

Vicki J. Griffin

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EDUCATIONAL EXPERIENCE

- Master of Arts** in Sociology (MA), expected May 2018
Post-Baccalaureate Certificate in Data Analysis & Evaluation Methods
University of West Georgia, College of Social Sciences, Carrollton Georgia 30118
Topic: Educational Outcomes of Children Exposed to Domestic Violence
- Bachelor of Science** in Sociology (BS), July 2015
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 undergraduate students enrolled in the University of West Georgia eCore courses and the eMajor Bachelor of Science Organizational Leadership program. Collaborates with campus partners to ensure students enrolled in online courses through the University of West Georgia receive the highest level of support from all student services campus-wide.
 - **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 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 complied 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

ACADEMIC HONORS

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

HOPE Recipient (2004 – 2012)

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, Cherokee Rose 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