

# *Greg G.*

• Emporia, KS 66801 •

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## **SUMMARY OF QUALIFICATIONS**

- Financial knowledge of accounts payable, accounts receivable, employee payroll, journal entries, bank reconciliations, and end of month closing activities
- Preparing and submitting State of Kansas and Federal taxes every month
- Excellent ability to gather and analyze statistical data and generate reports.
- Extensive work with supplies, equipment and services ordering and inventory control.
- Exceptional record maintenance skills.
- Ability to compile information and prepare reports.
- Excellent coordinating and multi-tasking skills.
- Detail precision in scheduling appointments and maintaining calendars.
- Remarkable word processing and data entry skills.
- Excellent ability to make administrative/procedural decisions and judgments.
- Strong ability to lead and train staff and student workers.
- Excellent ability to solve problems.
- Strong ability to compose and edit already written materials

## **Administrative / Office Experience**

- Have worked in a professional office setting doing various administrative tasks, such as, writing correspondence, data entry and creating multimedia presentations.
- Responsible for managing all aspects of accounts payable, accounts receivable, employee payroll, journal entries, bank reconciliations, and end of month closing activities; as well as maintaining accounts and records on all transactions and assets of the company.
- Enter and print bi-weekly payroll checks for all employees
- Responsible for preparing and submitting monthly and quarterly Kansas and Federal Sales Tax and Withholding Tax.
- Keep detailed inventory and sales records
- Experience with purchasing/shipping/receiving orders and contract negotiations with vendors.
- Interview potential candidates for company openings and organized staff events.

## **Customer Service**

- Experience working at cash registers (Walmart, Wendy's, Blockbuster Video, A and M Towing Yard) taking money and handled customers complaints and concerns, as well as provide janitorial services.
- Sales experience for Sprint Corp. (Summer 1996). Establish new accounts to residential long distance customers through incoming and outgoing sales calls.
- Provided technical computer support (computer hardware, Internet connection, web page design, etc.) to non-technical computer literate people.

## **Management / Supervisory Experience**

- Oversaw the daily management responsibilities of the Web and Multimedia Services Department and the Web Team Staff Members at Missouri Western State University.
- Maintained department budgets and researched and wrote various strategic plans.
- Hired, trained, supervised and evaluated full-time administrative staff and part-time student worker.

## **Computer / Technology / Training Experience**

- Oversaw all technology issues for the School of Education at Oakland University.
- Responsible for the entire website development for Florida Gulf Coast Univ. and Missouri Western State University.
- Designed numerous multi-media presentations.

## **EDUCATION**

### **Emporia State University**

Masters of Science: Instructional Design and Technology

**May 1999**

Bachelor of Science:

**May 1996**

Major: Social Science with an emphasis in Political Science and Geography

Minor: Sociology

## **WORK EXPERIENCE**

### **Metal Roof Systems of Kansas**

**2014 - Present**

#### **Office Manager (36 hours a week)**

- Responsible for managing all aspects of accounts payable, accounts receivable, employee payroll, journal entries, bank reconciliations, and end of month closing activities.
- Maintain accounts and records on all transactions and assets of the company.
- Perform reconciling, balancing, investigating, and resolving any account discrepancies
- Enter and print bi-weekly payroll checks for all employees
- Responsible for preparing and submitting monthly and quarterly Kansas and Federal Sales Tax and Withholding Tax.
- Keep detailed inventory and sales records
- Organize all company vehicle and trailer records (tags, taxes, insurance, and maintenance) as per policy by the Kansas Dept. of Transportation

### **Walmart Store # 0577 (16 hours a week)**

**2014 - Present**

#### **Sales Associate in Electronics and Wireless Department**

- Responsible for all cell phone sales and contracts with vendors (AT&T, Verizon, U.S. Cellular, etc.)
- Process and validate all contracts between the Customer, Walmart and Authorized Service Provider Vendors
- Keep detailed inventory and sales records for cell phones
- Assisted customers with their electronic (computers, TV's, cell phones, etc.) needs
- Collected money and operated cash registers
- Stocked merchandise and assisted with inventory of store items

### **Oakland University**

#### **School of Education and Human Services – Office of the Dean**

##### **Information Technology Analyst**

- Responsible for overseeing all technology issues for the entire School of Education and Human Services (200 employees and 5,000 students).
- Planned, coordinated, directed and designed IT operational activities, as well as provide direction and support for IT solutions that enhanced the School of Education's vision.
- Worked directly with faculty and staff to identify, recommend, develop and implement instructional technology projects in the classroom.
- Consulted, recommended, analysis, maintained, and purchased all technology related equipment and software.
- Oversaw the implementation of a document management system.
- Worked with various audio/video and internet vendors in developing several large scale projects for the school.
- Provided technical solutions to fix computer hardware and software problems for faculty and staff members.

### **Rockhurst University**

#### **Center for Teaching Excellence**

##### **Educational Technology Specialist (One-Year Title III Federal Grant Funded Position)**

- Taught a variety of workshops to faculty using various software and webpage design techniques.
- Assisted faculty with developing instructional course materials for online use.
- Developed a technology plan for assisting faculty members with learning various technology programs once the Title III Grant ended.

### **Missouri Western State University**

#### **Instructional Media Center**

##### **Manager of Educational Web and Multimedia Services (EWMS)**

- Oversaw the daily management responsibilities of the EWMS Department (3 full time employees and 5 students)
- Hired, assigned, motivated, trained, and evaluated employees.

- Performed administrative duties such as; complying statistics, budget management, strategic planning and policy recommendations for the Director of Instructional Media Center.
- Developed and maintained all online courses for MWSU's Distance Education Courses.
- Developed and maintained all instructional Internet based websites for supplemental support for on-campus courses.
- Developed and maintained web video streaming clips.
- Assisted in securing copyright permissions for non-print use.
- Administered and trained faculty on the use of WebCT (Course Content Management System).
- Taught a variety of workshops to faculty and staff members on learning various types of software programs.
- Consulted, trained, and assisted faculty and staff to implement instructional technology and/or design of instructional materials into their lectures, and courseware materials.
- Developed policies and procedures for web based instructional websites.

#### **Missouri Western State University Web Team: Production Supervisor**

- Oversaw the management responsibilities of the MWSU Web Team (5 full time employees and 5 students)
- Recommended policies, working procedures and budget issues to the Supervisors of the MWSU Web Team.
- Oversaw the overall design, functionality and navigation of the MWSU's Website.
- Worked closely with decision makers in other departments to identify, recommend, design, implement and support their departmental website.
- Developed policies and procedures for creating informational websites hosted by MWSU.
- Ran various web site management tools to maintain excellent performance rates.
- Researched new web technologies to help enhance MWSU's websites.
- Identified potential copyright problems.

#### **Florida Gulf Coast University Instructional Technology Services Web Developer**

- Designed, developed and maintained FGCU's official website.
- Worked closely with decision makers in other departments to identify, design, develop, implement and maintain their departmental website.
- Provided technical support for web development.
- Researched new web technologies to help enhance FGCU's websites.
- Ran various site management tools to maintain excellent performance.

#### **Emporia State University – Technology and Computing Services Graduate Teaching Assistant / Student Worker**

- Also worked for the Admissions Office (part-time 20 hours per week), providing computer support, re-designing website and shooting/editing a recruiting video for potential students.
- Managed ESU's Faculty and Staff Multimedia Lab
- Designed, developed and maintained over 30 websites for various University Departments.
- Provided support in academic web page design and multimedia development, computer-assisted instructional design, and training / development work.
- Worked directly with faculty to develop and implement instructional technology projects in the classroom.
- Supported online instructional courses for various faculty members.
- Supported online course content management systems (WebCT, Blackboard, Web-Course-In-A-Box).
- Created interactive CD-ROM's for various classes and university promotional projects.
- Developed and taught various technology professional development classes for faculty and staff.
- Coordinated the design and implantation of ESU's Distance Learning Classroom and the Multimedia Classroom for the Department of Nursing.
- Video Production Assistant: setup equipment, camera operator, digital video/audio editing
- Shot and edited several 30-second public service announcements for local cable television.
- Fixed computer and media hardware and software malfunctions.

## **References**

Available upon request