

Megan Roberts

University of West Georgia
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Education

Masters of Arts in English, 2014

Clemson University

Thesis: Lanyer's Virtual Community: The Defense of Female Community in *Salve Deus Rex Judaeorum*

Bachelor of Arts in English, Minor in Professional Writing, 2012

Kennesaw State University

Teaching Experience

Clemson University

ENGL 103 – Introduction to English Composition

Fall 2013 – Spring 2014

Higher Education Experience

University of West Georgia

Educational Program Specialist (Distance Education – UWG Online & eCore)

July 2018 – Present

Assists with data analysis and distribution for the University of West Georgia Online department. Serves on the eTesting student success team to contact students concerning proctored exams, at risk queries, and general reminders. Helps answer general questions about testing and eCore procedures.

Kennesaw State University

Administrative Associate II (Department of Social Work and Human Services)

September 2015 – July 2018

Managed the department budget and processed all purchases. Scheduled all course sections to be offered each semester. Wrote biannual newsletter for the department. Monitored and adjusted part-time faculty payroll. Serviced the Chair and faculty (17 members), students, and was the point of contact for other departments across campus. Scheduled and assisted with departmental events, such as graduation celebrations, hooding ceremonies, and faculty retreats.

Event Coordinator (University Events)

January 2015 - September 2015

Coordinated events for faculty and staff. Attended assigned events to manage proceedings. Confirmed set up of the event space with the set up crew on campus. Created diagrams of set up in the AutoCAD system. Formatted contracts with external and internal clients to rent event space.

Administrative Assistant I (University Events)

July 2014 – January 2015

Trained new employees on office procedures, computer software, and campus policy. Ordered supplies for employees in the office. Sat on hiring committees for new event coordinators and student assistants. Answered phones and helped direct clients. Greeted visitors in the office. Managed RSVP lists. Ran budget reports with the business manager. Helped with large events such as Commencement ceremonies on an as-needed basis.

Technical Skills

Microsoft Office, PeopleSoft, Banner, GoView, Qualtrics, Tableau (beginner), SEADS, ePro, P-Card, ADP, Constant Contact, Mail Chimp, Adobe, Event Management Software (EMS), Argos, Footprints

Professional Development

Qualtrics Workshop, Summer 2017

Argos Workshop, Summer 2018

Tableau Introduction, Summer 2018

Microsoft Excel Essentials: Data Presentation Strategies, Spring 2019

Microsoft Excel Advanced: Power Pivot, Custom Formatting, Fills, and Forms, Spring 2019

Advanced Formulas and Functions in Excel, Spring 2019

Presentations/Publications

Roberts, Megan. 2011. "Classical Studies Minor comes to KSU." *Flourish Magazine: Kennesaw State University College of the Arts*, 9(1), page 6.

Roberts, Megan. 2014. "Lanyer's Virtual Community: The Defense of Female Community in *Salve Deus Rex Judaeorum*." Clemson University, Thesis Defense (Presentation).

Roberts, Megan. "Lanyer's Virtual Community: The Defense of Female Community in *Salve Deus Rex Judaeorum*" (2014). *All Theses*. 1919. https://tigerprints.clemson.edu/all_theses/1919

Membership and Service

2012 **Member**, Sigma Tau Delta, KSU

2011 – 2012 **Member**, National Collegiate Honor Society, KSU