

VICKI G. HARDIN

Carrollton, GA
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[LinkedIn Profile](#)

HIGHER EDUCATION EXPERIENCE

University of West Georgia, Career Services, Carrollton, GA 2004 – Present

Associate Director (2012 – Present)

Assistant Director (2009 – 2012)

Program Specialist (2004 – 2009)

- Develop and conduct workshops, class presentations on volunteering, resume writing, interviewing and other career-related topics; specifically to education, nursing and business majors
- Plan and coordinate annual Education Career Fair and Community Involvement Fair
- Serve as a liaison to the education department as well as other academic departments
- Coordinate intern, co-op and shadow program
- Assist with employer relations and on campus recruiting
- Maintain Career Services website and social media sites
- Oversee volunteer opportunities program including recruiting and developing contacts with volunteer organizations and matching students with volunteer opportunities
- Create marketing materials promoting volunteer program

EDUCATION EXPERIENCE

Oak Mountain Academy, Carrollton, GA 1978 – 2003

Admission Director (1991 – 2003)

- Designed recruitment literature, including admission brochures, pamphlets, and newspaper ads to recruit new students
- Helped with the design of admission portion of school website
- Planned and conducted open houses both on and off campus and conducted campus tours
- Tested and evaluated potential students and analyzed transcripts of incoming students
- Maintained admissions database for use in recruiting new students

Assistant Headmaster (1995 – 2003)

- Administered student discipline
- Supervised records management including grade reporting, attendance, and permanent records
- Purchased all textbooks, teachers' materials, and classroom supplies
- Conducted performance evaluations of faculty
- Served as liaison between school, parents, and community
- Assisted with planning of annual school auction

Middle/Upper School Administrator/Teacher (1978 – 2003)

- Administered student discipline
- Organized student activities and community service projects
- Conducted parent conferences
- Supervised middle and high school faculty
- Conducted performance evaluations of middle and high school faculty
- Assisted with the recruitment and hiring of new faculty
- Published monthly newsletter for parents
- Updated high school portion of school website weekly
- Planned field trips, overnight trips, and college visitations for students
- Planned and oversaw Baccalaureate and Graduation ceremonies

TECHNICAL SKILLS

MS Word	Facebook	Front Page
Access	Pinterest	Banner
Excel	Twitter	Quickbooks
PowerPoint	Instagram	eRecruiting
Pagemaker	FourSquare	Symlicity
RedDot	Publisher	C3M
Quicken	InDesign	

PROFESSIONAL ORGANIZATIONS AND COMMITTEES

- **Georgia Association of Colleges and Employers (GACE)**, Past President, 2012 – 2013; President; 2011 – 2012; President Elect, 2010 – 2011; Experiential Learning Committee Chair, 2007 – 2009
- **College to Career Job Fair**, Site Chair, 2010 – 2011, 2013 – 2014; Chair, 2009 – 2010; Employer Marketing Co-Chair, 2008 – 2009; Student Marketing Co-Chair, 2006 – 2007
- **Southeastern Association for Employment in Education (SAEE)**, Chair Elect, 2009 – 2011; Treasurer, 2006 – 2009; Membership Chairman, 2004 – 2006
- **Georgia Small Colleges and Universities Careers Consortium**, Site Chair, 2009 – Present; Chair, 2009 – 2010; Vice Chairperson, 2008 – 2009; Secretary, 2006 – 2008
- **American Association for Employment in Education (AAEE)**
- **Southern Association of Student Employment Administrators (SASEA)**
- **American Democracy Project Committee**
- **Murphy Center for Public Service University Advisory Board**
- **University System Committee on Career Services & Cooperative Education (USC-CACE)**
- **Hands on Carroll County**, 2005 – 2006
- **President, Country Lake Estate Property Owners Association**, 2002 – 2003

HONORS AND RECOGNITION

- **UWG Division of Student Services Divisional Award of Excellence**, 2007
- **SAEE New Member Leadership Award**, 2006
- **Oak Mountain Academy Teacher of the Year**, 2003 and 1986

ADDITIONAL TRAINING

- **MBTI Training**, 2011
- **Strengths Quest Training**, 2011
- **Carroll County Chamber of Commerce Leadership Academy**, 2008
- **Real Estate Training Institute Pre-license Course**, Spring 2004
- **Independent School Management, Inc.**, 1992, 1996, 1999, 2000

EDUCATION

Oglethorpe University, Atlanta, GA
Bachelor of Arts, Elementary Education