Vicki J. Griffin

P.O. Box 1843 Carrollton, GA 30112| 678-839-0691| [v](mailto:v.griffin827@gmail.com)griffin@westga.edu

# EDUCATIONAL EXPERIENCE

**Educational Specialist** (EdS) in Instructional Technology, expected graduation Spring 2021

**Master of Arts** in Sociology (MA), December 2018

# Post-Baccalaureate Certificate in Data Analysis & Evaluation Methods

University of West Georgia, College of Social Sciences, Carrollton Georgia 30118

Thesis Topic: Domestic Violence: What Can Schools Do to Change Educational Outcomes?

**Bachelor of Science** in Sociology (BS), July 2015 (cum laude)

University of West Georgia, College of Social Sciences, Carrollton, GA 30118 Minor: Psychology

**Associate Degree** in Applied Office Technology (AAS), July 2009 (Then) West Central Technical College, Carrollton, Georgia 30117

Areas of Emphasis: Microsoft Office applications and general business program

**Diploma** in Business Office Technology, June 2004

(Then) West Central Technical College, Carrollton, Georgia 30117 Areas of Emphasis: Document Design

# PROFESSIONAL EXPERIENCE

**University of West Georgia,** Carrollton, Georgia

* **Online Student Success Advisor-eCore/eMajor Liaison 2017 - Present**

Provides support to all UWG online students in online programs with an emphasis on undergraduate students who are enrolled in the statewide collaborative eCore courses and the USG eMajor collaborative (Bachelor of Science Organizational Leadership program at UWG). Collaborates with campus partners to ensure students who are enrolled in online courses through the University of West Georgia receive the highest level of support from all student services campus-wide. Certified to teach eCore SOCI 1101 courses.

# Administrative Assistant 2009 – 2017

Pre-enrollment advisor for graduate students for Media programs in the Department of Educational Technology and Foundations. Documents students in FileMaker Pro and Excel spreadsheets. Assists in evaluating graduate work in Media programs utilizing Wolf Watch in preparation for graduation. Utilizes Banner on a daily basis and at specific times in the semester for specific reports and student functions. Develops and implements modules in CourseDen to provide a flow of information to faculty and staff. In charge of making changes to all College of Education and Educational Technology and Foundations websites in OU Campus, WebCV and other databases. Supports departmental faculty and other departmental assistants. Maintains department inventory. Supervises Graduate Research Assistants and Federal Work Study students, including maintaining a budget for the FWSP student payroll. In past positions, I have managed budgets, grants, tracked faculty and adjunct faculty payrolls and managed a P-Card.

**Georgia Department of Corrections**, Bremen, Georgia

# Administrative Assistant to Superintendent 2006 – 2008

Reported all incidents involving probationers and correctional officers to the Atlanta main office. Maintained website and inventory of computers and equipment at the facility. Represented the West Georgia Boot Camp to other State Agencies. Ensured personnel remained in compliance with state mandates for time records.

**Lowes Product Distribution Center,** Villa Rica, Georgia

# Inventory Supervisor 1986 – 2006

Maintained integrity and accuracy of a million dollar plus inventory by supervising teams of auditors and cycle-counters. Monitored and distributed daily reports to cycle counters and auditors to oversee the movement of high dollar merchandise throughout the warehouse.

Presented daily reports to upper-level management regarding the status of inventory. Supervised a staff of twelve personnel.

**United States Air Force,** Minot AFB, Minot, North Dakota

* **Security Police Supervisor 1977 – 1986 Staff Sergeant (E5) Honorable Discharge** Performed administrative and dispatch duties of Desk Sergeant, performed investigations pertaining to criminal acts that were committed on base property include domestic violence, rapes, thefts, accidents, homicides, etc. Supervised a staff of 18 – 20 personnel.

# SOFTWARE/PROGRAM SKILLS

* Banner
* Wolf Watch
* FileMaker Pro Database Management System
* Open Text
* OU Campus
* Ellucian Recruit
* Desire2Learn LMS
* Microsoft Office Suite
* R
* SPSS
* Atlas ti
* Argos
* Footprints 12

# ACADEMIC HONORS

**Honor Graduate,** *cum laude,* University of West Georgia, Carrollton, Georgia (2015)

**HOPE** Recipient (2004 – 20l2)

**Honor Graduate,** West Central Technical College, Waco, Georgia (2009, 2004) **Certificate of Achievement,** West Central Technical College, Waco, Georgia (2008) **President’s Honor Roll,** West Central Technical College, Waco, Georgia (2009, 2004)

## Professional and Honor Societies

**Alpha Kappa Delta International Sociological Honor Society** University of West Georgia Chapter (2014)

**Delta Epsilon Iota Academic Honor Society** University of West Georgia Chapter (2014) **American Sociological Society**, 1430 K. Street, Suite 600, Washington, DC 20005 (2013) **Association for the Sociology of Religion**, Dept of Sociology, Ball State University, Muncie IN., 47306 (2016)

# SERVICE TO THE UNIVERSITY AND TO THE COMMUNITY

**College of Education Diversity Committee** (2015 - Present) **College of Education Safety Advisory Committee** (2015 - Present) **Staff Advisory Committee to the Provost** (2015 –2016)

**GACE Proctor** (2013 – 2014)

## Volunteer and Service Experiences

***Volunteer,* UCode @UWG,** College of Education, Department of Educational Technology and Foundations, Drs. Kim Huett and Adriana D’Alba (2015). Maintained budget.

***Volunteer,* CherokeeRose Writing Project,** College of Education, University of West Georgia, Dr. Tamra Ogletree and Ms. Shoney Brice (2013 – 2015). Maintained website.

***Volunteer,* Carroll County Soup Kitchen,** 345 Beulah Church Road, Carrollton, GA 30117. (2015). Assisted in fundraisers.

***Volunteer*, Students to Exceptional Employees *(S.E.E),*** Career Services, University of West Georgia (2016- Present). Presenter

***Volunteer,* Safe Zone,** University of West Georgia (2016 – Present). Presenter

***Volunteer***, **IT Forum and Media Student and Alumni Reception & Reunion,** University of West Georgia (2018). Presenter.

***Presentations***

**Griffin, V.** & Neubauer, B. (2019). *Learning Engineering: The What, Why and How.* **IT Forum and Media Student and Alumni Reception & Reunion.** University of West Georgia.