

ASHLEY M. CARROLL-McCARLEY
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EDUCATION

University of West Georgia

January 2013 – Present

- Masters of Arts in English Literature

University of West Georgia

August 2007 – December 2012

- Bachelors of Arts in English with a minor in Creative Writing

EXPERIENCE

University of West Georgia

May 2013 – Present

Ingram Library Technical Services Budgeting and Accounting Associate

- Generates open purchase orders via the OneUSG eProcurement module, processes invoices, and manages the respective budgets in conjunction with the UWG Purchasing Office
- Manages relationships with library-related and state vendors in regards to issuing payments for services/materials ordered and for collection deaccession and/or new acquisitions
- Attends meetings with library vendors to discuss new print materials and electronic resources for Ingram Library; part of the collection development decision making process
- Manages Electronic Resources Access database, including maintenance of documentation and tracking invoicing and payments
- Reconciles the Technical Services and Acquisitions department budgets via the Budget Activity Report, Electronic Resources Access database, and inter-department spreadsheets (Microsoft Excel and Google Sheets)
- Assists Library Budget Manager with reconciliation of other library accounts, resolution of discrepancies, acquisition forecasts, and associated administrative support
- Generates and analyzes budget reports to inform the Head of Technical Services, the Electronic Resources Librarian, and the Dean of Libraries of upcoming renewals/payments and cost predictions for the upcoming fiscal year
- Regularly assesses the cost per use and usage statistics of print and electronic collections for renewal and deaccession purposes
- Assists in the purchase, payment, and receiving of library materials through invoices, a state purchase card, and the OneUSG ePro module
- Gathers, verifies, and inputs statistical data regarding library accounts
- Supports the month-end and year-end closing processes
- Generate and issue invoices for damaged/lost library items
- Interprets and applies policies mandated by the department, Library, UWG Controller's Office, and the Georgia Board of Regents
- Writes job description for student employee(s); hires, terminates, evaluates, supervises, and trains student employee(s) for the Technical Services department
- Developed workflows and procedures for damaged/lost items across the Circulation, Technical Services, and Instructional Services department to include generating invoices, payment collection, and collaboration on replacement decisions

University of West Georgia**January 2013 – April 2013***Graduate Assistant, Technical Services, Library*

Overall responsibility: assisted the Technical Services Department Supervisor with invoicing and department budget; financial reporting utilizing Microsoft Excel and Access to account for purchases in the current fiscal year.

The Home Depot**May 2009-April 2013***Special Services Associate*

Carrollton, GA

- Generated and completed daily reports for store markdowns, monetary accountability for customer orders, inventory, and job quotes within the company's internal store systems using Microsoft Office and Excel
- Ensured that customers received the products they ordered and/or the services they requested in an accurate and timely manner
- Communicated with vendors, installers, associates in the store, trucking/shipping companies, and customers to ensure special service requests were fulfilled
- Coordinated with surrounding stores in the district to transfer needed merchandise into the store
- Designed and implemented standard communication procedures for contacting customers, vendors, and installers
- Mentored new associates on the policies and procedures required to perform daily tasks and assist customers

PROFESSIONAL DEVELOPMENT and TRAININGS

- Udacity
 - Intro to Data Analysis
 - SQL for Data Analysis
 - Database Systems Concepts and Design
- University of West Georgia
 - Project Management Professional (PMP) Certification (In progress)
 - Budget Amendment User Training
 - University Writing Center (UWC) Tutor Training/Professional Development: Engaging Students in the Assignment & Text (from a Tutoring Standpoint)
 - Electronic Record Retention
 - Recording, Posting, and Balancing the Books
 - HIPAA Privacy Essentials
 - Measuring Outcomes and Using KPIs
 - Creating a Plan for Performance Management
 - Detecting and Dealing with Performance Problems
 - Key Accounting Concepts and Principles
 - Creating and Populating a Database in Access
 - Budget Report Training
 - Account Reconciliation
 - ePAR (electronic Personnel Action Request) Training
 - ePro (electronic Procurement) Requester Training
 - ADP (Automatic Data Processing) Manager Training
 - Purchase Card Training
- Safe Zone Training
- Green Zone Training

PRESENTATIONS/PANELS

- “Build Your Own Breakfast Club.” Presented at The Library Collective. Knoxville, TN. (March 2019)
 - Presentation on workshop development using the interests and skillsets of the staff and faculty working in a library or organization.
- “Personally Victimized by Alexander Pope: Gains and Losses in the Eighteenth Century Canon – Edward Young.” Presented as part of a panel at the Southeastern American Society for Eighteenth-Century Studies (SEASECS). Myrtle Beach, SC. (February 2019)
 - Presentation on the erasure of poet Edward Young from the literary canon.
- Chaired the “Becoming Monster/Animal/Human: Literatures of Disability” Panel at the University of West Georgia Undergraduate Research Conference (October 2018)
- “Technical Services: Serials Database and Electronic Resources Database.” Co-presented at the University of West Georgia Ingram Library. Carrollton, GA. (February 2015).
 - Presentation on the development and function of Access databases utilized in the Technical Services department at UWG’s Ingram Library. My portion focused on developing and utilizing the Electronic Resources Database to generate reports and analyze database purchasing and renewal trends and costs.

INSTITUTIONAL and STATE SERVICE

- Ingram Library Collection Development Committee (2019-Present)
- UWG Hero Wellness Week and Veteran Celebration Planning Committee (2019-Present)
- Developer and Coordinator for UWG Hero Wellness Week (March 2019)
 - Week of events dedicated to educating the student populous on the mental and physical wellness of UWG’s student veterans and veterans within the community.
- Library Co-Liaison to Student Veterans (2018-Present)
 - Support student veterans on campus through outreach programs and projects via UWG’s Ingram Library.
- UWG Wolf Wellness Committee Member (2018-Present)
- Volunteer at the UWG Campus Center (2018)
 - Supported our student group fitness programs through the teaching of classes and mentoring students on how to conduct a safe, effective class.
- GLA Collection Development Interest Group Member (2018-Present)
- UWG Library Liaison Allocations Working Group Member (2017-Present)
- UWG Library Budgeting Committee (2017-Present)
- GALILEO Interconnected Libraries (GIL) ACQ/ERM Committee Member (2017-Present)
- UWG Dean of the Library Search Committee Member (2017-2018)
- UWG Acquisitions Associate Search Committee Member (2016)
- Volunteer in the UWG Writing Center as a Tutor (Spring 2015; Spring 2019)