process & Distribution	1859
Vacant	Transcripts	Transcripts	1859

OSCEOLA CAMPUS	Mail Code 6-1		
	Fax 321-697-4848		
Louis Gray	Coordinator, Admissions/Records	Supervise, Data Processing	4813
Vacant	Technical Document Specialist	Data Processing, A-I	4806
Shirley Marrero	Technical Document Specialist	Data Processing, J-Q	4805
Ava Bentley	Interim Technical Document Specialist	Data Processing, R-Z	4191

EAST CAMPUS	Mail Code 3-13		
	Fax 407-582-8911		
Pyra Verrett	Coordinator, Admissions/Records	Supervise, Data Processing - XYZ	2203
Barbara Halbrook	Technical Document Specialist	Data Processing - ABCD	2648
Carmen Sepulveda	Technical Document Specialist	Data Processing EFGHI	2655
Marci Cooper	Technical Document Specialist	Data Processing - JKLM	2379
Yvette Aviles	Technical Document Specialist	Data Processing - NOPQR	2380
Kathleen Raphael	Technical Document Specialist	Data Processing - STUVW	2359
Rosa Silva	Technical Document Specialist	Mail & Distribution, Transcripts, App's and	2712
VACANT	Technical Document Specialist	Mail & Distribution, Transcripts, App's	2649

WINTER PARK CAMPUS	Mail Code 5-2		
	Fax 407-582-6920		
	Coordinator, Admissions/Records	Vacant	6907
Yaribey Breff	Technical Document Specialist	Vacant	6913
Felicia Hardeman (P/T)	Technical Document Specialist	Vacant	6856

HOME OFFICE

Name	Title	Key Responsibilities	Phone
WEST CAMPUS	Mail Code 4-8		
	Fax 407-582-1866		
VACANT	Assistant Director, Admissions/Records	Supervisor	1540
Derma Scott	Technical Document Specialist	Admissions/Records	1320
Caroline Lynch	Technical Document Specialist, Sr.	Transcript Eval. & Grad.	1160
Maria Gama	International Technical Document Specialist	International Students	1966

Vacant	International Technical Document Specialist	International Student Assistant	5439
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EAST CAMPUS	Mail Code 3-13		
	Fax 407-582-8911		
Sonja Boles-Melvin	Assistant Director, Admissions/Records	Supervise, Data Processing	2319
Kevin P. James	Technical Document Specialist	Admissions/Records	2293
Vacant	Technical Document Specialist, Sr.	Transcript Eval. & Grad.	2378
Ruth Wu	International Technical Document Specialist	International Student	2650

ARTICULATION & GRADUATION OFFICE

Name	Title	Key Responsibilities	Phone
WEST CAMPUS	Mail Code 4-43		
	Fax 407-582-5587	Articulate College Transcripts, Process Graduates, Post Degree	
<i>(Phones are forwarded to the Support Center- All can be contacted via groupwise)</i>			
Edwin Sánchez	Director of Records/Graduation	Supervisor	1554
Bonnie Campassi	Technical Document Specialist, Sr.		1283
Rose Bearden	Technical Document Specialist, Sr.	AB	1553
Susan Russo	Technical Document Specialist, Sr.	CDE	1299
Myra Randall	Technical Document Specialist, Sr.	FGH	1109
Debbie Reynolds	Technical Document Specialist, Sr.	IJKL	1287
Stephanie Randolph	Technical Document Specialist, Sr.	MN	1874
Damaris Fernandez	Technical Document Specialist, Sr.	PR	1391
Diana Goins	Technical Document Specialist, Sr.	OQS	1273
Gwendolyn Noel	Technical Document Specialist, Sr.	TUVW	1787
Julie Hatt	Technical Document Specialist, Sr.	XYZ	1297
Ana Biascochea	Technical Document Specialist, Sr.	U - Z (EAST)	2378
Carolyn Lynch	Technical Document Specialist, Sr.	U - Z (WEST)	1299

TECHNOLOGICAL SYSTEMS SUPPORT OFFICE

Name	Title	Key Responsibilities	Phone
WEST CAMPUS	Mail Code 4-43		
Reyna Rangel	Coordinator, Student Info Systems	Report, Banner Support	1876
Belen Caba	Student System Support Specialist	CAPP, EDI, Catalog, Banner technical aspects	5517
Martin Denizard	Student System Support Specialist	CAPP, EDI, Catalog, Banner technical aspects	1569

OTHER USEFUL PHONE NUMBERS

Name	Title	Key Responsibilities	Phone
WEST CAMPUS	Mail Code 4-8		
	Fax 407-582-1866		
Dr. Renee K. Simpson	Assistant Vice President, Admissions & Records	Coordinates all areas of Admissions & Records	1511
Lisa Stilke	Director of Admissions/Registration	Supervise Coordinators of Admissions/Records	1512
Krystal Cortez	Administrative Assistant to Dr. Simpson	Variety of duties assigned by the AVP to support the AVP and the department.	1506
VACANT (P/T)	Technical Document Specialist - REFUNDS	Processing Refunds/Variety of duties assigned by the AVP to support the department.	1859
VACANT (P/T)	Mail & Distribution	Mail & Distribution, Transcripts, App's	5698