

## **Tara Wells – Administrative Coordinator**

Tara Wells is a part of the SCSU Foundation. Before joining the team, she worked for the SC Attorney General's Office.

Tara currently serves as the SCSU Foundation's administrative coordinator. She is an integral team member who supports the Foundation's initiatives, provides administrative support, helps ensure donor satisfaction, and bolsters organizational efficiency and effectiveness.

Tara is responsible for processing requisitions and reconciliations, completing cash receipts, documenting and processing scholarships, and putting together net community merchant entries, among other administrative tasks.

Tara supports a value-driven culture while contributing to a success-focused, team-oriented, accountable environment. Tara's continued goals are to build strong internal and external relationships, contribute positively, and help improve effectiveness, all to enhance the business or agency's mission and endeavors and achieve a common goal of success.