

Morgan Kirby

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Objective

To obtain a job in a field of my interest that will allow utilization and implementation of my educational skills acquired. I plan to do my best and work with existing employees to learn and help the department grow while receiving equally rewarding experiences while doing so.

University of West Georgia – UWG Online

July 2022- Present

Online Student Success Advisor

- Support student success initiatives by providing general assistance to online students, as well as responding to requests from potential students.
- Collaborate with campus partners to ensure students enrolled in online programs received the highest level of student services and served as eCore & eMajor Liaison.
- UWG|Online Help Desk providing not only support for online courses, students, and instructors; but all who use our online technology tools, including administrative staff utilizing the tools.

University of West Georgia – COE

October 2013- July 2022

Departmental Assistant/ Admin Support Senior

- Answer telephone to provide general information to the public and customer/student support.
- Maintain department records and files, completed hiring paperwork for adjunct faculty, and many other clerical duties.
- Scheduling and coordinating client schedules and payments for the CCC.
- Assisting students with clerical procedures and resource checkouts.
- Maintaining multiple budgets for departments, including sales and service, tech fee, and numerous grants.
- In charge of purchasing, travel approval, and keeping inventory of department supplies for multiple departments.
- Course scheduling/editing and hiring PT instructors.
- Oversee academic standing and Dean's List for COE.
- Manage Touchnet revenue for all of the COE centers.
- Manage the COE website.
- Event planning for COE events and conferences.
- Hire and supervise Graduate and Student Assistants.

**University of West
Georgia –
Coliseum**

**October 2012-
October 2013**

Guest Services Representative

- Answer telephone calls and assist callers with information requested, take messages, or transfer to person or department needed.
- Assist the Director of Events with any duties that need to be fulfilled or carried out.
- Help students, staff, and visitors at the front window with any questions or concerns.
- Prepare or edit documents using Microsoft Office.

Hair Studio West

**February 2009-
January 2022**

Owner/ Hair Stylist

- Manage staff, preparing work schedules and assigning specific duties.
- Cut and color hair based on what the client asks for or based on my professional opinion.
- Update and maintain customer information records, such as beauty services provided.
- Train or supervise other hairstylists, hairdressers and assistants.
- Keep up to date and organize business records and paperwork.

Education

**University of West
Georgia**

B.B.A in Management, May 2011

- Studied abroad in Prague, Czech Republic during senior year to gain extra experience with management, international business, and globalization.

Cosmetology Diploma, December 2006

**West Central
Technical College**

- Dual-Seal program allowed me to obtain college credits and start college early to ensure earlier graduation.

Skills and Interests

- Knowledge of and skilled in the Microsoft Office, Adobe, Banner, Argos, CoreIntegrator, Develop West, Touchnet, Clover, and PeopleSoft.
- Can read and speak some Spanish.
- Excellent customer service and communication skills.

References

References are available on request